

## ENGLISH VERSION

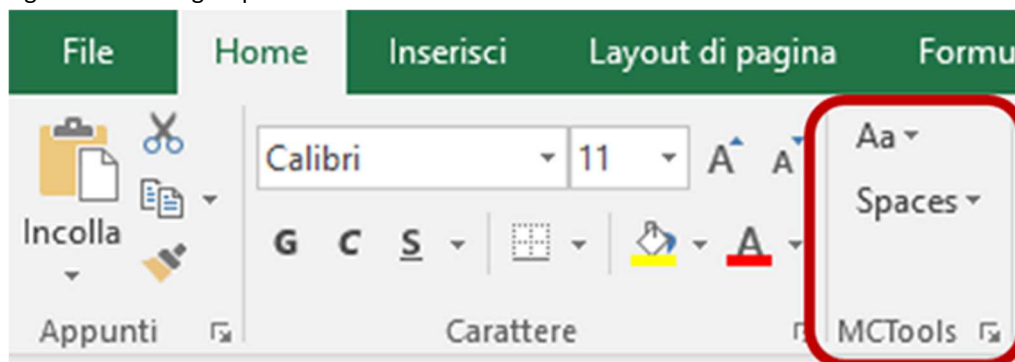
### COMPATIBILITY

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.

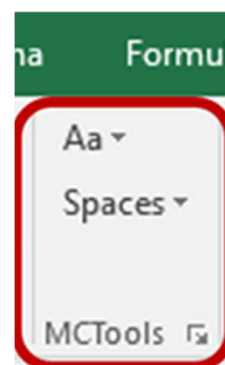
Select some cells (even not contiguous) then choose a command from menu.

**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>.



## HOW TO ACTIVATE THE PRODUCT AFTER PURCHASE

1. Purchase the product: <http://mchiapparini.it/pages/excel-change-case-maiuscole-minuscole.html#excelcc>
2. Select more than 10 cells in Excel then choose any command from the "MCTools" commands group.
3. A dialog window with a text box does appear: paste the activation code in the text box and press "Ok" to confirm.

Questions? Problems? [contact us](#)