

# Customizing Toolbars

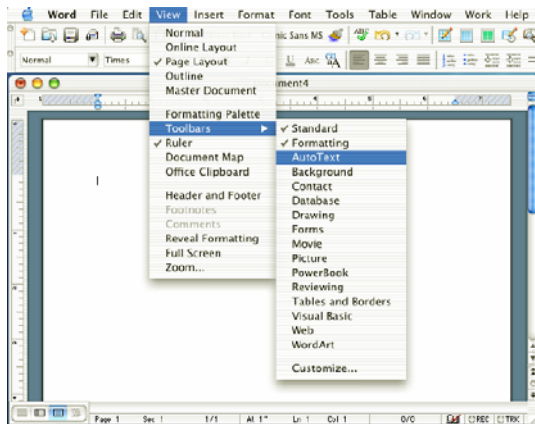
Toolbars are a great way to accomplish an action with as few motions as possible. While buttons are helpful, you don't need every button all the time, so each Office application has a Standard toolbar you can keep on all the time as well as several function-specific toolbars you can turn on as needed.

**NOTE:** You have to be in an application to work with its toolbars, so remember to open one of the Office applications before you try to do any of these customizations.

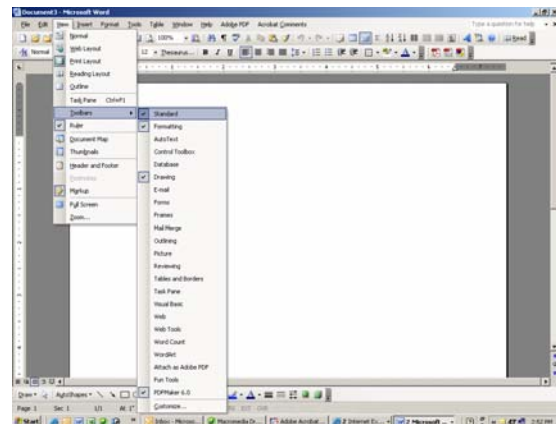
## I. Turning Toolbars On or Off

Turning a toolbar on or off is very easy. There are several ways to do so:

1. Click **View** on the menu bar, select **Toolbars**, and then select the toolbar you wish to turn on or off. (A check mark in the menu indicates the toolbar is on as well as you can see the toolbar on the screen.)

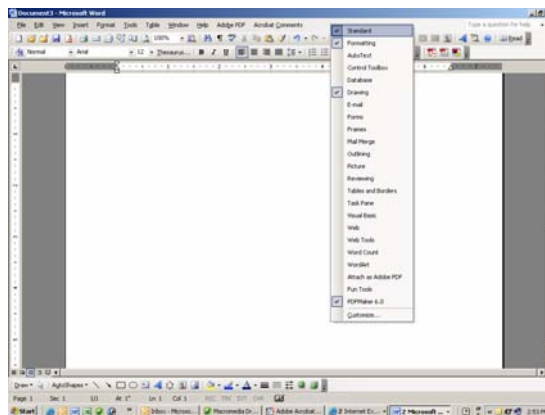


Mac User



PC User

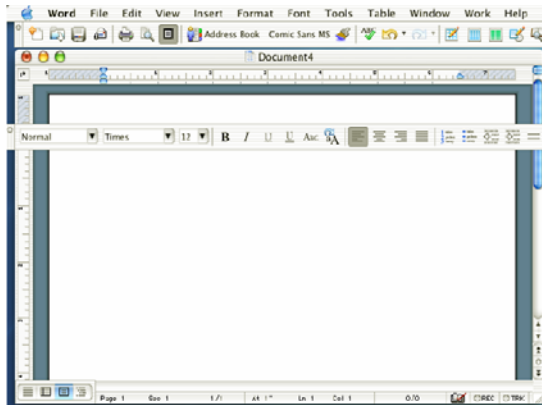
PC Users – Rick-click on any gray area of the menu or toolbar. This brings up the list of toolbars. Checks indicate which toolbars are active. Click any toolbar to open or close it.



