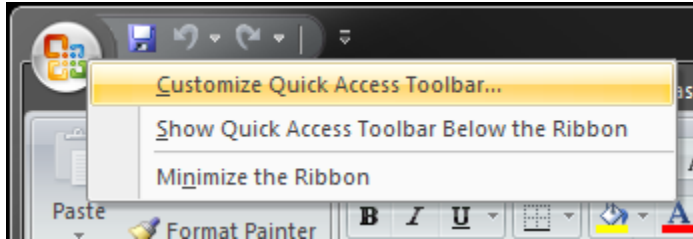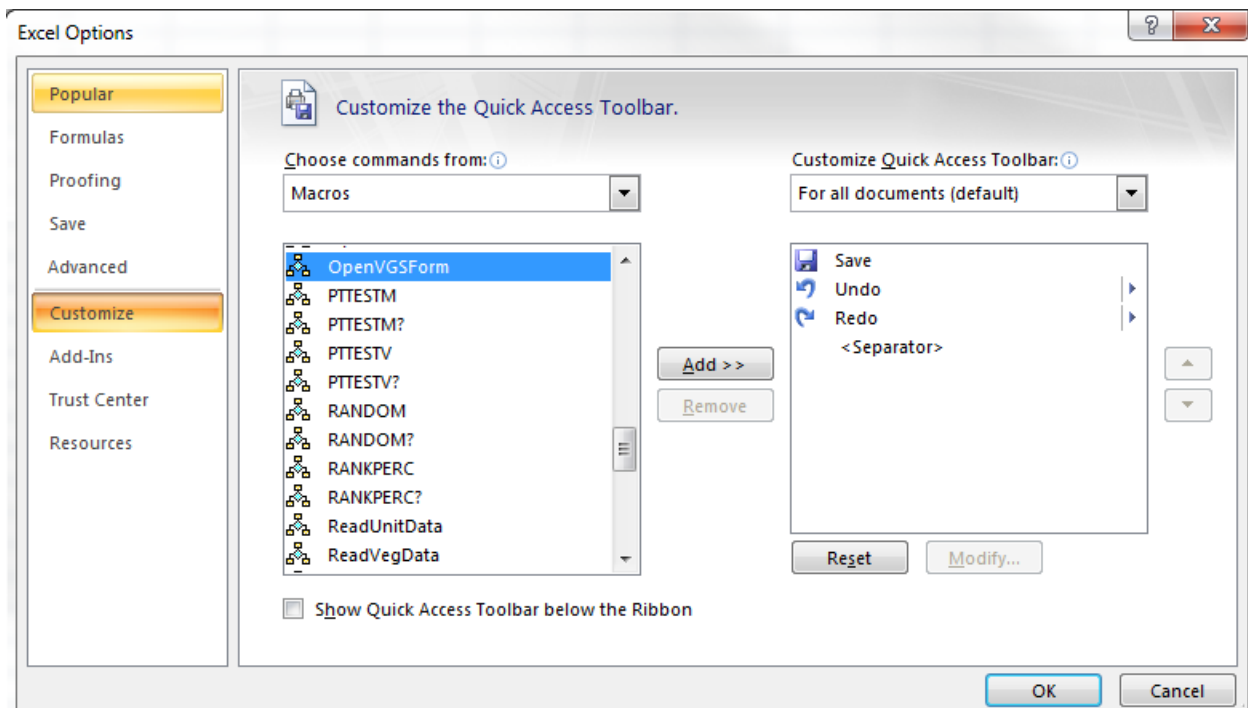# Assigning a Macro Button to the Quick Access Toolbar

Right-click the Office rose and then click "Customize Quick Access Toolbar…"

Select "Macros" from the "Choose commands from" drop-down list

Select the "OpenVGSForm" macro and click the "Add>>" button

There will now be a new button on your quick access toolbar that will open the VGS form