

TOOLBAR CUSTOMIZED

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With WordPerfect Office, you can create custom ToolBars to provide quick access to the features, keystrokes, commands, and macros that you use most often. You can even remove or rearrange buttons on preset ToolBars.

1. Click Tools > Settings (Figure 1).

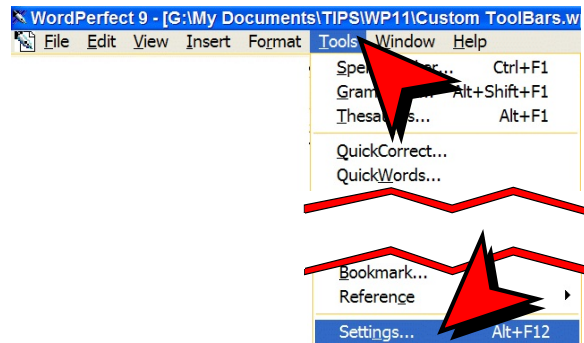


Figure 1



Figure 2

2. Click Customize (Figure 2).
3. In the Customize Settings dialog box, click the ToolBars tab, and then click Create (Figure 3).

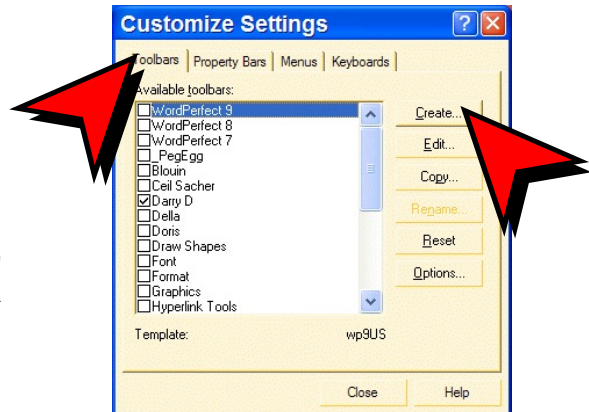


Figure 3

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4. In the Create ToolBar dialog box, type a name for the ToolBar in the New ToolBar name box, and then click OK (Figure 4).



Figure 4

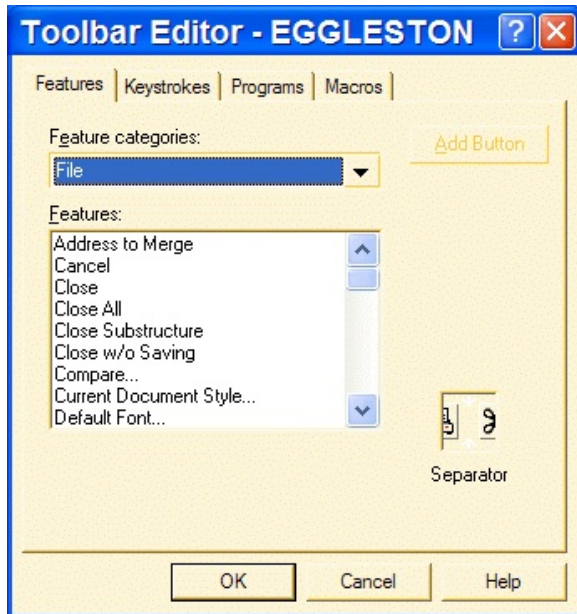


Figure 5

5. In the ToolBar Editor dialog window, choose a category (Figure 5).

6. Add Features (Figure 6). The ToolBar Editor dialog box lets you add any feature, keystroke, command, or macro to a ToolBar:

- ① Choose a feature from the Features list.
- ② Click Add Button.
- ③ The selected feature appears on the new ToolBar.

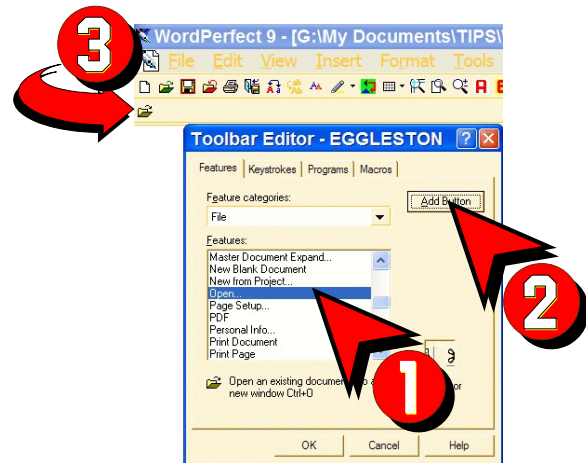


Figure 8

7. Click the “OK” button at the bottom when you are finished adding features.

