## Shortcut Help

This is a help file for the **Customize Toolbar** dialogue. This file opens when pressing the (?) button in the heading of the dialogue and selecting any control in the dialogue. Do not delete this file, do not change its location on the disk!

**Customize**

Use this dialogue to add or remove buttons to toolbars as well as to set whether text descriptions of the toolbar buttons appear in the toolbars and where the text appears.

**Customizing toolbars:**

Select the toolbar you want to modify in the **Group:** box. The box **Current toolbar buttons:** displays the buttons in the order they appear on the selected toolbar. To add a button to the selected toolbar, select the button you want to add in the box **Available toolbar buttons:**, and then click **Add** or double click the button you want to add. To remove a button from the toolbar, select the button you want to remove in **Current toolbar buttons:**, and then click **Remove** or double click the button you want to remove.
**Text options:** you can specify whether text descriptions of the toolbar buttons appear: underneath each button, on the right or whether only icons appear without text.
**Icon options:** you can change the size of toolbar icons: small icons – middle icons – large icons.
**Show Screen Tips on toolbars** - check this box to display on-screen descriptions of toolbar buttons when the pointer pauses on them.
**Show shortcut keys in Screen Tips** - check this box to display keyboard shortcuts in tooltips (only when the keyboard shortcut is available for a command).
**Draw all toolbars in color** - check this box to display all toolbar icons in color.

Choose the toolbar you want to appear in the box **Available toolbar buttons:**.

Displays the buttons you can add to the selected toolbar.

Displays the buttons in the order they appear in the selected toolbar.

Moves the button you select in **Available toolbar buttons:** to **Current toolbar buttons:**.

Moves the button you select in **Current toolbar buttons:** to **Available toolbar buttons:**.

Specifies whether text descriptions of the toolbar buttons appear in the toolbar and where the text appears.

Changes the size of the icons shown in the toolbars.

Moves the selected button up one line. On the selected toolbar, the button shifts left one space.

Moves the selected button down one line. On the selected toolbar, the button shifts right one space.

Displays on-screen descriptions of toolbar buttons when the pointer pauses on them.

Displays keyboard shortcuts in tooltips.

Displays all toolbar icons in color.

Saves the changes you have made and closes this dialogue box.

Restores the default set of buttons on all toolbars.