Gender Ribbon Global add-in

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Version 2020.10 for Word 2007 – 2019 (365)

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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 is for versions of Word beginning with Word 2007. For earlier versions of Word, use the Gender Toolbar Add-In (Gender.dot).*

Available gender-specific words are:

Gender: Female	
Gender-specific term	***Name/Title of Term for Insertion***
She	He/She (subject pronoun) Initial Cap
she	he/she (subject pronoun)
Her	His/Her (possessive pronoun) IC
her	his/her (possessive pronoun)
her	him/her (object pronoun)
hers	his/hers (possessive object pronoun)
Ms.	Mr./Ms. (title)

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 that Dusty is hers.

Click **here** to toggle the gender setting and watch what happens! Remember to use the gender fields, you must set the custom document property "Gender" as either male or female. This should be set **after** you finish adding words.

This Add-In adds a "Gender Specific Words" Group to the right end of the **Insert Tab** on the Ribbon

The Add-In is used to insert IF fields from AutoText Building Blocks which check a document property called "Gender" and change accordingly. The Add-In can also be used to change the gender for the document. *Please note that if no gender is set, the fields will default to female. If the Gender document property does not exist an error message will be displayed.*

Pressing the YinYang symbol toggles the document property between male and female. Clicking on the down-triangle gives a list of gender-specific word pairs for insertion of a field in your document. See table on previous page.

Hovering over a specific word pair in the menu will give additional information.

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 are unsure as to which folder that is, click **here** .

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
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 can notify you of changes / updates.

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Warranties (none)

This Add-In is provided "As-Is" without any warranty of any kind. I tell you that in distributing it I am not attempting to harm your computer or business. I am trying to help. My good intentions, though, don't mean it will work for you.

Updates and other Free Downloads

Updates will be listed at Gender Toolbar Add-In as any are made available.

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

Among other free items available are:

Random Text Insertion	QR Code Insertion	Styles QAT Add-In
Legal Toolbars	ASK field tutorial	Continuous Page
Check Box Addin	Letterhead system	Numbering Add-In
Macro-Button Prompt	Letterhead tutorial	IncludeText Field Tutorial

Version 2020.10 revision notes

2020.10 (1)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. (2) Added tooltips for buttons. (3) Added About command to display name and location of the Add-In. (4) The About dialog will give the option of additional help, which gives a copy of this template in document form.

The "More Detailed Help" button gives the user a copy of this template in document form.

Thank you

Thank you to Greg Maxey and the authors of RibbonX for leading me to the methods for customizing the Word ribbon user interface. Greg's AutoText & Building Blocks Organizer was of great assistance in building this new version.