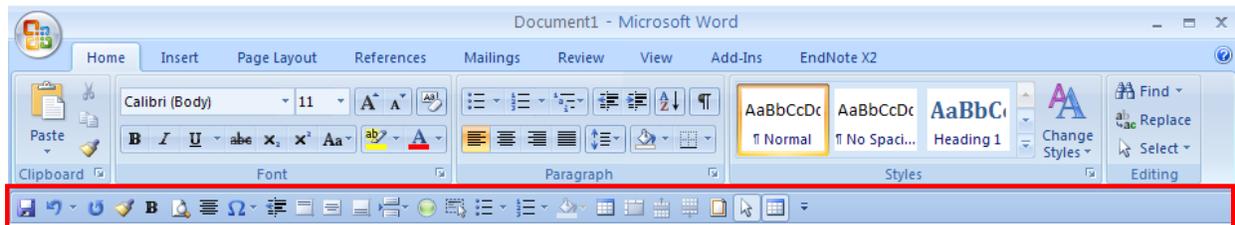


How to add icons to your Personal Toolbar

The advantage of using icons in a Personal Toolbar is that you do not have to move from ribbon to ribbon to activate frequently used commands. The commands on your Personal Toolbar always display no matter what other toolbars are in use.

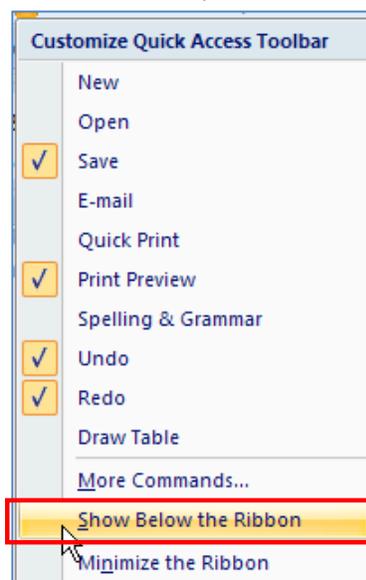
The Personal Tool Bar is the one that has the 'Save' icon. 

This is a sample Personal Toolbar

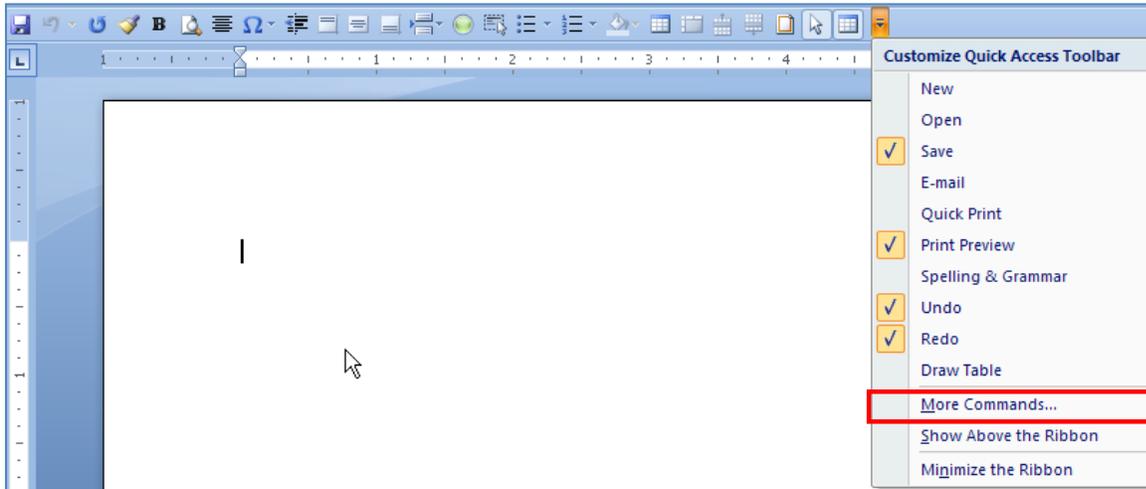


Steps to add useful icons to your toolbar

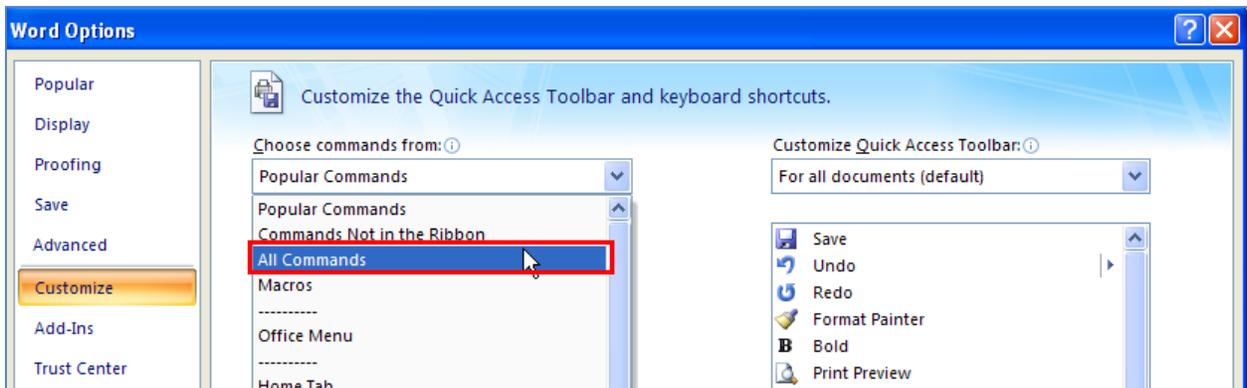
1. Click the drop down arrow at the end of your toolbar and select 'Show Below the Ribbon.'



