

# How do I revert my ribbon settings to their default settings?

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To revert your Ribbon settings to their default settings:

1. Right-click in the blue ribbon area.
  2. Select **Customize the Ribbon**.
  3. Select the **Reset** dropdown arrow in the bottom left corner of the **Ribbon Customization** window.
  4. Select the desired option (either **Reset Only Selected Tab** or **Reset All Customizations**).
  5. Click **OK** to save your work.
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