

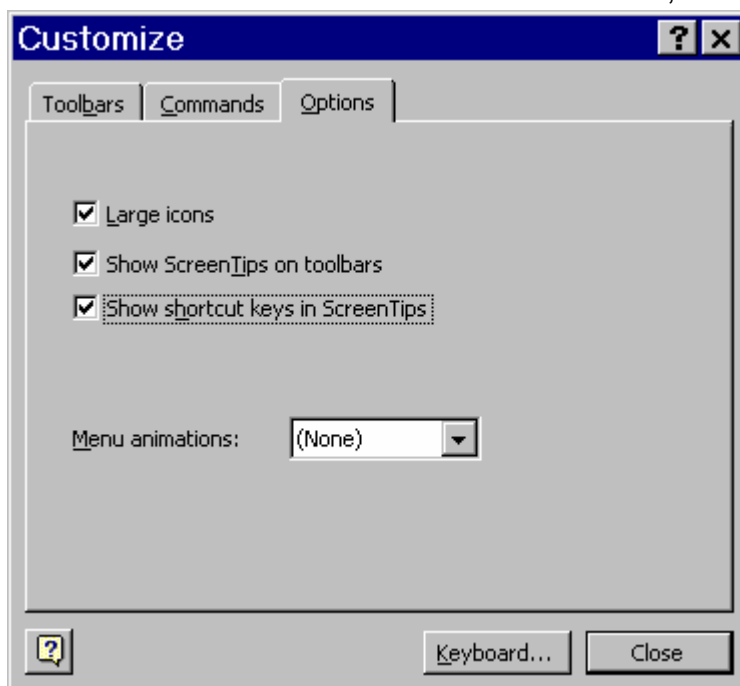


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Changing Toolbars in Microsoft Word

Making the toolbars bigger

Click on “view” then “toolbars” then “customise”, then click on the “options” tab:



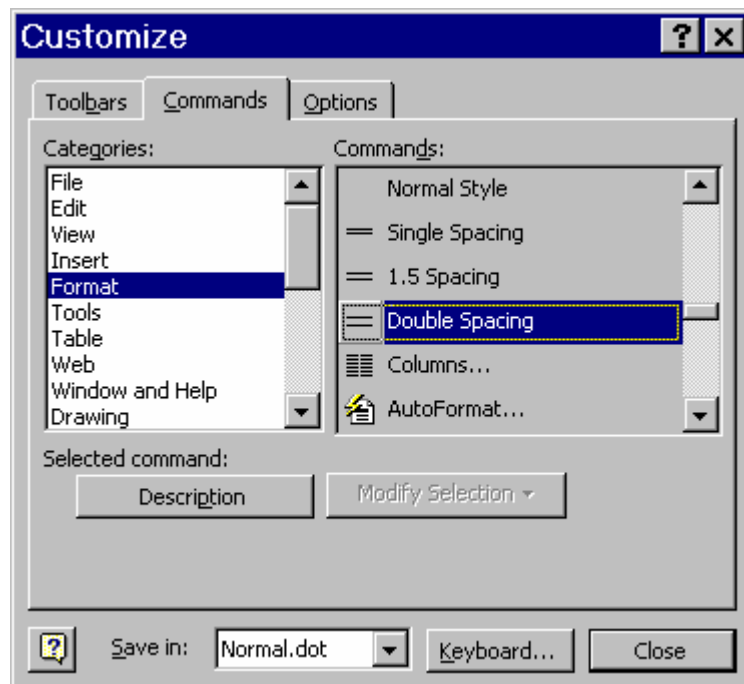
Click on “large Icons” and then close.

Creating a personalised toolbar

Click on “View”, “Toolbars”, “customise” and go to the first tab page “Toolbars”. Here click on “new”. Word asks you to enter a name for this toolbar and after this places the toolbar on the document area.

You now need to drag buttons into the toolbar. All of the available tools are listed under the “commands” tab and sorted by the menu item under which they would naturally appear.

For example the “double line spacing” icons are listed under the “format” menu.



To put “double spacing” into the toolbar place the mouse on the tool and drag it into your toolbar.

Note: You can also drag tools directly onto the standard toolbars.

Finally... drag your new toolbar and drop it beneath the menu.

You can choose which toolbars to show by going to the “toolbars” tab on the customize dialog box shown above.

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