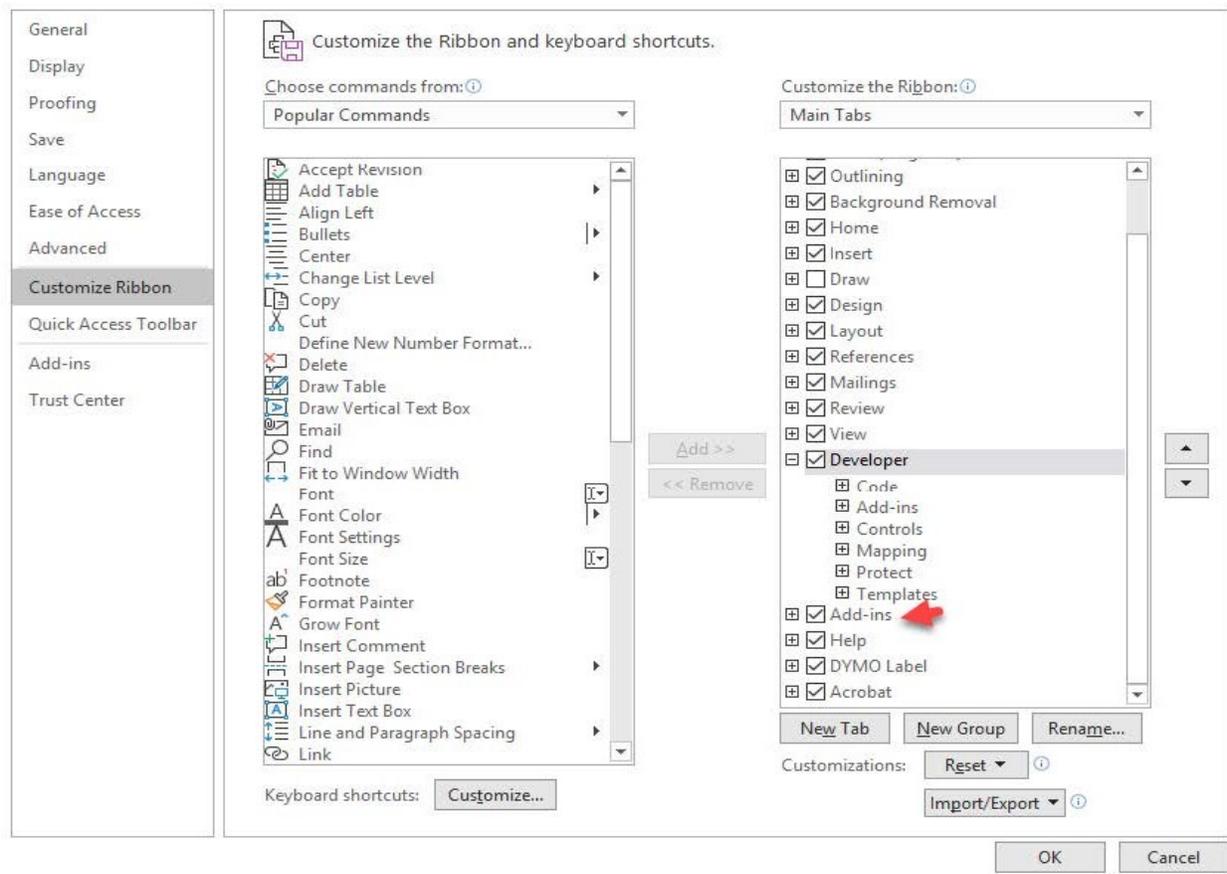
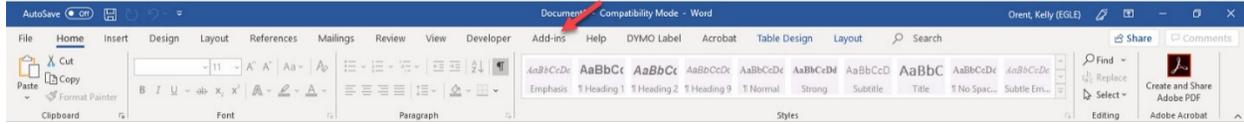
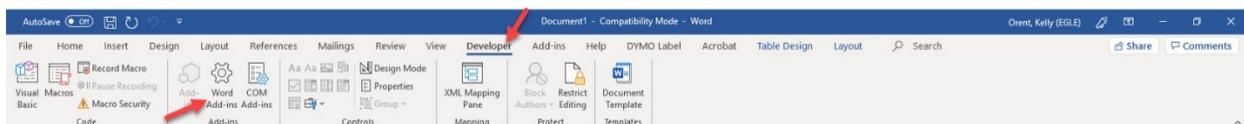


Adding the Add-Ins tab back to your Ribbon

NOTE: If the “Add-ins” Tab is not on your main toolbar, you will need to first check under “File”, then “Options”, then “Customize Ribbon” to see if the Add-ins button is checked. If not, check it, then click “OK.”

