

ENGLISH VERSION

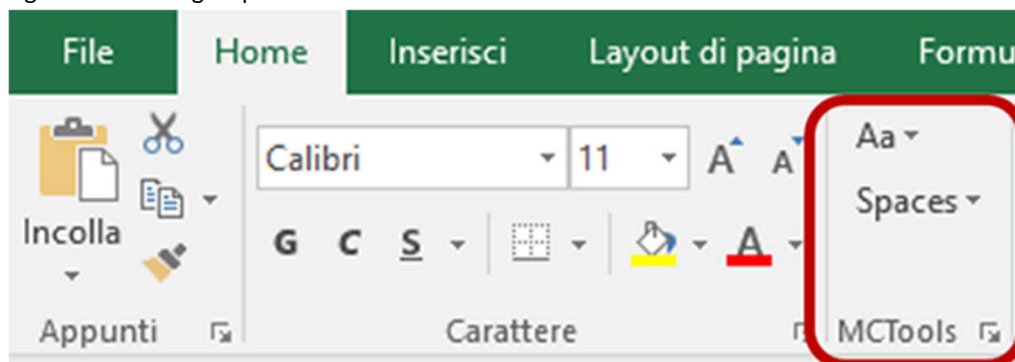
COMPATIBILITY

All Microsoft Excel versions from 2007 onward.

HOW TO INSTALL

INSTALLING USING THE INSTALLER

1. Open "INSTALL_ADDIN_EN" in Excel.
2. Click on the "INSTALL" button. The Addin will be installed and activated under the Home Tab, next to the right of the Font group:



INSTALLING MANUALLY

Copy "MCTools_EN" in the Excel Addin folder. Usually the path is "C:\Users\<your username>\AppData\Roaming\Microsoft\AddIns", but you can easily find it following this steps in Excel:

1. Copy "MCTools_EN" from the installation folder.
2. File (Office button in Excel 2007) > Options > Add-ins > Manage > Excel Add-ins > Go > Browse ...
3. Paste "MCTools_EN" into the Browse window and select it.
4. Press "Ok". The Addin "Mctools_En" should be listed and checked in the Add-ins window. Press "Ok" again. The Addin should now be installed and visible under the Home tab, next to the right of the Font group.

HOW TO UNINSTALL

UNINSTALLING USING THE INSTALLER

1. Open "INSTALL_ADDIN_EN" in Excel.
2. Click on the "UNINSTALL" button. The Addin will be uninstalled and deleted from disk.

UNINSTALLING MANUALLY

1. File (Office button in Excel 2007) > Options > Add-ins > Manage > Excel Add-ins > Go > Browse ...
2. Uncheck the Addin "Mctools_En" from the Add-ins list then click OK. Excel unloads the Addin.
3. Reopen the Add-ins dialog, click Browse ... then delete the Addin file "MCTools_EN" and press OK.
4. In the Add-ins dialog, click on "Mctools_En": Excel should ask to remove the item from the list.

HOW TO USE THE ADDIN

The Addin is very simple to use. It contains only two menus:

- **Aa**: convert in UPPERCASE, lowercase, Capitalize Each Word, Sentence case.
- **Spaces**: remove spaces start, end, start/end, trim, remove all.

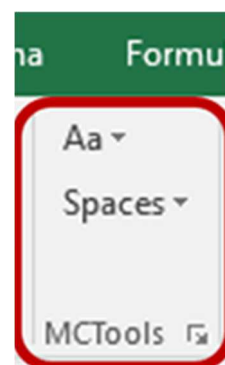
Select some cells (even not contiguous) then choose a command from menu.

WARNING: CHANGES CANNOT BE UNDONE BY EXCEL'S "UNDO" COMMAND, but of course you can close the file without saving.

In Trial mode, the Addin allows to operate only on 10 cells at a time.

To see info, check the version of the Addin, or go to our website to buy the complete version: click on the Dialog Launcher button (the small arrow to the bottom next to the name of the Addin).

To read more or buy the complete version: <http://www.mchiapparini.it/pages/excel-change-case-maiuscole-minuscole.html> .



Questions? Problems? [contact us](#)