## How to create a custom tab on the Word ribbon

These instructions are for Word 2010. Other versions of Word have the same capability but the screenshots might be slightly different.

- 1. Follow and complete the IndexConvert installation instructions included in the IndexConvert User Guide.
- 2. Create a custom tab on the ribbon.
  - Place cursor anywhere on the Quick Access Toolbar and right click to open dropdown menu.
  - b. Select *Customize the Ribbon...*

; Mailings Review 4	<u>C</u> ustomize Quick Access Toolbar	DF Acrobat
	Show Quick Access Toolbar Above the Ribbon	
	Customize the <u>Ribbon</u>	
( )	Minimize the Ribbon	

Step 1a and 2b. Create custom tab on the ribbon.

- 3. Find the two IndexConvert macros that will be added to custom tab.
  - a. In Choose commands from: dropdown box, select Macros option.
  - b. Scroll down through the macros until you come to
    - Elided123\_4.Conflate2016.Elided\_123\_4 and
    - IndexConvert.Dilham2015.IndexConvert.
  - c. These are the two macros that will be added to the custom tab you will create next.

Choose commands from: ()	Customize the Ribbon: ()	-
Macros 4 3	Main Tabs	4a
器 TemplateProject.Module1.Main 系 TemplateProject.Go2Text.Main 系 Elided123 4.Install2016.AutoOpen		
& Elided123_4.Conflate2016.Elided_123_4	Add >>	*
A IndexConvert.Install2016.AutoOpen	New Tab New Group Rename	1
	3b Customitations: Reset 🕶 💿	4

Steps 3 and 4. Find IndexConvert macros. Create a custom tab and group container for the macros.

- 4. Create a custom tab and a group container for the macros.
  - a. Make sure Main Tabs option is selected in the Customize the Ribbon: dropdown box.
  - b. Review the main tabs on the ribbon and determine the location of the custom tab. Scroll as necessary to the correct location in the bottom right box. Press the *New Tab* button.
  - c. A **New Tab (Custom)** line and a **New Group (Custom)** line have been added to the box. The tab will now display along with the other tabs on the ribbon. The group is the container for the macros that will be added next.
  - d. Use the up/down arrows to reposition the tab if it isn't in the desired location.

⊆hoose commands from: ①	Customize the Ri <u>b</u> bon: 🕢
Macros	Main Tabs
TemplateProject.Module1.Main TemplateProject.Go2Text.Main Elided123_4.Install2016.AutoOpen Elided123_4.Conflate2016.Elided_123_4 IndexConvert.Dilham2015.IndexConvert IndexConvert.Install2016.AutoOpen Project.IndexDeconstructor.ConvertSectionLoca Project.IndexDeconstructor.ConvertSectionLoca Project.IndexDeconstructor.ConvertNumbersTo Project.IndexDeconstructor.IndexDeconstructor Project.StandardizeStyles.StandardizeStyles Veyboard shortcuts: Customize	5b     Add >>     Add >>     Seemove     Image: New Group (Custom)     IndexConvert.Dilham2015.IndexConvert     IndexConvert.Dilham2015.IndexConvert     Image: New Group Rename     Customizations:     Reset ▼     Imagort/Export ▼

Step 5. Add the two IndexConvert macros to the group.

- 5. Add the two IndexConvert macros to the group.
  - a. Verify the **New Group (Custom)** line is highlighted in the right column. Then highlight the **Elided123\_4.Conflate2016.Elided\_123\_4** macro in the left column
  - b. Click on the **Add>>** button.
  - c. The Elided123\_4.Conflate2016.Elided\_123\_4 macro has been added as a line item to the New Group (Custom)
  - d. Repeat steps 5a through 5c for the IndexConvert.Dilham2015.IndexConvert macro.
- 6. Rename custom tab.
  - a. Highlight the New Tab (Custom) line.
  - b. Press the Rename... button.
  - c. The Rename dialog box appears. Type in the custom tab name. IndexConvert would be appropriate.

Main Tabs	
✓ Acrobat ✓ Acrobat ✓ New Tab (Custom) ✓ New Group (Custom) ✓ New Group (Custom) ✓ Keided 123_4. Conflate2016. Elided 123_4	
IndexConvert.Dilham2015.IndexConvert Vorter (Blog Post) Vortining Pactorsumd Permittal	*
Ne <u>w</u> Tab <u>N</u> ew Group <u>Rename</u> Customizations: <u>Reset</u> • 0 Imgort/Export • 0 bb	
ОК	Cancel
Rename ? × Display name: New Tab OK Cancel	-00

Step 6. Rename custom tab.

## 7. Rename custom group.

- a. Highlight the New Group (Custom) line.
- b. Press the Rename... button.
- c. The Rename dialog box appears. Type in the group name. IndexConvert would be appropriate.

Rename ? ×	Customize the Ribbon: ①
Symbol:	Main Tabs
Display name: IndexConvert	New Tab New Group Rename   Customizations: Reset • 0   7c Import/Export • 7b

Step7. Rename custom group.

- 8. Rename macros.
  - a. Highlight the macro that is being renamed.
  - b. Press the **Rename...** button.
  - c. The Rename dialog box (similar to the one for groups in Step 7c) appears. Type in the shortened macro name.
  - d. Repeat steps 8a through 8c for the second macro.



9. The customized (and renamed tab) and contents within.