**Mac Install Instructions**

**Step 1. Install the Styles Macro.**

1. Save the [styles macro (BAT 1 KB)](https://www.nrel.gov/comm-standards/editorial/assets/docs/nrel_styles_macro.bat) to your desktop.
2. Change the file extension from .bat to **.bas**.
3. Open any **Word** document.
4. Open Visual Basic editor: Tools > Macro > *Visual Basic* Editor.
5. In the **Project – Project** box (top left), select **Normal**.
6. Click the **File** menu (top left) and select **Import File**.
7. Navigate to the **styles macro** you saved on your desktop and click **Open**.
8. Close the **Visual Basic** window.
9. Delete the .bas file from your desktop.

**Step 2. Create a Quick Access Button.**

1. In your **Word** document, click the **Word** tab (top-left corner).
2. Click **Preferences > Ribbon and Toolbars**.
3. Click **Quick Access Toolbar**).
4. In the **Choose commands from** dropdown menu (top of left panel), select **Macros** from the top of the list.
5. Select the **styles macro** (usually named Normal.NewMacros.nrel\_styles\_macro).
6. Click **Add** (center), use the **Modify** button to select an image (optional), and click **OK**.

**Step 3. Use the Macro To Apply NREL's Styles.**

1. Click the **styles macro** image in the **Quick Access Toolbar**. (*The image you selected in step 2 will be in the top row on the right side by default.*)
2. Open the **Styles** panel (Alt (option)+ CMD + Shift + S):  
   Home tab Styles group dropdown arrow in the lower-right corner.
3. Highlight content to format and click on a style in the Styles panel. (*The NREL styles start with "****NREL\_****" in the list of styles.*)