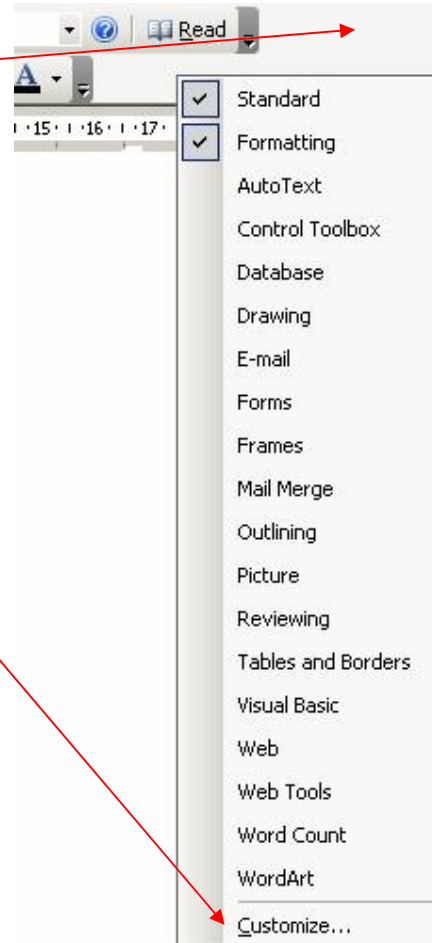


Customise Your Toolbar

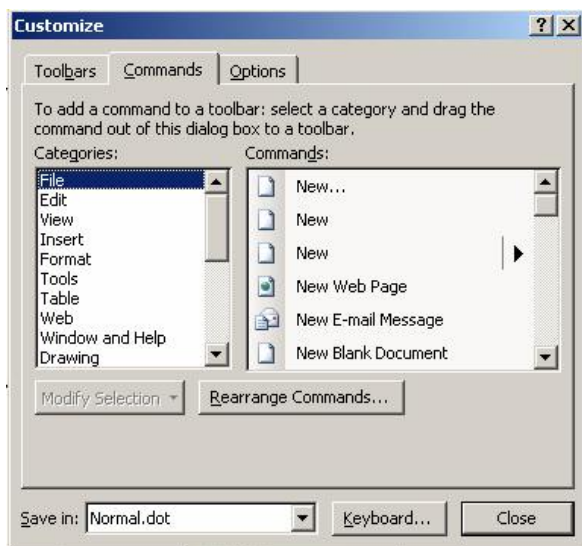
1) Remove & add Toolbars

- R click empty space on toolbar.
- Choose the toolbars you require by clicking them to add ticks.
- Do the same to remove unwanted toolbars.



2) Remove Unused Buttons

- R click empty space on toolbar.
- Click Customize
- Drag unwanted buttons from the toolbar into the “customize” window



3) Add Buttons

- Right click an empty space on toolbar.
- Click customise
- Each item in the Categories box will give a range of commands that can be used on the toolbars.
- Find the required command and drag it to a space on the toolbar.
- Be careful to drop the button inside an existing toolbar rather than on “no-mans land – look for the vertical bar and drop your icon

