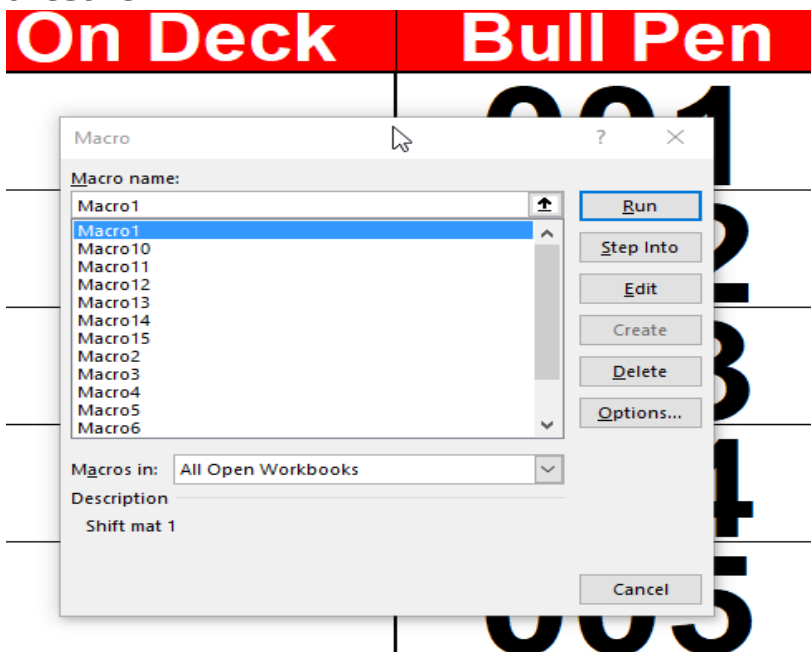


Change macro keys: You can change macro keys as necessary if needed.

1. Load the appropriate format.
2. Make sure Macros are Enabled
3. ctrl+a, ctrl+s, ctrl+d, ctrl+f, ctrl+g, ctrl+h, etc. move rows to the left.
4. ctrl+q, ctrl+w, ctrl+e, ctrl+r, ctrl+t, ctrl+y, etc. move rows to the right.
5. On Excel for Macs, **ctrl+f** does "Find" instead of moving row 4 to the left and ctrl+g does "Goto" instead of moving row 5 to the left.
6. To change the action key, you must access the Developer Menu

1. Either click the **Developer Tab** and select **Macros** or use **alt&F8**



1. Select the macro that needs to be edited and click **Options...**
2. Macro4 shifts row 4 to the left
3. Change to a new key that works – Maybe "v" or "j"?
4. Click **Cancel**
5. Test new key and **Save**
6. Repeat for other keys as needed.