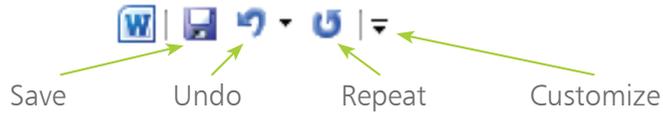


The Quick Access Toolbar

The Quick Access Toolbar is the small collection of tools at the top of the screen, above the File Tab.



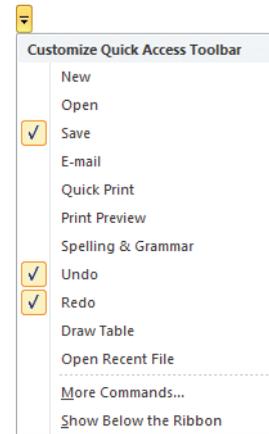
Customizing the Quick Access Toolbar

Hot tip



You can also access this dialog by activating the File tab (also known as Backstage view), choosing Options then selecting Quick Access Toolbar.

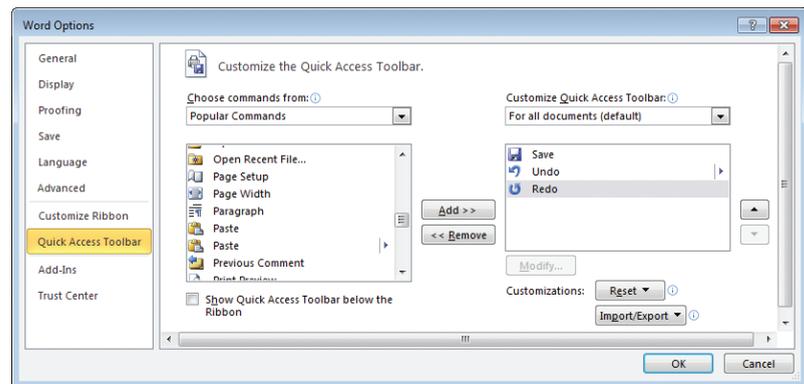
- 1 Click the Customize icon on the Quick Access Toolbar and select a command, or choose More Commands... to see the full list
- 2 In the dialog that appears, select the “Choose commands from” value to see a list of Word commands
- 3 If you want your customizations to be global, make sure “For all documents” is selected under Customize Quick Access Toolbar



Hot tip

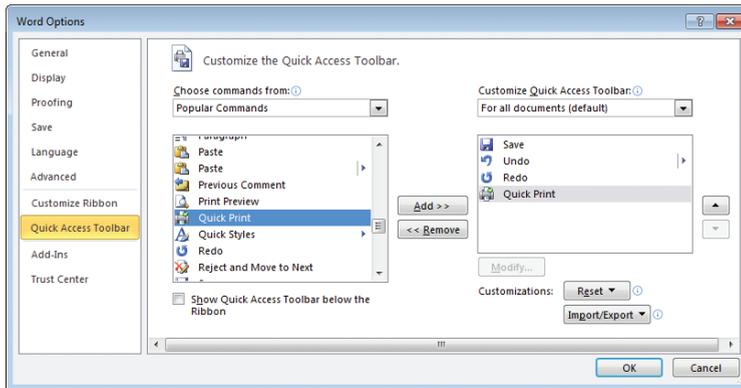


If you use the Quick Access Toolbar's Undo button, then a Redo button becomes available. Undo and Redo together allow you to step backwards and forwards through your actions.



...cont'd

- 4 Add icons by double-clicking in the left-hand list, or click once to select and then choose Add>>



Hot tip



In this illustration you can see that Quick Access Toolbar is the highlighted item at the left of the dialog. If you select the Customize Ribbon option directly above then you will have the opportunity to completely redesign Word's layout of controls.

- 5 Remove icons by double-clicking in the right-hand list, or click once to select and then click on the Remove button
- 6 You can control the order in which the icons appear in the toolbar. To do this, select a command from the right hand list then use the up and down buttons to change its position. The top item in the list will appear as the first icon at the left of the toolbar
- 7 Click OK when done, or Cancel to abandon your changes. The Quick Access Toolbar will now show the icons you selected



From the Customize Quick Access Toolbar dialog, you can reset the Toolbar to its initial state by clicking the Reset button. It's also possible to Import and Export your customizations to a file on disk. This might be useful if, for example, you want to migrate your customizations to another computer.