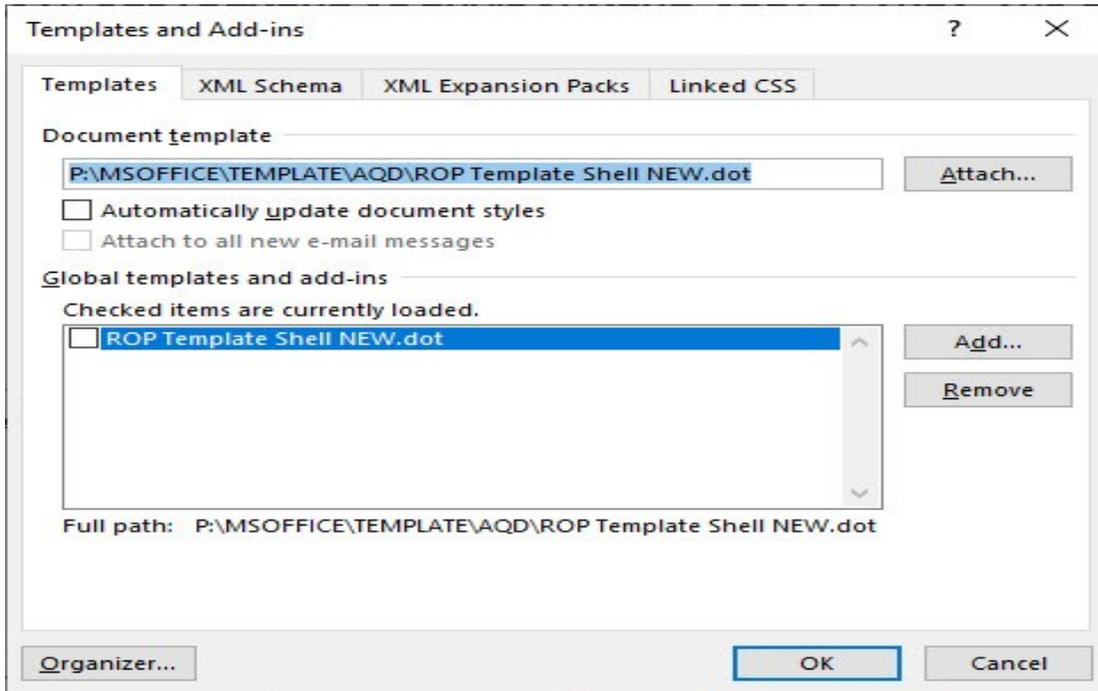


If the Add-ins box is already checked, then you will need to click on “Developer” on the toolbar and click on “Word Add-ins.”



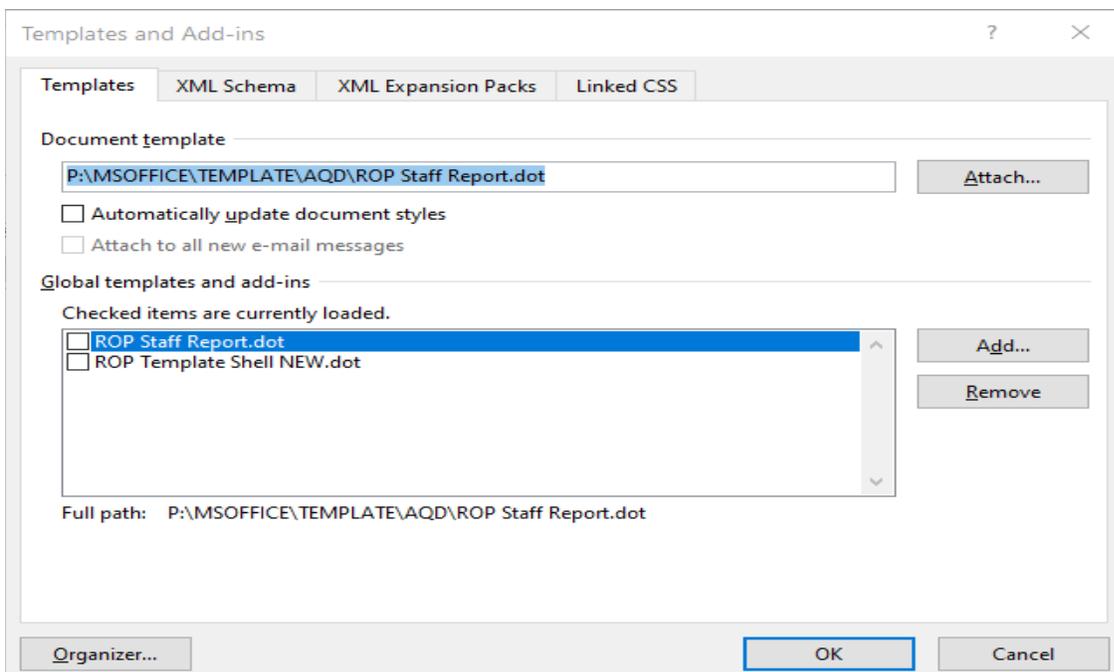
The box below will pop up.

If you are in the **ROP Template Shell** you will see this box



Make sure that the information in the box matches what is in this picture. Then Check the box for the “ROP Template Shell NEW.dot” and then Click the “Ok” button and your “Add-ins” tab should appear at the top of your ribbon.

If you are in the **Staff Report**, you will see this box.



Make sure that the information in the box matches what is in this picture. Then Check the box for the “ROP Staff Report” and then Click the “Ok” button and your “Add-ins” tab should appear at the top of your ribbon.

DO NOT check the box for the ROP Template Shell NEW.dot in the Staff Report Template.