



# Tutorials For OpenOffice

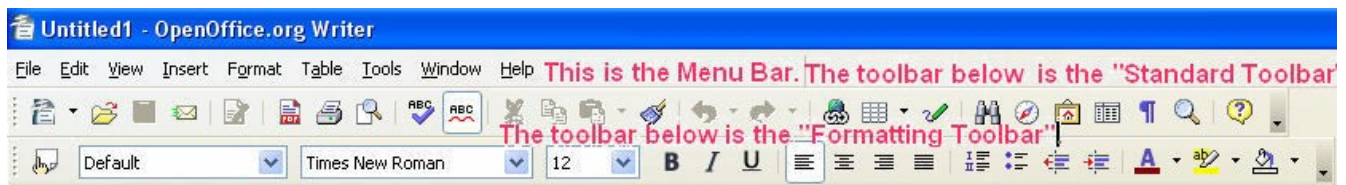
## Icons



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This tutorial explains how to add, delete, replace, and rearrange **icons** on your **Standard Toolbar** and on your **Formatting Toolbar**.

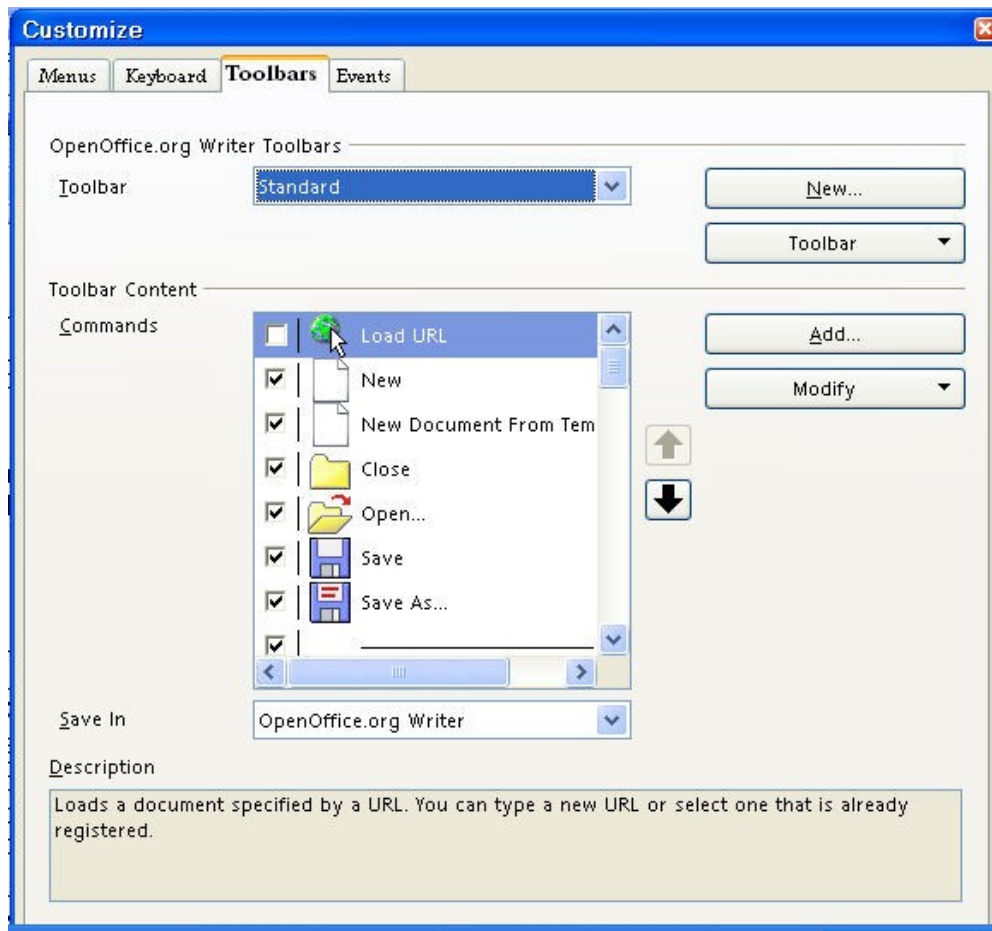
When you download OpenOffice, the **Standard** and **Formatting** Toolbars are created with certain icons on the Toolbars. You might want to add an icon that you use often, delete an icon you do not use, and/or relocate the icons on the toolbars. You may want to replace the icon with another icon of your choice.