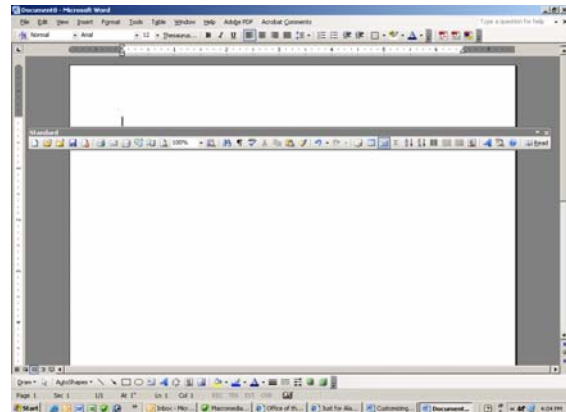
## II. Repositioning Toolbars

Rather than keeping toolbars at the top of the screen, you may prefer to move a toolbar to the left, right, bottom or float freely as a palette.

1. Click the rows of dots at the left side of the toolbar or any edge of a toolbar and drag.
2. If you drag to an edge of the screen, the toolbar docks there.
3. If you drag to the middle of the screen the toolbar floats freely.



Mac User



PC User

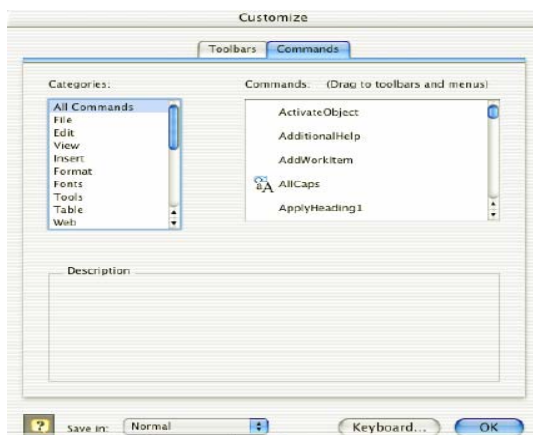
4. To move a toolbar back to the top or to redock the toolbar, drag it back up into the toolbar area until your mouse overlaps the toolbar you want it to fall below.

PC Users – Double-click the toolbar's title bar and it will redock the toolbar to the original location.

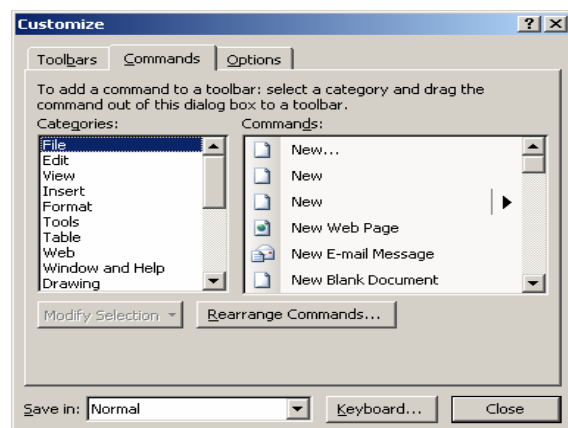
## III. Adding or Deleting a Button

To add or remove a button from a toolbar, the Customize dialog box must be open.

1. Click **View** on the menu bar, select **Toolbars**, and select **Customize**.
2. Select the **Commands** tab of the Customize dialog box.



Mac User



PC User

### Add:

1. In the Categories list, select a category. On the right, you see a list of all commands within that category.
2. Scroll through the Commands list until you locate the desired command.
3. To add the button to the toolbar, click the command and drag it into place on the toolbar. As you drag it to the toolbar, a black bar shows you where the button will land. When it is where you want, release the mouse button.

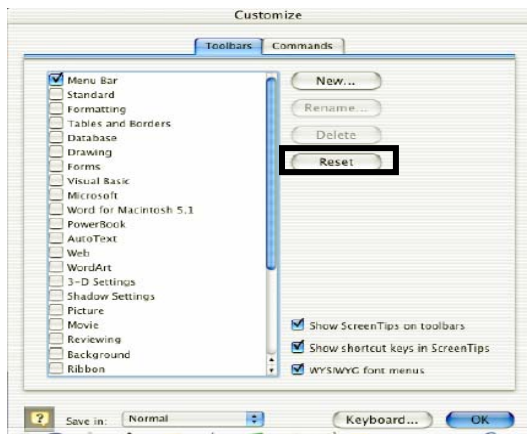
### Remove:

1. Click the button on the toolbar and drag it off. You will notice that when you click the button and begin to drag it, your cursor gains an X.

