

## **Customizing Toolbars**

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This Tip is for MS Office and MS Works Programs.

1. To place a new tool onto a toolbar, place the mouse pointer on a toolbar and Right Click.
2. In the dropdown menu, Click on Customize.
3. In the dialog box Click on the Commands tab. On the left side is the categories window which lists the various tool categories. The right window displays the available tools in the selected category.
4. To place a tool on a toolbar Click on the tool and holding down the mouse button drag it to the toolbar where you want to place it and then let go of the mouse button. This technique will allow you to place tools onto a toolbar that otherwise might be on another toolbar

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