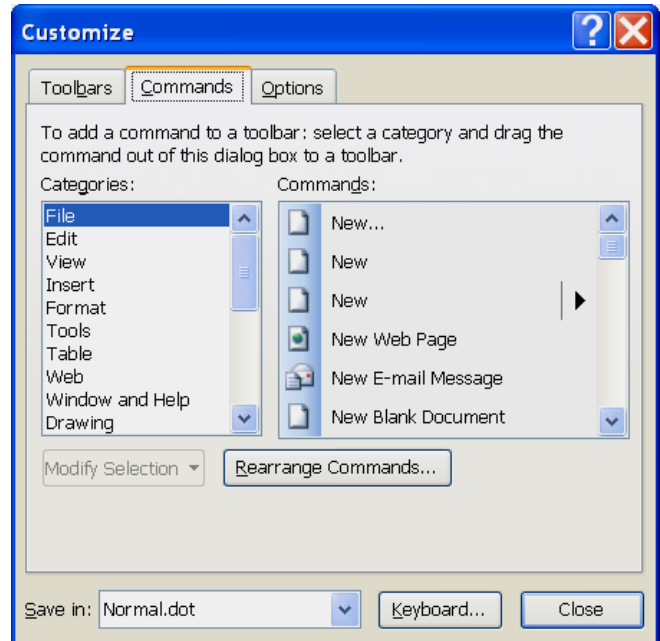


## Customizing Toolbars

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

- ❖ Do one of the following:
  - Click **View, Toolbars** from the Menu Bar.
  - Click **Tools** on the Menu Bar.
- ❖ Choose **Customize** from the list of options.
- ❖ The **Customize** dialog box will appear.
- ❖ To **remove** a button from the toolbar, click the button and drag it into the document Window.
- ❖ To add a button to the Toolbar:
  - Click the **Commands** tab.
  - Choose the name of the toolbar to be customized (Standard, Formatting, etc.) from the list on the **left**.
  - From the list on the **right** choose the button to be added to the toolbar.
  - Click and drag the button to the proper toolbar placing it in any desired location.
    - The buttons 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 customized list also. A copy of the button is inserted on the toolbar.
- ❖ When finished, click the **Close** button.



### Placing Standard and Formatting Toolbars on Two Lines

The default for the Standard and Formatting toolbars in Word 2003 is to display the toolbars both on the same line. To have these two toolbars display on separate lines,

- ❖ Do one of the following:
  - Click **View, Toolbars** from the Menu Bar.
  - Click **Tools** on the Menu Bar.
- ❖ Choose **Customize** from the list of options.
- ❖ The **Customize** dialog box will appear (see illustration on previous page).
- ❖ Click the **Options** tab in the **Customize** dialog box.
- ❖ Choose the option to **Show Standard and Formatting Toolbars on two rows**.
- ❖ Click the **Close** button to exit the dialog box.
- ❖ The two toolbars should appear on separate rows.