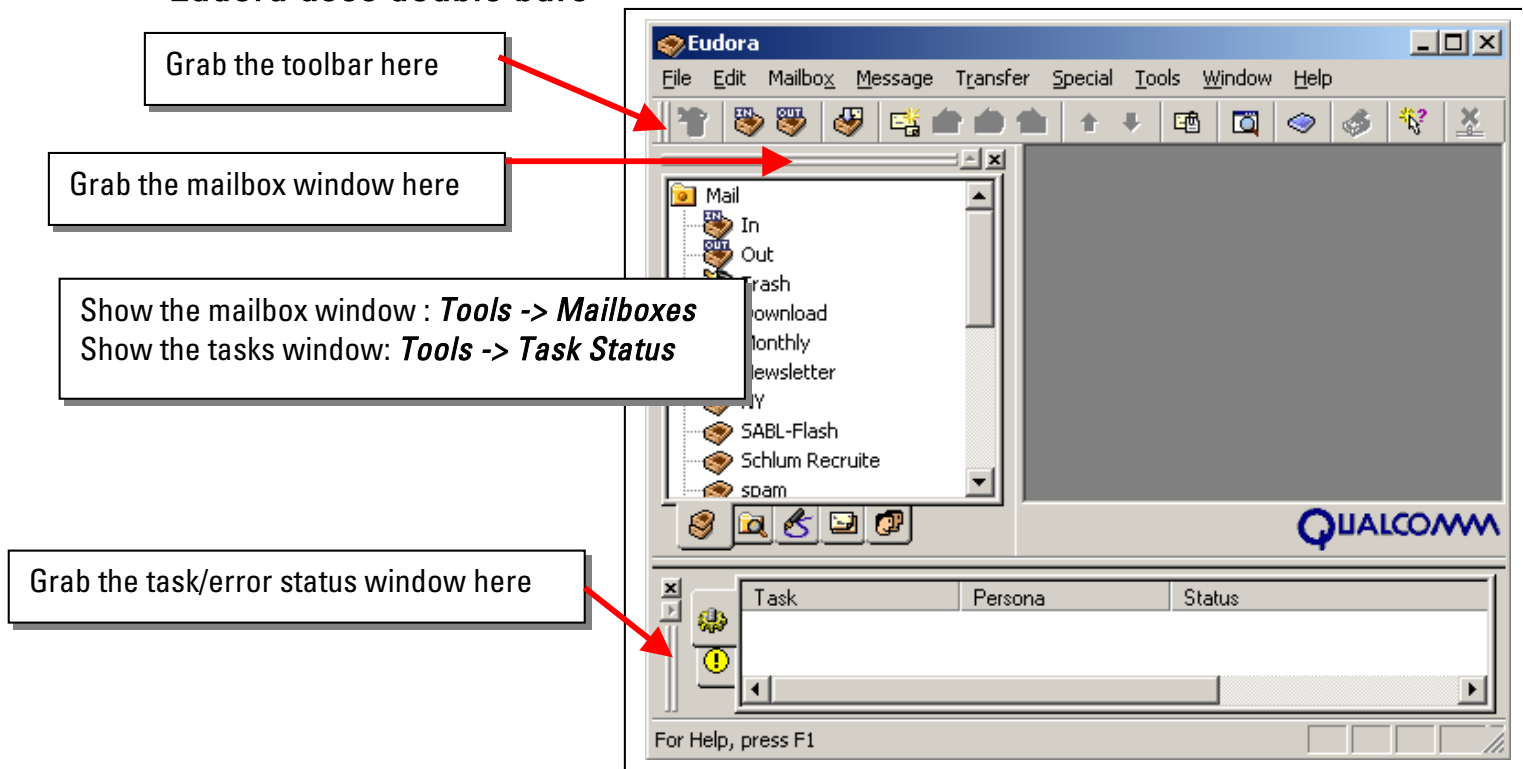


## How to customize your toolbars?

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 line(s) on one side of the bar will represent the Grab location. These bars can also be customized, where you can add new buttons for quick shortcuts.

### Eudora uses double bars



#### How to "Grab"?

When you move the cursor over that vertical grab bar, the shape of the cursor may change (like in MS Word). 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.

#### 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.

### 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 "Formatting" Toolbar

Grab the "Drawing" 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

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

Floating "Standard Toolbar"

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

### How to add Excel extra buttons in the tool bar?

In some case the "paste special... value" is really handy in Excel, but requires at least 4 clicks to reach it. You can add this specific button to get the function in one click.

Select the menu from which the function is located

Click and drag the function into the menu bar. When you release the click the button will be inserted into the bar

New personalized button.