

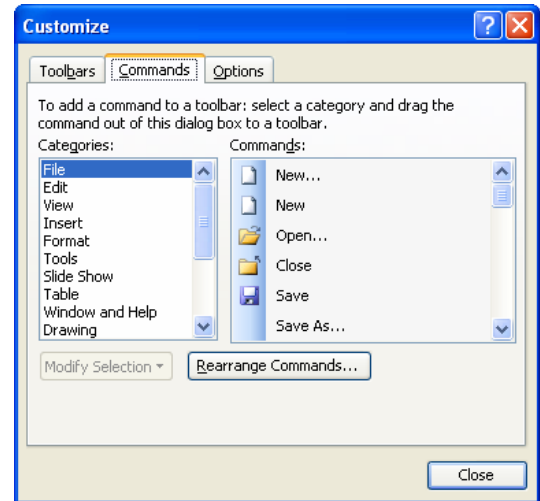
CUSTOMIZING TOOLBARS

It is possible to customize any of the toolbars in PowerPoint. Customizing provides the opportunity to add additional icons to a toolbar or to delete unused buttons from the toolbar. To customize any of the toolbars in PowerPoint, complete the following steps:

- ❖ Do one of the following:
 - Click **View** on the **Menu Bar**.
 - Point to **Toolbars** from the list of choices.
 - Choose **Customize** from the list of options.

OR

- Click **Tools** on the **Menu Bar**.
- Click **Customize** from the list of available options.
- ❖ The **Customize** dialog box will appear (see illustration).
- ❖ To add a button to the Toolbar:
 - Click the **Commands** tab.
 - From the **Categories** list, choose the category where the button is located. These categories are the same as those on the **Menu Bar**.
- ❖ Under the **Categories** area, select one of the listed options.
- ❖ From the **Commands** list on the **right**, scroll down to locate the command that you want to add to the toolbar.
- ❖ Click and drag that button to the toolbar where it is to be located.
 - The button may be moved by clicking the button and then dragging it to the desired location.
 - When a button has been selected, a border will appear around the button.
 - A button that has been added to a toolbar will remain in the customize list also.
 - A copy of the button is being inserted on the toolbar.
- ❖ To **remove** a button from the toolbar, click the button and drag it into the document Window.
 - It doesn't matter where you drag the button as long as it is away from the toolbar.
 - The button will still remain in the **Commands** list.
 - It is just removed from the toolbar.
- ❖ When finished with the changes, click the **Close** button.



Permanently Displaying or Removing a Toolbar

To have a toolbar display every time the PowerPoint program is opened, you need to use the **Customize** dialog box, instead of choosing the **Toolbars** option on the **Views** menu.

- ❖ To display a toolbar every time PowerPoint is opened:
 - Open the **Customize** dialog box as described in the previous section.
 - Click the **Toolbars** tab.
 - Place a check mark next to any of the toolbars that are to be displayed.
- ❖ To not have a toolbar display when the program is opened:
 - Open the **Customize** dialog box as described in the previous section.
 - Click the **Toolbars** tab.

- Remove the check mark next to any of the toolbars that are not to be displayed.
- Click the **Close** button to exit the dialog box.

Creating a New Toolbar

In addition to making changes to a toolbar, it is possible to add a customized toolbar in PowerPoint. To do this:

- ❖ Open the **Customize** dialog box as described previously.
- ❖ Click the **Toolbars** tab (see illustration at right).
- ❖ Click the **New** button.
- ❖ The **New Toolbar** dialog box will appear (see illustration bottom right).
- ❖ In the text box, input a name for the toolbar.
- ❖ Click **OK** to exit the dialog box.
- ❖ The new toolbar will appear in the window.
- ❖ The new toolbar that was just created will have a check mark beside it in the **Toolbars** list.
- ❖ Click the **Commands** tab.
- ❖ Click the area in the **Categories** list that new buttons are to be added from for the **New Toolbar**.
- ❖ Scroll down and look for the button under the **Commands** list.
- ❖ Drag this button to the **new** toolbar.
- ❖ Click the **Close** button to exit the dialog box.
- ❖ Try out the buttons to see if they work the way you want them to.

