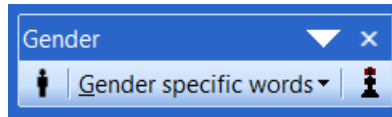


Gender Toolbar Global add-in



For menu versions of Word

By Charles Kyle Kenyon

Version 2020.09

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Introduction

This is a simple “global add-in” that will let you write and use forms that are gender specific as to one person (usually the addressee but possibly the subject). This Add-In has been tested to work in Word for Windows Versions 97-2019. I believe it will work in any version of Word that uses vba including on Macs. *Although this Add-In will work in versions of Word with the [Ribbon interface](#), use of the Gender.dotm template is recommended.*

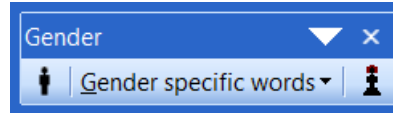
Available gender-specific words are:

She she
Her her
hers her
Ms.

Example: Ms. Smith has a cat named Dusty. She likes to tease her cat with a feather when she has time. Dusty enjoys the attention from her. Because of its tiger markings, Ms. Smith’s cat is known throughout the neighborhood, and everyone knows Dusty is hers.

Click [here](#) and watch what happens! Remember to use the gender fields, you must set the custom document property “Gender” as either male or female. Clicking the little man or little woman on the toolbar does that. This should be done **after** you finish adding words.

It has a toolbar called Gender which has a gender menu. You can see a “Gender specific words” menu under the Insert menu when this template is loaded. (You can also see a command to toggle the toolbar under the Views menu.) Click on the toolbar’s picture below to show/hide the actual toolbar.



The toolbar is used to insert IF fields which check a document property called “Gender” and change accordingly. The toolbar can also be used to change the gender for the document. Try it (with the real toolbar)! The toolbar can be “docked” and remain always visible if you wish. Please note that if no gender is set, the fields will default to female.

Installation

If you have this open and macros enabled the macro [Open Startup Path](#) will open that Windows Folder. The macro [Install Add-In](#) will save a copy of this template in that Startup folder.

A template Add-In works by adding macros and AutoText (building blocks) to your Word installation. It does not make any permanent changes to Word but works so long as it installed. To install this Add-In in Word, put it (Gender.dotm) into your Word Startup folder.

If you want, click [here](#) to look at your File Location Settings. The folder shows under "Startup."

Then restart Word. This capability should then be in all of your word documents. To remove the Add-In, move it out of that Startup folder. You can even create a folder in your Startup folder (named "Stop" for instance) and put this template there. Then restart Word and the Add-In will no longer be active.

Notes on Use

This is designed for use in non-Ribbon versions of Word. Please note that once gender has been set in a form and the fields put in place, they will work with or without the toolbar being available.

To change the fields without using the toolbar, go to File | Properties | Custom (tab) and change the value of the “Gender” property. Then close that dialog box, return to your document. Select all text (under the Edit menu) and press the F9 key to update the fields. (Note that the toolbar only resets the *gender* fields. It leaves the rest of your fields alone.)

If there are any gender-specific words (e.g. husband / wife) that you think would help, please let me know.

If you use this, please [e-mail](#) me so that I know someone is using it. [Donations](#) are welcome but not required.

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Updates and other Free Downloads

Updates will be listed on my [Download Page](#) as any are made available.

Other free downloads, tutorials and utilities may also be found there.

Among other free items available are:

Legal Toolbars

Check Box Addin

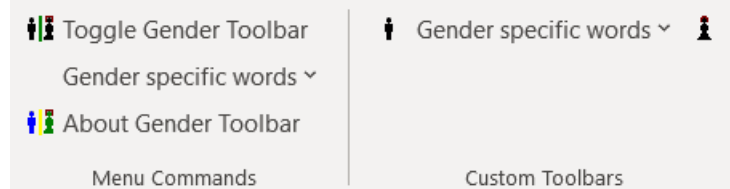
ASK field tutorial

Letterhead system

Use in Ribbon Versions of Word (.dotm is better)

The Gender.dotm version is recommended for use in ribbon versions (2007 and later) although this Add-In will work.

In Ribbon versions when using the .dot template, the toolbars can be found under the **Add-Ins Tab** under Menu Commands and Custom Toolbars.



Version 2020.09 revision notes

2020.09 The macro to reset the Gender document property fields was updated to reach these fields if they are in headers/footers or textboxes as well as in the main body.