

CUSTOMIZE the QUICK-ACCESS TOOLBAR

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A major difference between Word 2003 and Word 2007 is that Word 2003 allowed users to customize any of the toolbar. In Word 2007 the Ribbon Bar replaces the toolbars, and the Ribbon Bar cannot be changed. However, Word 2007 does allow customization of the location and the contents of the Quick Access Toolbar.

The figure on page 2 of this booklet shows that the Quick Access Toolbar is located *above* the Ribbon bar and that it contains only a few icons:



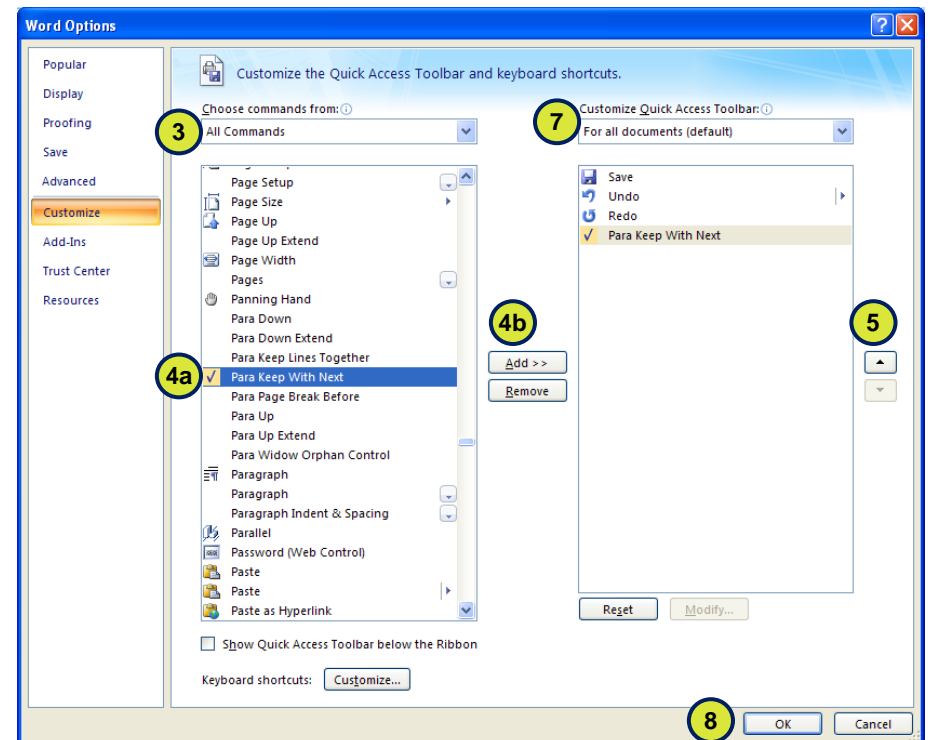
Click on the arrow for customizing options

Add a Command Icon to the Quick Access Toolbar

1. Click on the arrow to the right of the toolbar to open the Customize menu.
2. On the Customize menu, click More Commands . . .











3. When the Word Options menu opens (see right) select All Commands.
4. Make a selection from the menu and click the Add>> button .
5. Use the arrow buttons to move the command to the desired position on the toolbar list.
6. Repeat Steps 5 and 6 as necessary.
7. Select the "For all documents (default)" option.
8. Click OK to close.



Remove a Command Icon from the Quick Access Toolbar

1. On the toolbar, right click on the toolbar icon.
2. Select Remove from the Quick Access Toolbar

Some Useful Quick Access Icons for APA Writers

-  **New** Opens a new blank document without closing current document.
-  **Open** Allows you to browse for and open an existing document in your folders.
-  **Save** Saves the current document under its current filename in the location it was last saved.
-  **Save As** Saves the current document but allows for a new filename or location.
-  **Print** Prints document and allows for printer selection.
-  **Para Keep With Next** Prevents separation of a heading from the text that follows it.
-  **Spelling...** Runs the spell check.
-  **Find...** Searches for a character, text, or formatting command in the current document.

You can add any icon that makes word processing easier for you. Even if the icon already exists on the Ribbon Bar, you may find it more efficient to use it on the Quick Access Toolbar. Customize it in a way that works for you. It's easy to remove an icon from the Quick Access Toolbar: just right click on it and select "Remove."