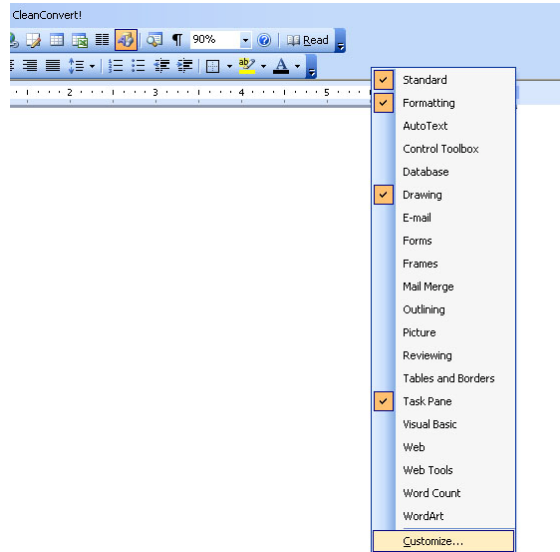


Microsoft Word

Adding a Button to a Toolbar

1. Before you choose the Tools, Customize command, make sure the toolbar you want to change is visible. To do this, right-click any toolbar, and then click the toolbar you want to show on the shortcut menu.



2. On the **Tools** menu, click **Customize**. Click the **Commands** tab.

In the **Categories** box, click a category for the command you want the button to perform. Drag the command you want from the **Commands** box to the displayed toolbar. To remove a button, just drag it off of the toolbar when in this mode.

