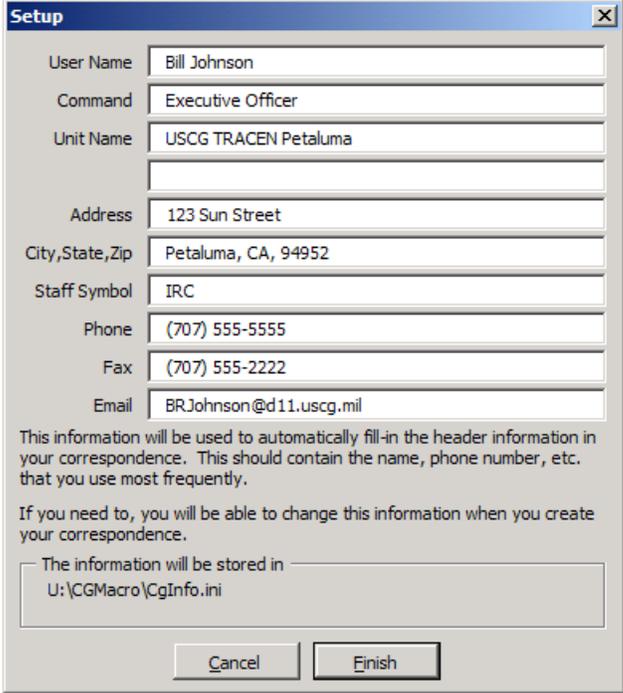


## Setting Up CG Macros II

### USCG Macros II Templates

USCG Macros II templates were designed to generate standard Coast Guard letters and memorandums, making the entire process of preparing Coast Guard correspondence much easier. This job aid will show you how to set up USCG Macros II in Microsoft® Word.

Step	Action
1.	On the <b>Start</b> menu, point to <b>Programs</b> then click on <b>Microsoft Word</b> .
2.	Click <b>File</b> and then click <b>New...</b>
3.	Click on the tab that says <b>USCGMacrosII</b> and double click <b>CGSetUp.dot</b>
4.	<p>You will be taken to the <b>Setup</b> window. Fill out this form with the correct information.</p>  <p>The information will be used to automatically fill-in the header information in your correspondence. This should contain the name, phone number, etc. that you use most frequently.</p> <p>If you need to, you will be able to change this information when you create your correspondence.</p> <p><input type="checkbox"/> The information will be stored in U:\CGMacro\CgInfo.ini</p> <p>Buttons: <b>Cancel</b> <b>Finish</b></p>
5.	Click <b>Finish</b> .
6.	Again use the <b>File</b> menu and click <b>New...</b>
7.	Click the tab that says <b>USCGMacrosII</b> .
8.	Double click the type of <b>correspondence</b> you wish to create.