Method

To modify the Tool Bar:
1. Click on OPTIONS from the Menu Bar.
2. Select TOOL BAR LAYOUT.
3. To delete an existing button, click on the button in the preview Tool Bar and click on DELETE.
4. To add a button, select the function you want to add, click on the NEW BUTTON, and follow by clicking on ADD.
5. Repeat steps 3 and 4 until the Tool Bar is customized to your specifications. (Use COMPRESS to fill in any blanks in the Tool Bar.)
6. Click on OK.

Exercise

In this exercise, you will change the default Tool Bar Layout.

1.   Click on OPTIONS in the Menu Bar

2.   Select TOOL BAR LAYOUT

3.   Click on the EXTRFWD button in the preview Tool Bar

4.   Click on DELETE

5.   Select MOVE from the functions available

6.   Click on NEW BUTTON and click on ADD

7.   Click on OK