

## Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar (as described in Chapter 1, *Introducing Writer*), and adding or deleting icons (commands) in the list of those available on a toolbar. You can also create new toolbars.

### Modifying existing toolbars

The procedures for creating and modifying a toolbar are similar to those for menus.

- 1) Choose **Tools > Customize** on the Menu bar.
- 2) On the Toolbars tab of the Customize dialog (Figure 457), in the *Scope* drop-down list on the upper right, choose whether to save this changed toolbar for Writer or for a selected document.

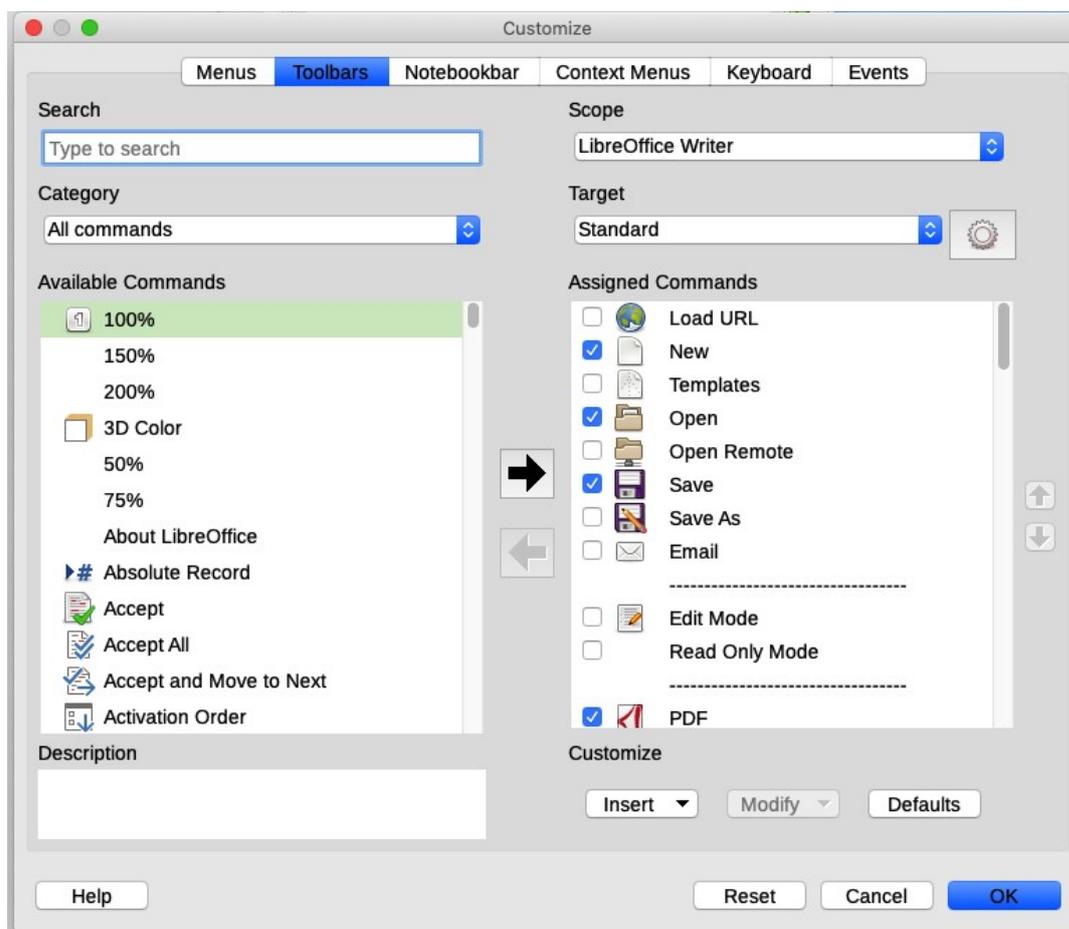


Figure 457: The Toolbars tab of the Customize dialog

- 3) In the *Target* drop-down list, select the toolbar that you want to customize. The current toolbar content is displayed in the *Assigned Commands* list.
- 4) Select a command in the *Available Commands* list on the left. You can narrow your search by using the *Search* box on the top left or choosing a category in the drop-down list just below.
- 5) Click on the large right arrow to add the selected command to the *Assigned Commands* list for the toolbar (on the right). Use the up and down arrows in the far right to position the command in the toolbar.
- 6) To remove a command from a toolbar, select it in the *Assigned Commands* list on the right and click the large left arrow.