2. Select the drop-down arrow on your Personal Toolbar and click 'More Commands.'



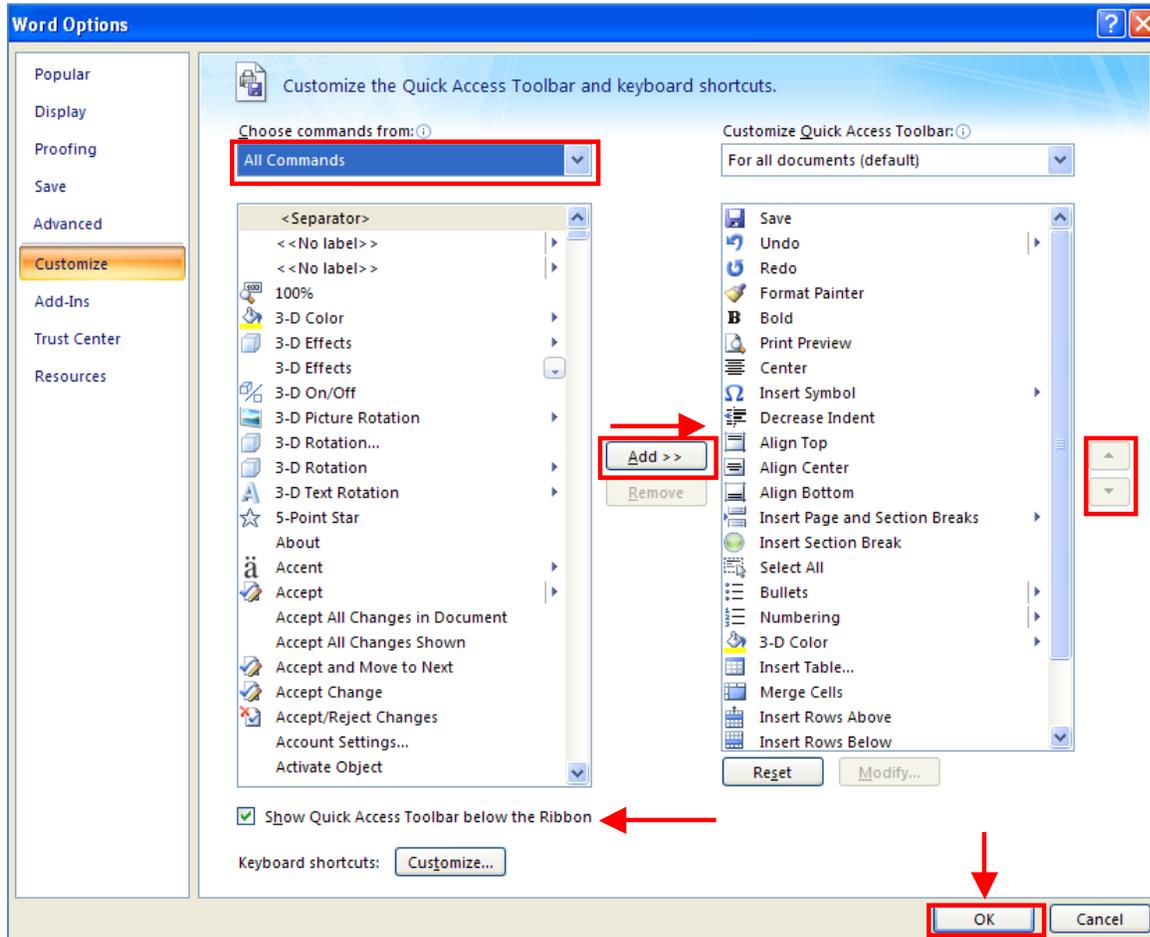
3. On the Word Options dialog box, click the drop down arrow under 'Choose commands from' and then click 'All Commands.'



4. Beneath the 'All Commands' box is a column that displays all command icons available in Word 2007. Select any command by highlighting it, and then click the Add button between the two columns displayed. The column on the right is your Personal Toolbar. Note that you can move icons up or down in the list by highlighting the command and clicking the up or down arrows to the right of the column.

NOTE: It is recommended that you check the 'Show Quick Access Toolbar below the ribbon' box beneath the commands box.

CRITICAL: You **MUST CLICK the OK BUTTON** to make the command stay in your Personal Toolbar.



Example of tool set for Personal Tool Bar. These icons are available in the All Commands tool set (described above) and are listed alphabetically.

