

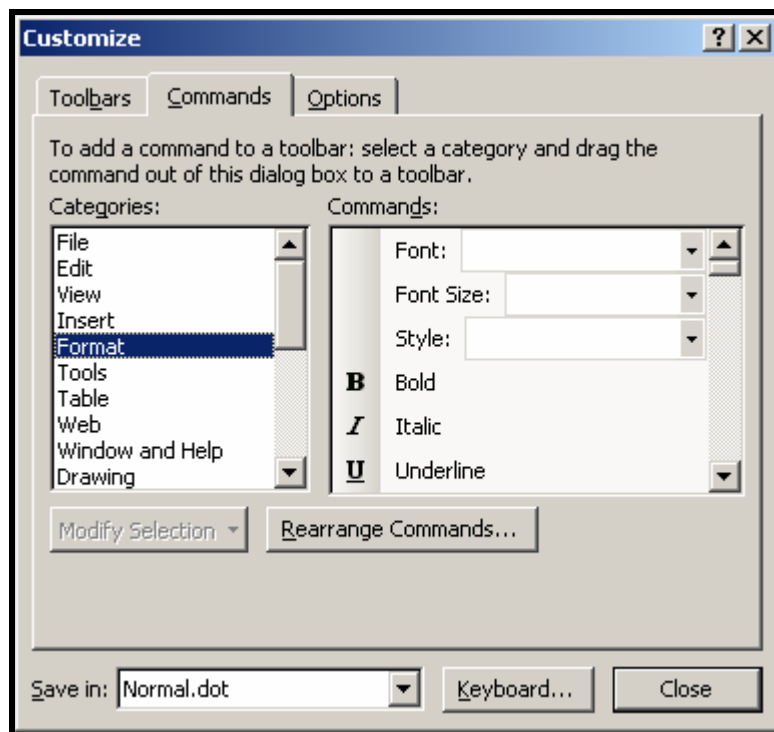
Working with Toolbars

Adding Toolbar Buttons

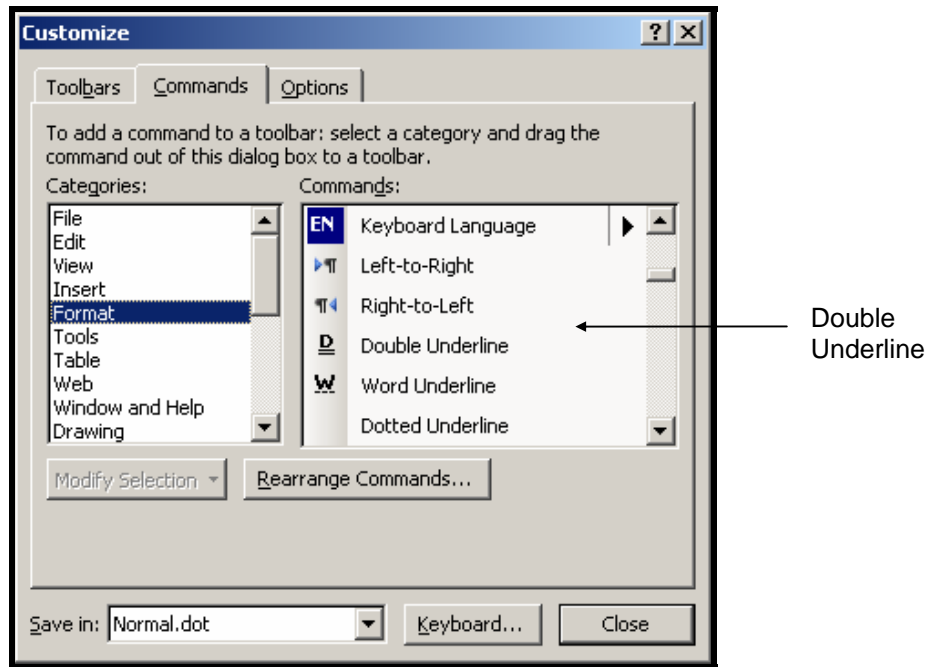
You can customize toolbars to display any of the buttons included with Excel, Word or PowerPoint. Before you begin, use the **View Toolbars** menu option to select the toolbars you would like to customize. A toolbar must be open in the application window before you may add, rearrange or delete buttons.

