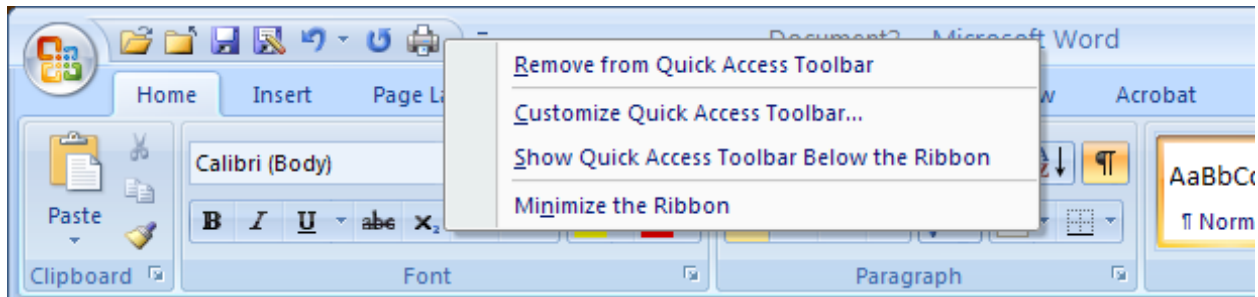


Word Tip—How to Add Quick Access Icons to Your Toolbar

Right click on the small toolbar shown, select Customize Quick Access Toolbar.



Click on the Commands you like and then click on the Add, use the up & down arrows to arrange the order you would like. To find more commands, click on the down arrow next to Popular Commands and select All Commands.

