


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.