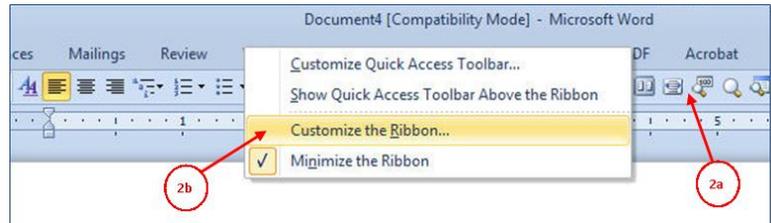


## How to create a custom tab on the Word ribbon

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

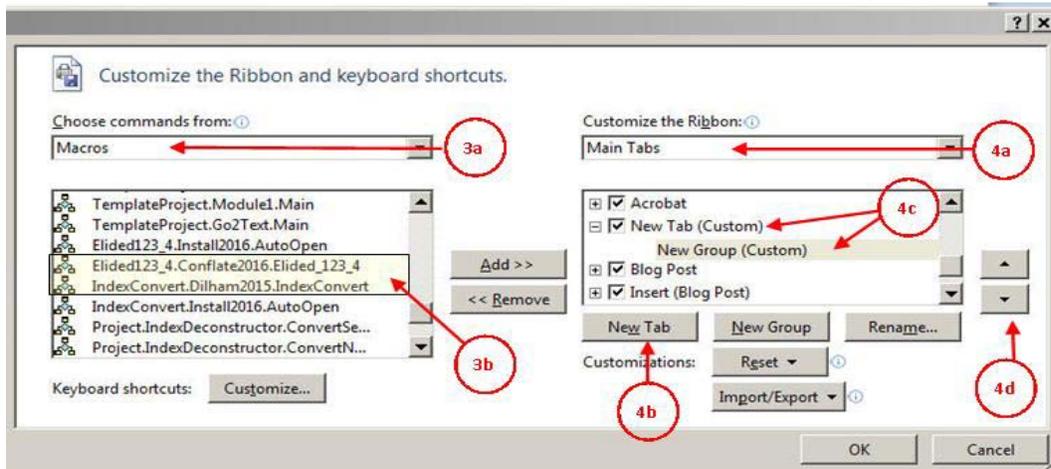
1. Follow and complete the IndexConvert installation instructions included in the IndexConvert User Guide.

2. Create a custom tab on the ribbon.
  - a. Place cursor anywhere on the Quick Access Toolbar and right click to open dropdown menu.
  - b. Select **Customize the Ribbon...**



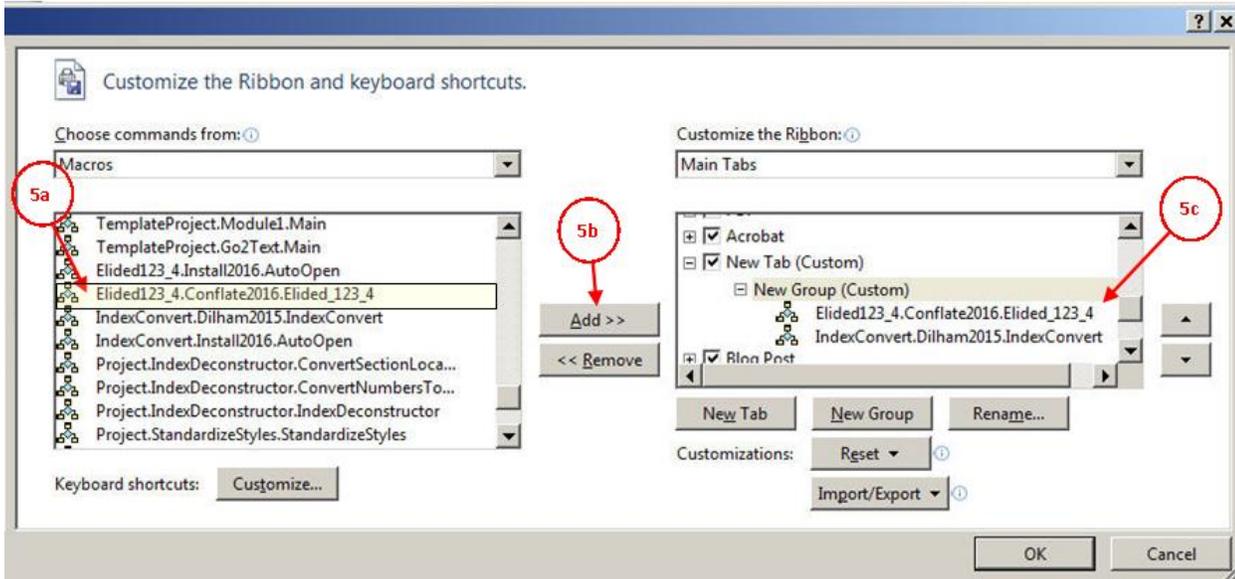
Step 1a and 2b. Create custom tab on the ribbon.

