



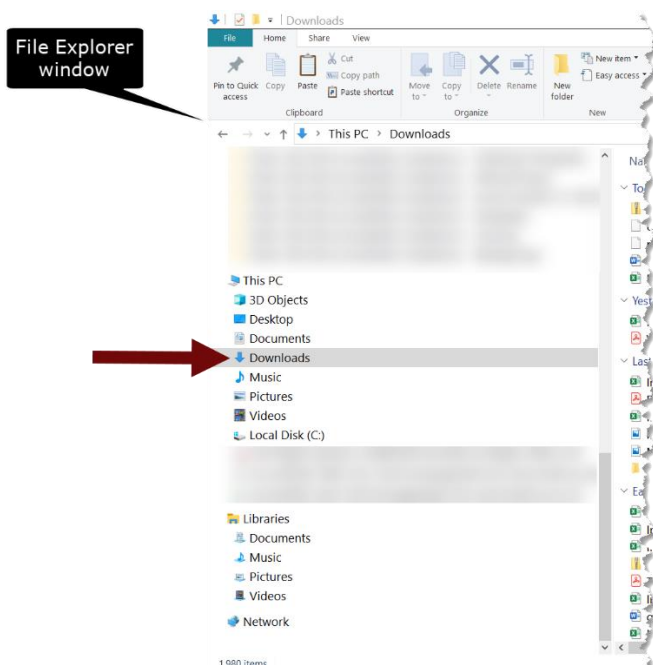
# HHS Presentations Tab Installation Instructions

The HHS Presentations tab is a tool to help HHS staff use HHS PowerPoint templates. It is produced by a user interface file that is saved to your user settings. Installing this customized tab will override existing customized tabs you may have. To install the HHS Presentations tab, you must import the user interface file in PowerPoint using the following process.

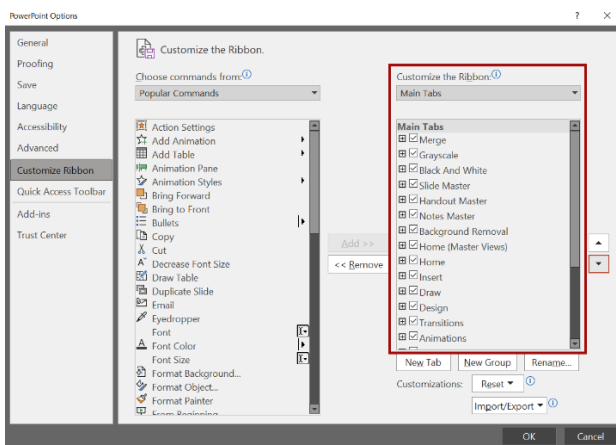
1. Click on the **HHS PowerPoint Presentations Tab [ZIP archive]** link to download the **.exportedUI** file.

**Note:** Do not open this file!

2. Go to your **Downloads** folder. This folder is in File Explorer.

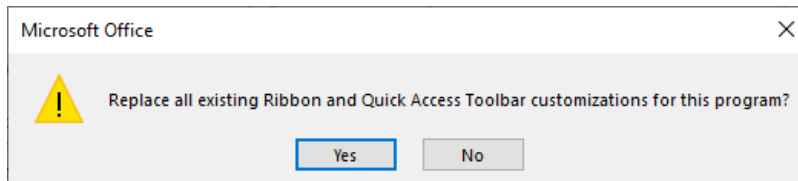


3. Extract and save the **HHS\_Presentations\_Tab.exportedUI** file to your computer.
  - A. Right-click on the **zipped hhs-presentations-tab** folder.
  - B. A menu opens. Click on the **Extract All...** button.
  - C. An **Extract Compressed (Zipped) Folders** window opens. Click on the **Browse...** button to save the file to a location of your choice.
  - D. A Select a destination window opens. Find the location you want to save this file.
    - a. Click on the **Select Folder** button.
  - E. You are taken back to the **Extract Compressed (Zipped) Folders** window. Click on the **Extract** button.  
A second File Explorer window opens with your extract file. It is not needed. Close it.
4. Open a **PowerPoint** document.
5. Click on the **File** tab.
6. At the bottom of the left column of the **File** menu, click on the **Options** button.
7. The **PowerPoint Options** window opens. In the left vertical navigation, click on the **Customize Ribbon** tab. The **Customize Ribbon** pane appears on the right-side of the window.



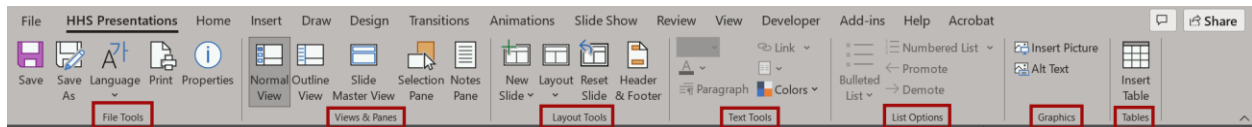
8. Click on the **Import/Export** drop-down button.
9. A menu opens. Click on the **Import customization file** button.
10. The **File Open** window opens. Locate the **HHS\_Presentations\_Tab.exportedUI** file and click **Open**.

11. An alert window will appear asking for confirmation of the replacement of all existing ribbon and Quick Access Toolbar customizations. Click on the **Yes** button.



12. You are back in the PowerPoint Options window. Click on the **OK** button.

The HHS Presentations tab should now be the second item in the ribbon (to the right of the **File** tab).



Across the bottom of the ribbon, notice the names of the groups of buttons on the HHS Presentations tab: File Tools, Views & Panes, Layout Tools, Text Tools, List Options, Graphics, and Tables. If your PowerPoint window is less than full width, one or more of these groups might be collapsed into a single button. To see them fully, widen the window.