Adding or modifying toolbars

This document is excerpted from the 3rd edition of *Effective Onscreen Editing*, and is intended for editors who are still using Word 2010 (Windows, first part of this document) or Word 2011 (Mac, second part of this document).

Word 2010's Quick Access toolbar

The Quick Access toolbar is the row of icons visible above the Ribbon. If you have not yet modified it, it contains only three icons: one for saving documents, one for undoing changes, and one for repeating changes. To change its location, right-click or control-click in the toolbar, and select Show Quick Access Toolbar Below [or Above] the Ribbon. You cannot entirely eliminate this toolbar, but in its basic form, it doesn't take much space. Moreover, because you can use it to provide access to functions buried several levels deep in the software, it can greatly speed up access to these features.

> **Moving the Quick Access toolbar to a new computer:** See the section on templates later in this chapter [Chapter 3 in the 4th edition of *Effective Onscreen Editing*] for instructions.

To customize the toolbar's contents, right-click or control-click on the toolbar and select Customize Quick Access Toolbar; you can also access these functions from the Options dialog box. Word displays a dialog box that provides access to all commands built into Word, plus any new commands (e.g., macros) you've created. You can now modify the toolbar's contents by selecting commands at the left side of the dialog box and clicking the Add button or commands on the right and clicking the Remove button to (respectively) add them to or remove them from the toolbar. Once commands have been added, you can select them and click the up or down arrows to change their positions within the toolbar.

> **Clarifying icons:** Toolbar icons are cryptic and hard to recognize (particularly those for macros). To learn an icon's function, hold the mouse cursor above the icon to display a tooltip. You can change both the icon and the tooltip by right-clicking or control-clicking the toolbar and selecting Customize the Quick Access Toolbar. The right side of the dialog box lists the commands in the toolbar. Select the one you want to modify, click the Modify button below the list, then choose a more memorable icon or clearer text for the tooltip.

To find specific commands, open the menu labeled Choose commands from and select the appropriate category. Commands not in the Ribbon and Macros are two particularly useful categories. The All commands category provides access to the complete list of Word's built-in commands if your research reveals the name of a command but you can't figure out the category it belongs to.

At the top right of the dialog box, choose which files this toolbar should be associated with. The default is for all documents, but you can also create custom toolbars that are only available in specific documents or in all documents based on a specific template. (I'll discuss templates later in this chapter. [Chapter 3 in the 4th edition of *Effective Onscreen Editing*]) Toolbars created for a specific file are only available in that file, but toolbars created for a template are available for all files based on that template.

> **Customized destruction:** Older versions of Word included the command ToolsCustomizeRemoveMenuShortcut, which was triggered if you pressed Control+Alt+Hyphen

(Windows) or Command+Option+Hyphen (Macintosh). The cursor changed to an easy-to-miss thick − (minus sign) to warn you that you were about to "subtract" (delete) the next menu item or toolbar icon you clicked. Given the potential for mayhem, it's wise to disable this command. See the section *Keyboard shortcuts* later in this chapter for details of how to find and disable this command.

Word 2011's toolbars

Word's traditional toolbars are still available for the Macintosh. To manage them: View menu > Toolbars > Customize Toolbars and Menus. Select the Toolbars and Menus tab if it isn't already selected. From this dialog box, you can create new toolbars, decide which toolbars to display, and rename, modify, or delete previously defined toolbars. Word 2011's toolbars provide quick access to commands that might otherwise be difficult to access (e.g., commands buried deep in the software's interface). In addition, you can choose which of the available toolbars (if any) to display for support during a particular task. You can also change both their shape and their position; that is, you can transform them into tool palettes by dragging the bottom right corner of the toolbar (just like changing the size of a manuscript window) and can drag the resulting palette to any convenient position on the screen.

To create a new toolbar, start by deciding where you want it to be available. The default is Normal.dotm (i.e., the normal template, which I'll discuss later in this chapter [Chapter 3 in the 4th edition of *Effective Onscreen Editing*]), in which case the toolbar will be available in all Word files on your computer. Alternatively, open the Save In menu, which is at the bottom of the dialog box, and choose the currently open document; the toolbar will henceforth be available only in that document. To make a toolbar available to all documents based on a specific template, open that template before you create the new toolbar, and select the template's name from the Save In menu. Next, click the New button and give the toolbar a memorable name. Unfortunately, there's a small problem: the new toolbar is only one icon wide, and may appear at an obscure location on the screen; as a result, you need sharp eyes to find it.

Moving toolbars to a new computer: See the section on templates later in this chapter [Chapter 3 in the 4th edition of *Effective Onscreen Editing*] for instructions.

Once you've found the new toolbar, you can customize its contents by selecting the Commands tab of the dialog box, navigating to a desirable command, and then dragging it into the toolbar. As long as the dialog box is open, you can also drag a command within the toolbar to change its position or drag a command out of the toolbar if you no longer need it. To change how a command appears in the toolbar, right-click or control-click the command and select Properties from the popup menu. You can now edit the name that appears in the toolbar. Below that field, the menu labeled View lets you define whether the toolbar should display an icon, text, or both for the command. If the command is associated with an icon, that icon will be available for display; unfortunately, you can't choose new icons or add an icon if none was provided for that command.

Displaying or concealing toolbars: To display a toolbar or hide it once you no longer need it, open the Customize dialog box (as described above), then select or deselect the toolbar name, respectively.