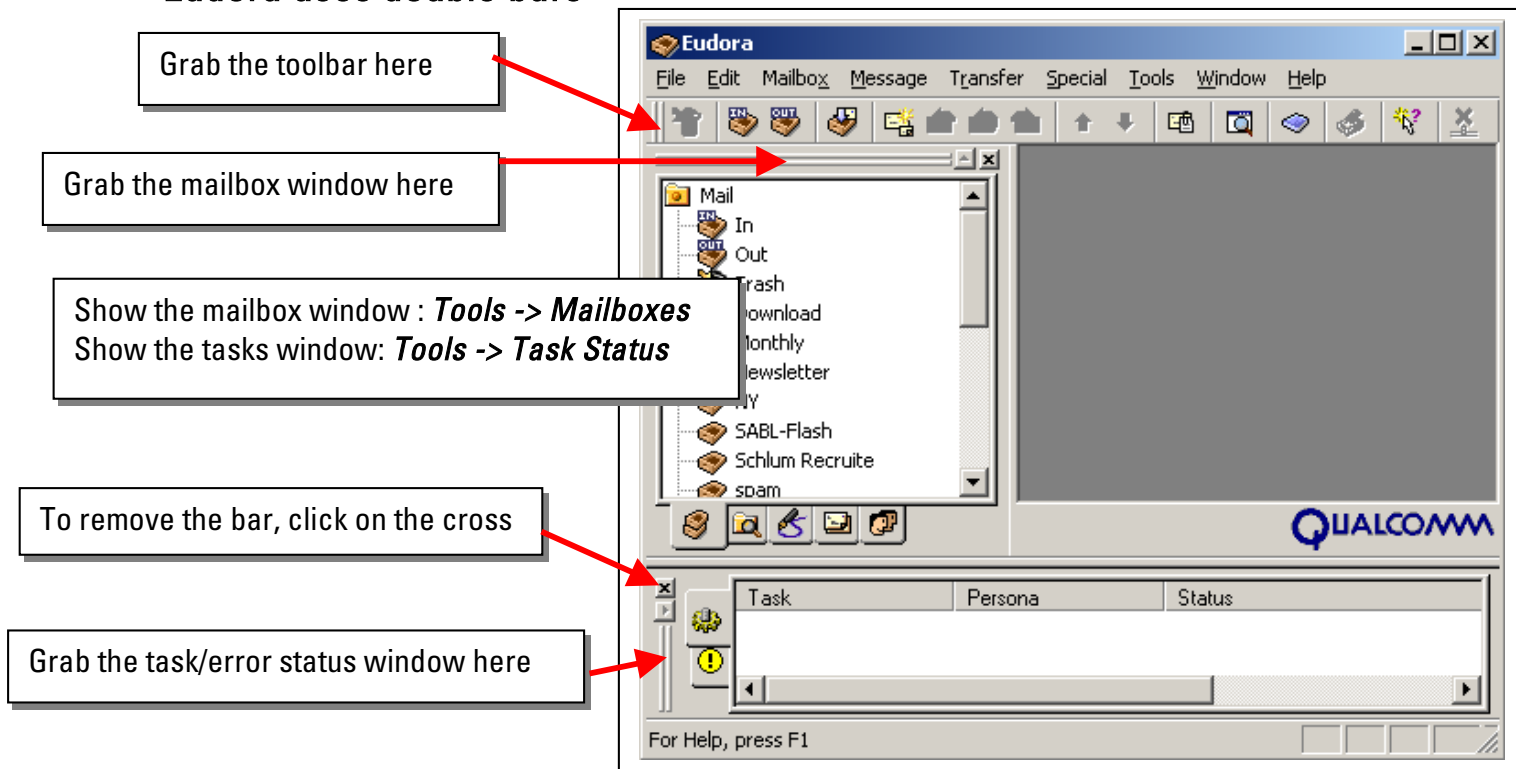


How to customize your toolbars?

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 be closed.

If a toolbar is floating then grab it by the top 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 "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

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

Floating "Standard Toolbar"

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

This functionality 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. This is the doable for all functions reachable through the menus.

1 Select the "Tools -> Customize..." Menu

2 Select the menu from which the function is located

3 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 is inserted, ready to be used.

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help Classification

Spelling... F7
 AutoCorrect...
 AutoSave...
 Share Workbook...
 Track Changes

Scenarios...
 Auditing
 Macro
 Add-Ins...
 Customize...

Customize

Categories:
 File
 Edit
 View
 Insert
 Format
 Tools
 Data
 Window and Help
 Drawing
 AutoShapes

Commands:
 Undo
 Redo
 Cut
 Copy
 Paste
 Paste Special...
 Paste as Hyperlink

Selected command:
 Description Modify Selection