1. From the **Tools** menu, select **Customize**.

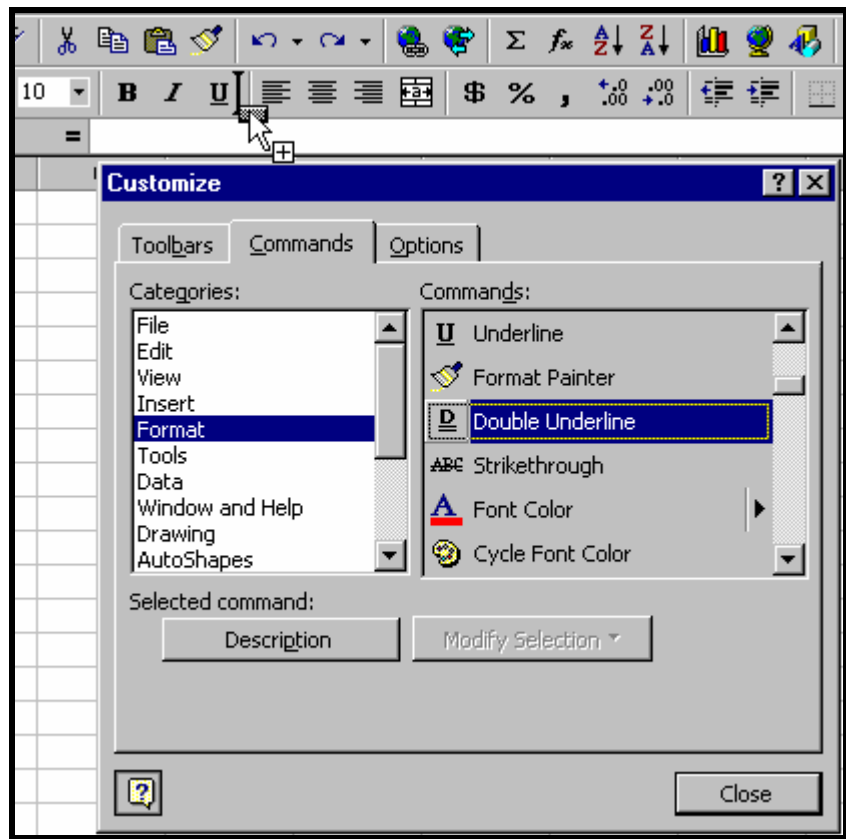
The Customize dialog box opens.



2. Click the **C**ommands tab.
3. In the **C**ategories: list, select **F**ormat.
*The buttons in the **C**ommands: list update to Format options.*
4. Scroll down in the **C**ommands: list to display the **D**ouble **U**nderline.



5. Drag the **Double Underline** button to the Formatting toolbar and position to the right of the underline [**U**] button.
6. Compare your screen with the following illustration.

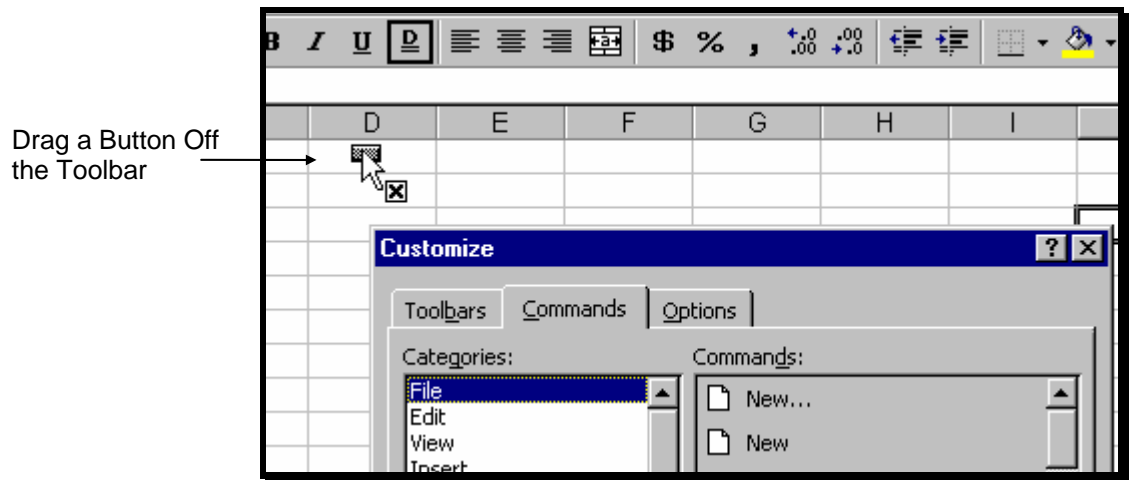


7. Release the mouse.
8. Click [**C**lose].
The double underline button will be inserted on the Formatting toolbar.

Deleting Toolbar Buttons

Follow these steps to remove a button from a toolbar.

1. From the **Tools** menu, select **Customize**.
The Customize dialog box opens.
2. Drag a button down into the application window and off of the desired toolbar.
3. Click [**C**lose].
The button has been removed from the toolbar.



NOTE: As long as the Customize dialog box is open, you may rearrange buttons, add new buttons and delete unwanted buttons from any toolbar open in the application window.