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.



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

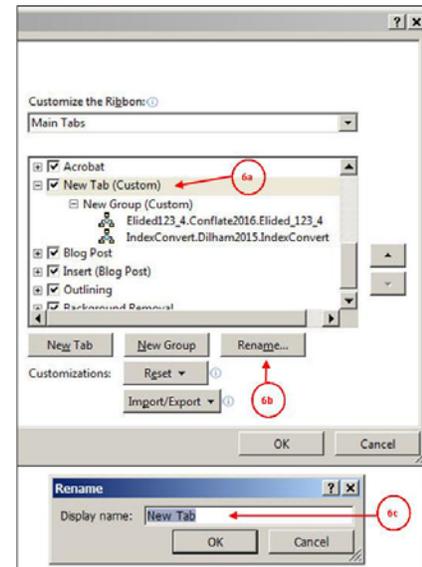
4. Create a custom tab and a group container for the macros.
  - a. Make sure **Main Tabs** option is selected in the **Customize the Ribbon:** dropdown box.
  - b. Review the main tabs on the ribbon and determine the location of the custom tab. Scroll as necessary to the correct location in the bottom 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.



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

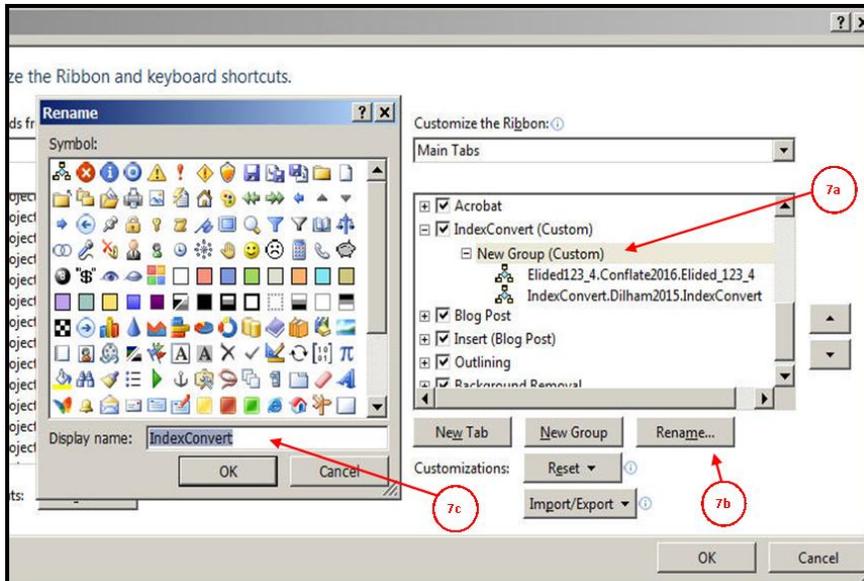
5. Add the two IndexConvert macros to the group.
  - a. Verify the **New Group (Custom)** line is highlighted in the right column. Then highlight the **Elided123\_4.Conflate2016.Elided\_123\_4** macro in the left column
  - b. Click on the **Add>>** button.
  - c. The **Elided123\_4.Conflate2016.Elided\_123\_4** 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.



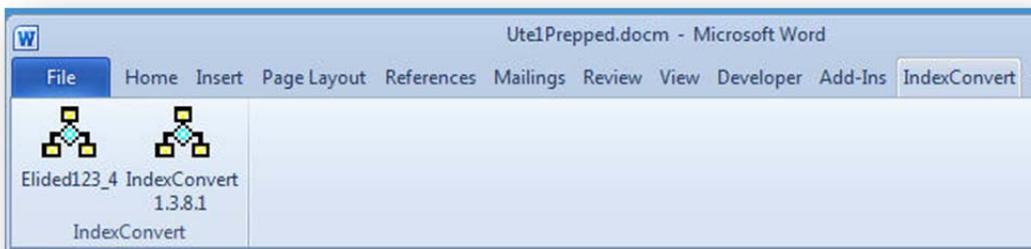
Step 6. Rename custom tab.

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.



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.



Step 9. Final tab, group, macro names displayed.

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