

# Guide to Creating an Access Tools Tab in the Microsoft 365 Ribbon

Step-by-Step Instructions for Customising Your Ribbon with Accessibility Features

## Introduction

Customising the Ribbon in Microsoft 365 applications enables users to place essential tools and commands at their fingertips. This guide shows you how to create a dedicated "Access Tools" tab on the Ribbon, consolidating all useful accessibility features for quick and easy access, making your Office experience more inclusive and efficient.

## Understanding the Ribbon in Microsoft 365

The Ribbon is the control bar at the top of Microsoft 365 applications—such as Word, Excel, PowerPoint, and Outlook. It organises commands into tabs and groups for intuitive navigation and task efficiency. Customising the Ribbon can streamline your workflow and make frequently used features, such as accessibility options, immediately available.

## Why Create an Access Tools Tab?

- Centralised access to all accessibility settings and features
- Faster workflow for users with accessibility needs
- Facilitates an inclusive environment for all users
- Personalises your Office apps to suit individual requirements

## Prerequisites

- Microsoft 365 installed on your device
- Permissions to customise the Ribbon
- A basic understanding of your preferred accessibility tools

# Step-by-Step Guide to Creating an Access Tools Tab

## Step 1: Open Your Chosen Microsoft 365 Application

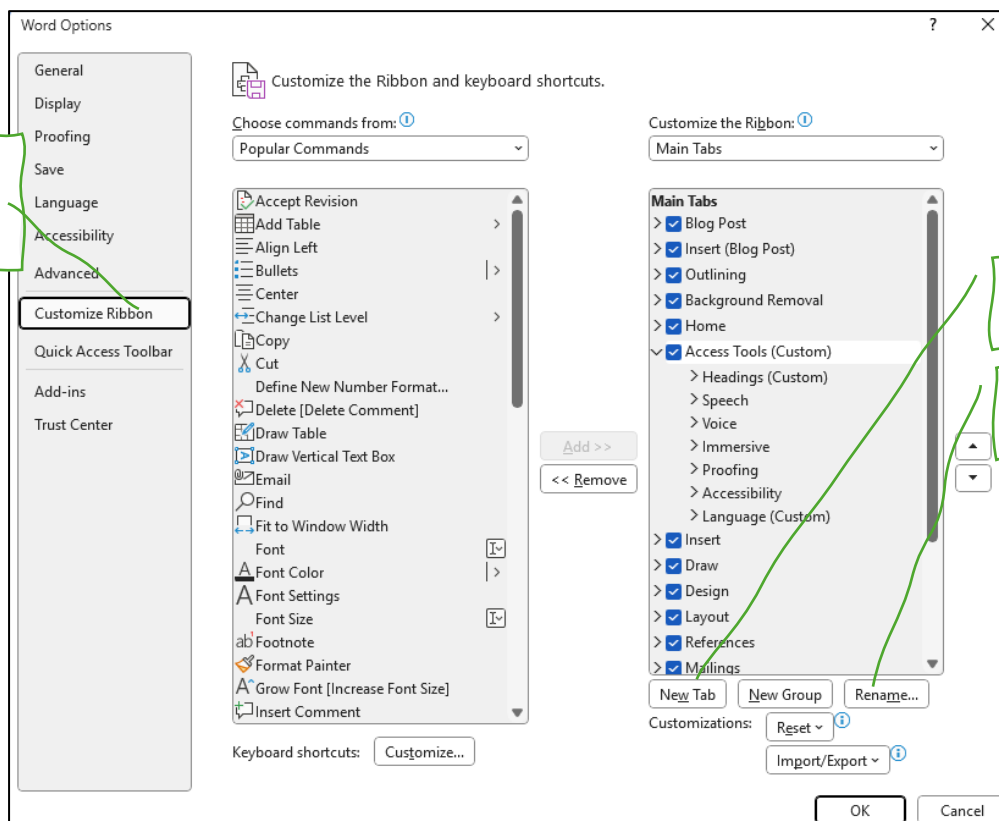
Launch the Microsoft 365 app where you want to add the Access Tools tab (e.g., Word, Excel, PowerPoint, Outlook).

## Step 2: Access Ribbon Customisation

Go to **File > Options**. In the Options window, select **Customise Ribbon** from the left sidebar.

