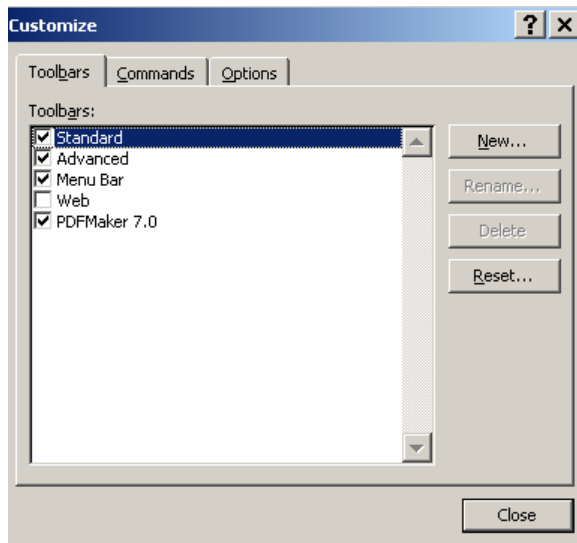


## Create a New Toolbar

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.