

Adding the Accessibility Ribbon to Microsoft Office Software

The eAccessibility team at Iowa State University Extension and Outreach provides customized ribbons that consolidate the most popular accessibility-related commands onto a single, convenient ribbon that can easily be added to your Microsoft Office software programs.

This training session is conducted under the assumption that the Accessibility ribbon has been installed in your Microsoft Office program(s). Note, however, that all tools referenced can also be found in other ribbon locations.

Follow these instructions to download and install the Accessibility ribbon(s):

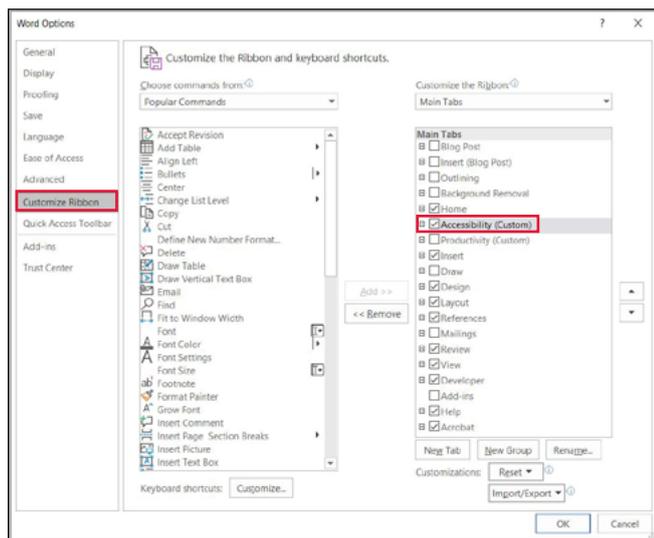
Windows® Users

1. Download the ribbon file(s) here:

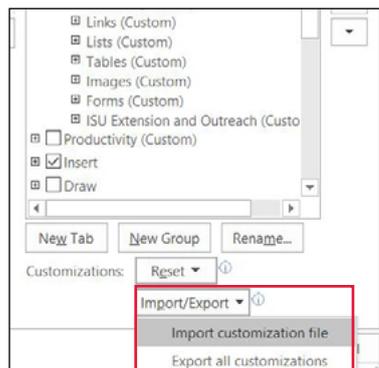
- [Microsoft Word](#)
- [Microsoft PowerPoint](#)
- [Microsoft Excel](#)

NOTE: You will not be able to open the ribbon file directly; do not click on the file after it has been downloaded, but simply save it to a location that is easy to find.

2. In the appropriate program go to 'File -> Options'.
3. In the Word Options dialog box, click on 'Customize Ribbon' in the lefthand column.



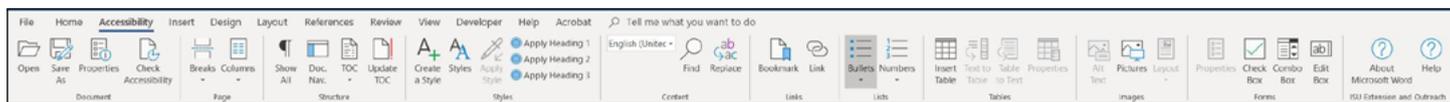
4. In the lower righthand corner, select 'Import customization file' from the Import/Export drop-down menu.



5. Select the ribbon file you downloaded earlier (e.g. Accessibility-Ribbon-for-Word) and click **Open**.
6. Click **Yes** when the warning dialog appears that reads "Replace all existing Ribbon and Quick Access Toolbar customizations for this program?"

NOTE: If you have previously customized your ribbon, this will overwrite those changes. If you find you are missing a ribbon after adding the Accessibility ribbon, follow steps 2-3 above and enable the checkbox next to the missing ribbon.

7. In the 'Customize the Ribbon' panel, make sure the checkbox next to 'Accessibility (Custom)' is enabled (if visible).
8. Click **OK**. The Accessibility ribbon should now be visible.



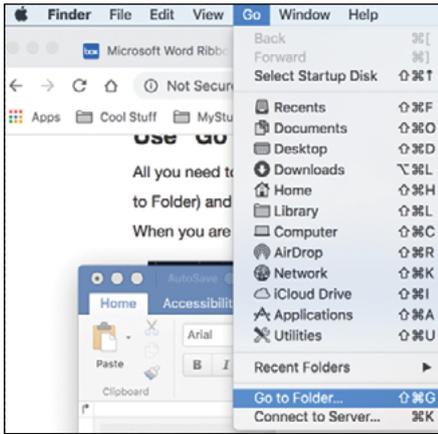
Mac® Users

1. Download the ribbon file(s) here:

- [Microsoft Word](#)
- [Microsoft PowerPoint](#)
- [Microsoft Excel](#)

Note that you will not be able to open the ribbon file directly; do not click on the file after it has been downloaded, but simply save it to a location that is easy to find.

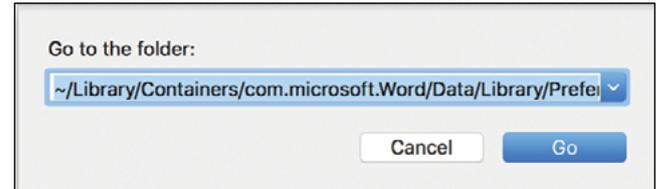
2. Press Command + Shift + G, or press the Go menu -> Go to Folder...



3. In the 'Go to the folder' popup window enter the following string for the appropriate software:

Microsoft Word

~/Library/Containers/com.microsoft.Word/Data/Library/Preferences



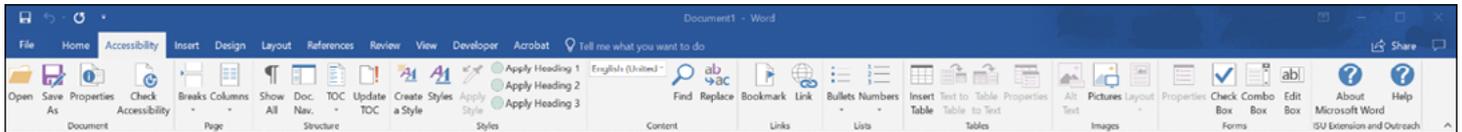
Microsoft PowerPoint

~/Library/Containers/com.microsoft.Powerpoint/Data/Library/Preferences

Microsoft Excel

~/Library/Containers/com.microsoft.Excel/Data/Library/Preferences

4. Click Go. This will open a Finder window at the appropriate folder.
5. Drag the correct Accessibility ribbon file that you downloaded in Step 1 into the Finder window. This may replace a current file.
6. The Accessibility ribbon should now be visible.



IOWA STATE UNIVERSITY Extension and Outreach

Iowa State University Extension and Outreach does not discriminate on the basis of age, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, color, religion, sex, sexual orientation, socioeconomic status, or status as a U.S. veteran, or other protected classes. (Not all prohibited bases apply to all programs.) Inquiries regarding non-discrimination policies may be directed to the Diversity Advisor, 2150 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, 515-294-1482, extdiversity@iastate.edu. All other inquiries may be directed to 800-262-3804.