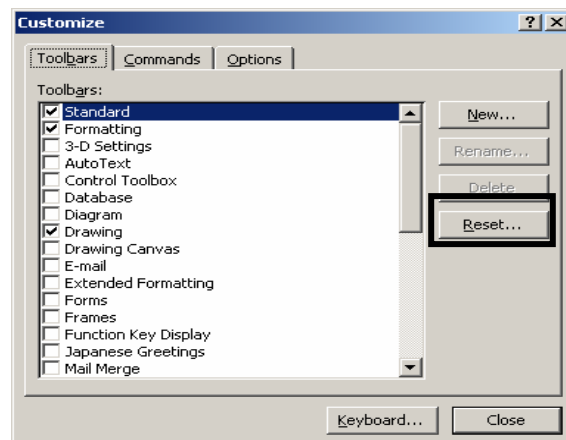
## IV. Restoring Toolbars

To restore a toolbar:

1. Select the **Toolbar** tab of the Customize dialog box.
2. Select the toolbar to that you wish to restore.
3. Click the **Reset** button.



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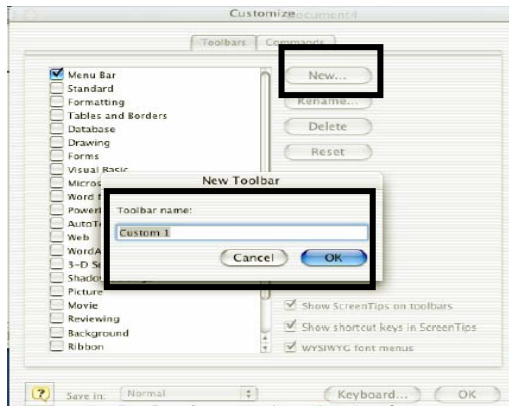


PC User

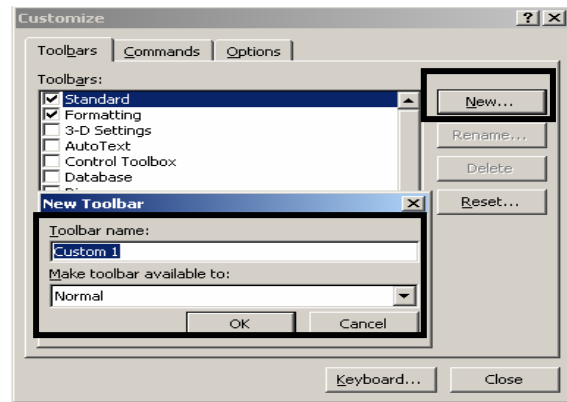
## V. Creating a New Toolbar

You can create a new toolbar easily:

1. Click **View** on the menu bar, select **Toolbars**, and select **Customize**.
2. Select the **Toolbars** tab of the Customize dialog box.
3. Click the **New** button.



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4. The New Toolbar dialog box will appear on the screen. Type the name of the new toolbar.

PC Users - In the **Make Toolbar Available To** box, select which template or document to make the toolbar available in (by default the toolbar is saved to the Normal template), and then click **OK**.

Behind or near the dialog box, a new, empty floating toolbar appears.

5. Click the **Commands** tab of the Customize dialog box.
6. Add button(s) to the toolbar.
7. When you have added all the buttons you want, click **Close**.

## VI. Deleting a Custom Toolbar

To delete the toolbar that you created:

1. Click **View** on the menu bar, select **Toolbars**, and select **Customize**.
2. Select the **Toolbars** tab of the Customize dialog box.
3. In the Toolbars box, select the custom toolbar you want to delete.
4. Click **Delete**.

**NOTE:** *You cannot delete a built-in toolbar.*