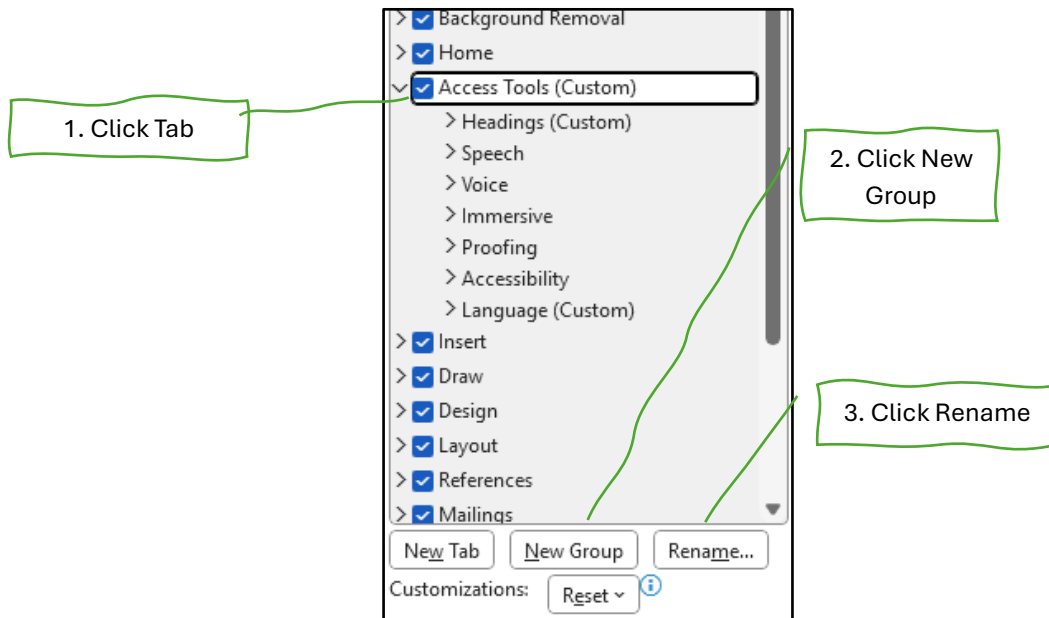
## Step 3: Add a New Tab

1. On the right side of the dialog, under "Customise the Ribbon", click **New Tab**.
2. The new tab—named "New Tab (Custom)"—will appear. Select it and click **Rename**.
3. Name it "**Access Tools**" and click OK.



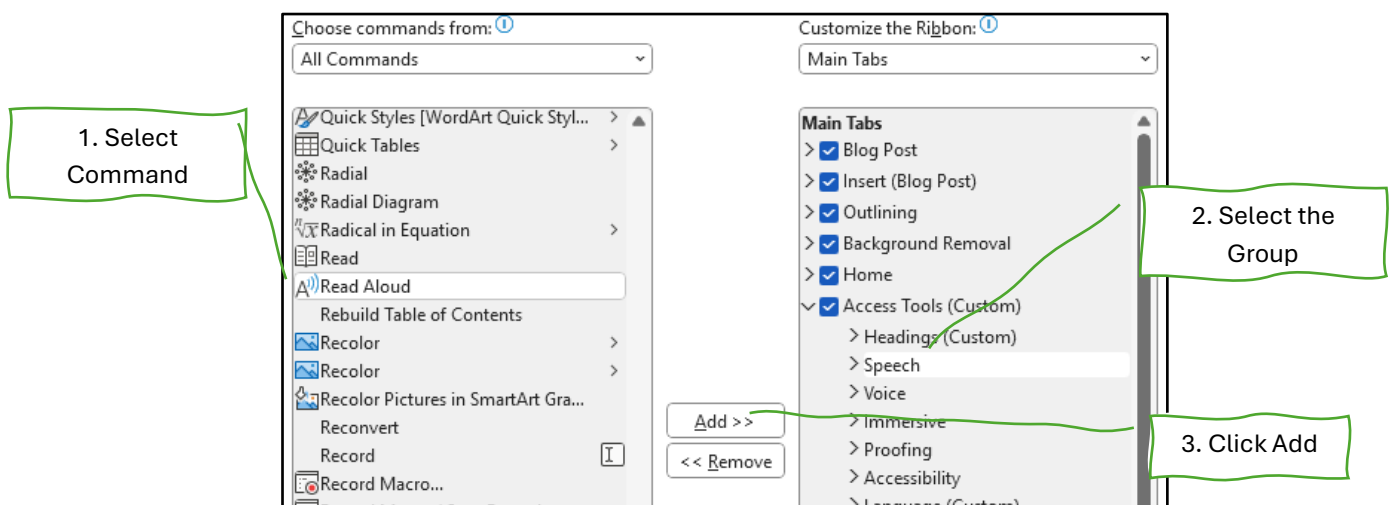
## Step 4: Create Groups within the Tab

Tabs are divided into groups to organise your commands. Select your new "Access Tools" tab, click **New Group**, and **Rename** groups to reflect categories like "Speech", "Immersive", or "Proofing".



## Step 5: Add Accessibility Commands

1. On the left, browse the list of commands. You can use the dropdown to show "All Commands" or "Commands Not in the Ribbon".
2. Select accessibility-related commands, such as "Check Accessibility", "Read Aloud", "Immersive Reader", "Dictate", "Focus", or "Alt Text".
3. Select the group you wish to add it to.
4. Click **Add** to include each command in the relevant group in your new tab.

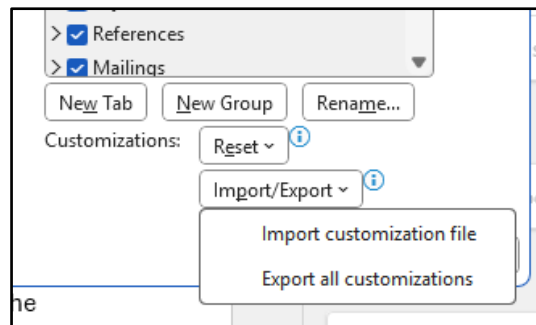


## Step 6: Arrange and Finalise

Drag and drop commands or groups to order them as you prefer. Once your tab is organised, click **OK** to apply your changes. Your "Access Tools" tab will now be available in the Ribbon.

## Step 7: Export or Reset Customisations (Optional)

- To share your custom Ribbon, use the **Import/Export** option at the bottom right of the Customise Ribbon window to export your customisations.
- If you want to return to the default Ribbon, select **Reset**.



## Tips for Effective Ribbon Customisation

- Add only the accessibility tools you use frequently to avoid clutter.
- Group similar features for easier access.
- Review and update your Access Tools tab as your needs change.
- Use clear names for groups and make the most of available icons.

## Troubleshooting

- If you don't see certain commands, ensure "All Commands" is selected in the dropdown list.
- If changes aren't visible, restart the application.
- If you're unable to customise the Ribbon, check with your IT administrator regarding permissions.

## Conclusion

Creating an "Access Tools" tab in the Microsoft 365 Ribbon brings all essential accessibility features together, making them easier to find and use. By following these steps, you can create a more accessible experience tailored to your individual or organisational needs.