# How to copy to bring up macro

Use this macro to bring up a folder, webpage or document

1. First copy the URL in the case of a webpage, or file path in the case of a folder. In the case of a document you will also need the document name and the file extension
2. say “open Command Browser”
3. say “manage”
4. say “global commands”
5. say “Move right” (to expand the global compliance folder)
6. find the macro that you want to copy on the list, and select it
7. say “to script”
8. say “new copy”
9. Rename the macro
10. Select the text between the quotes and say “paste”
11. say “click save”
12. to close Command Browser say “Close window”