

The purpose is the same; to give you some quick tips on the Windows 2000 System and Office Suite Applications. This newsletter will be a two-page issue with no more than two subjects. It is intended to be simple and direct. If you have any comments or suggestions, feel free to email us: [ssa-tips-feedback@slb.com](mailto:ssa-tips-feedback@slb.com)

## How to customize your toolbars?

Most bars in windows applications can be moved or removed. The trick is to know where to grab these bars. In general the active (grab) part of the bar is located on the left. One or two vertical lines on one side of the bar will represent the Grab location.

### Microsoft Word

Right click on the bars will give the list of toolbar that you can hide or show.

Grab the "Standard" Toolbar

Grab the "Drawing" Toolbar

Grab the "Formatting" Toolbar

Get more options from the bar.  
One > will mean that there is one option available.  
Two >> will mean that more than one option is available

- Standard
- Formatting
- AutoText
- Clipboard
- Control Toolbox
- Database
- Drawing
- Forms
- Frames
- Picture
- Reviewing
- Tables and Borders
- Text Box
- Visual Basic
- Web
- Web Tools
- WordArt
- PDFMaker 5.0
- Customize...

**How to "Grab"?**

When you move the cursor over that vertical grab bar, the shape of the cursor changes. Click the left button of the mouse and keep the click button down (pressed).

**How to move the bar?**

Once "grabbed" move the mouse with the click still pushed down and the bar will follow. Release the mouse button when the toolbar is correctly positioned.

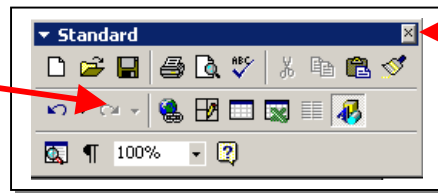
**How will the bar behave if grabbed?**

If moved close to a border, it will try to "dock" there (vertically or horizontally)

If moved in the middle of the application, the bar will become "floating" like a regular window. Click the X and the floating window will close.

If a toolbar is floating then grab it by the blue bar and bring it back to the border of the application.

Floating "Standard Toolbar"



Close the Floating window. One way to bring it back is : **View->Toolbars->...**[select the one you want to see]

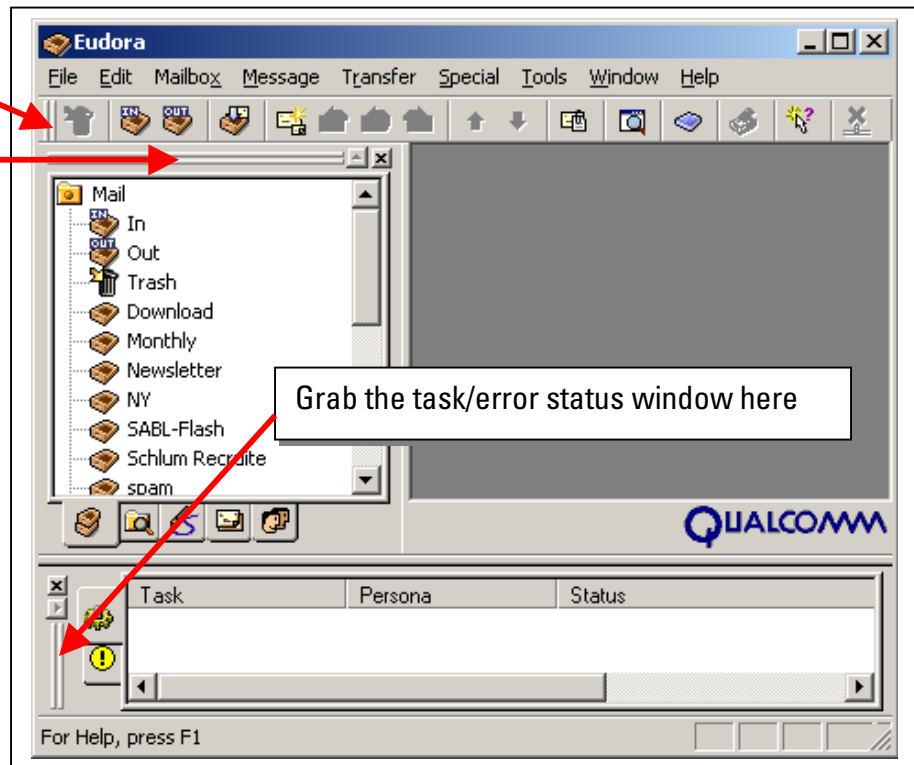
This notion can be applied to other applications like Eudora, Excel, Powerpoint, ...

**Eudora uses double bars**

Grab the toolbar here

Grab the mailbox window here

Show the mailbox window : Tools -> Mailboxes  
Show the tasks window: Tools -> Task Status



Grab the task/error status window here