


Customize the Toolbar

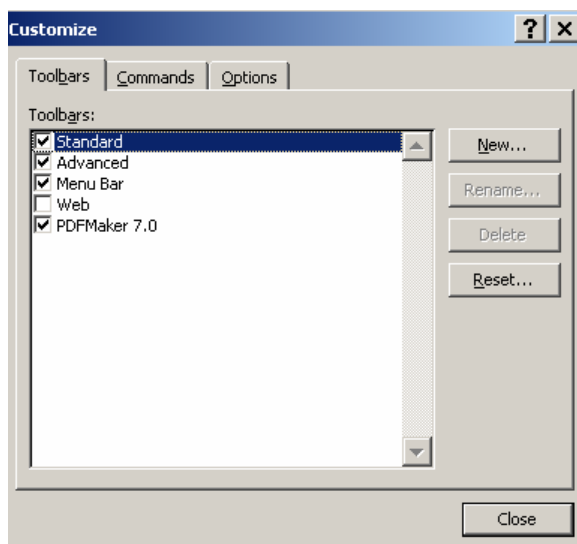
You can add a button for an action that you frequently perform or remove one that you seldom use. To make your life easier, to customize a toolbar:

1. Open the folder whose toolbar you want to customize.
2. On the Standard toolbar, click the **Toolbar Options** drop-down arrow .
3. Choose **Add** or **Remove** buttons.
4. Add or remove a button that is normally part of the Standard or Advanced toolbar:
 - a. Choose **Standard** or **Advanced** (the name displayed depends on which toolbar options arrow you clicked on) to display a menu with all of the buttons in that toolbar. Commands that are currently in the toolbar have a check mark in front of them.
 - b. Click an option to add it or remove it from the toolbar.
 - c. Click anywhere in the window to close the toolbar menu.
5. Add a button for a command that is not normally on the **Standard** or **Advanced** toolbar:
 - a. Choose **Customize** to display the Customize dialog box.
 - b. Select the **Commands** tab.
 - c. From the **Categories** list box, select the desired category.
 - d. In the **Commands** list box, drag the desired button icon to the desired location on the toolbar.
 - e. Close the **Customize** dialog box.

Create a New Toolbar

You might have a group of commands that you use only for a certain project. You can create a new toolbar that will have some commands that you frequently use. To create a new toolbar:

1. Select the folder to which you want to add the toolbar.
2. Right-click any existing toolbar and choose **Customize** to display the Customize dialog box.
3. In the **Customize** dialog box, select the Toolbars tab.



4. On the **Toolbars** tab, click **New**.
5. In the New Toolbar dialog box, enter a name for the new toolbar.
6. Click **OK**. The new toolbar is displayed next to the Customize dialog box as a small square window. The toolbar name is displayed in the Toolbars list with a check mark in front of it.

7. Add buttons to the new toolbar:
 - a. In the Customize dialog box, select the **Commands** tab.
 - b. From the **Categories** list box, select the desired category.
 - c. Drag the command out of the Commands list box and onto the new toolbar.
 - d. Repeat steps above as necessary to add buttons.
8. In the Customize dialog box, click **Close**.
9. Drag the new toolbar to the desired location.

Delete a Toolbar

To delete a custom toolbar:

1. Choose **Tools** → **Customize** to display the Customize dialog box.
2. Select the **Toolbars** tab.
3. From the list, select the custom toolbar that you wish to delete.
4. Click **Delete** and verify the deletion.

Customize a Menu

To add a new item to the menu:

1. Right-click any toolbar and choose **Customize** to display the Customize dialog box.
2. With the **Commands** tab selected, from the **Categories** list box, select **New Menu**.
3. From the **Commands** list box, drag the **New Menu** button icon to the desired location on the menu bar or inside an existing menu.
4. Right-click **New Menu** and choose **Name**.
5. Replace the default text with the desired name.
6. Click anywhere in the window to close the menu.
7. Add the desired item(s) to the custom menu:
 - a. In the **Categories** list, click the category that contains the item.
 - b. From the **Commands** list box, drag the item to the displayed custom menu list.
8. In the Customize dialog box, click **Close**.
9. Test the new menu.

Delete a Menu

You may find that a menu no longer serves your needs, to delete a menu:

1. Choose **Tools** → **Customize** to display the Customize dialog box.
2. Drag the menu you wish to delete off the Menu bar.
3. Close the Customize dialog box.