

SEPARATING STANDARD AND FORMATTING TOOLBARS

By default, the Standard and Formatting Toolbars appear on the same line and most of the buttons on the Standard toolbar are not visible. To access a command that is not displayed, click >> at the right end of each toolbar. If it is preferable to have each toolbar on a separate line, complete the following steps:

- ❖ Do one of the following:
 - Choose **Tools** from the **Menu Bar**.
 - Click **View** on the **Menu Bar** and then point to **Toolbars**.
 - Click the **List Arrow** at the end of a toolbar and then point to **Add or Remove Buttons**.
- ❖ Choose **Customize** from the list of choices.
- ❖ The **Customize** dialog box will appear (see illustration).
- ❖ Click the **Options** tab.
- ❖ Click the check box for **Show Standard and Formatting toolbars on two rows**.
- ❖ Click **Close**. The toolbars should appear in separate rows.

