



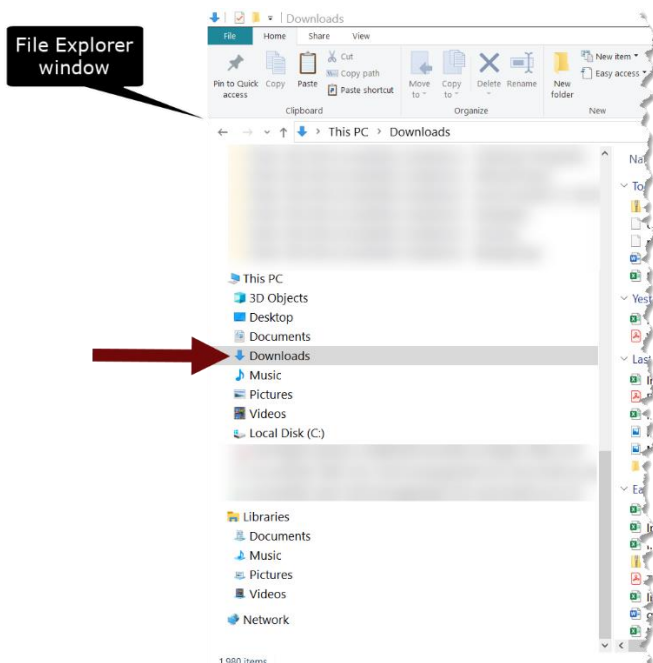
HHS Reports Tab Installation Instructions

The HHS Reports tab is a tool to help HHS staff use agency approved Word 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 Reports tab, you must import the user interface file into Word using the following process.

1. Click on the **HHS Word Reports Tab [Zip archive]** link to download the **.exportedUI** file.

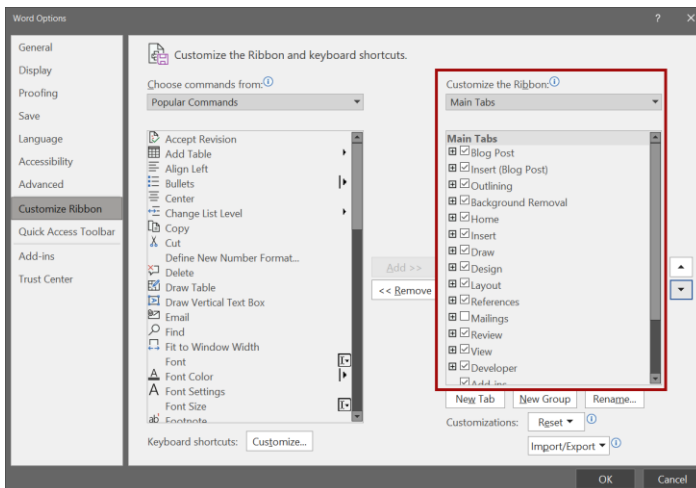
Note: Do not open this file!

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



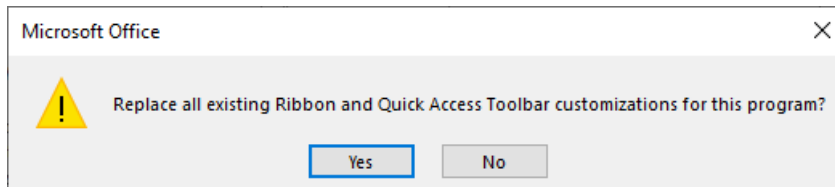
3. Extract and save the **HHS_Reports_Tab.exportedUI** file to your computer.
 - A. Right-click on the **zipped hhs-reports-tab** folder.

- 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 **Word** 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 **Word 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_Reports_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 Word Options window. Click on the OK button.

The HHS Reports tab should now be the first item in the ribbon (to the right of the **File** menu).



Across the bottom of the ribbon, notice the names of the groups of commands on the HHS Reports tab: File Tools, Structure, Layout, List Level, Tables, Graphics, and Links. If your Word 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.