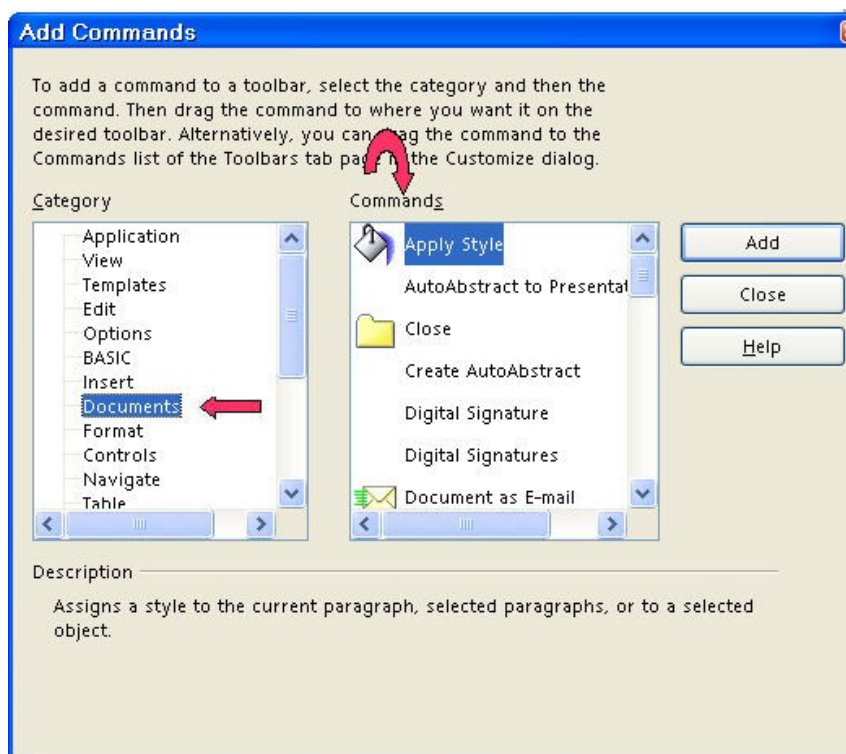
Depending on your screen resolution, the size of your icons, and the number of icons on your toolbar, you may see  or  on the far right.

## Add Icons To The Toolbar



1. If the icon is not on your **Standard** Toolbar, click the  on the **Standard Toolbar**.
2. Click **Customize Toolbars > Toolbars** tab. (The "Customize" window appears.)






3. Under **OpenOffice.org Writer Toolbars** in the dialog box to the right of **Toolbar**, click on the  to select **Standard** (if it is not already selected).
4. In the dialog box to the right of **Commands**, click the icon to put a check mark beside the icon. Click **OK**. (The icon will appear on your **Standard toolbar**. **Note**: The same procedure applies if you want to add icons to your "Formatting Toolbar".)
5. If the icon is not visible when you scroll, click **Add**. Under **Category**, click **Documents**. In the **Commands** menu box, click the icon to put a check mark beside it. Click **Add**. (The "Add Commands" window appears. The icon will appear on your "Standard Toolbar".)





## Delete Icons From The Toolbar

1. If you want to remove an icon from your **Standard** Toolbar, click the  on the **Standard Toolbar**.
2. Click **Customize Toolbars > Toolbars** tab. (The "Customize" window appears.)
3. Under **OpenOffice.org Writer Toolbar** in the dialog box to the right of **Toolbar**, click on the  to select **Standard** (if it is not already selected).
4. In the dialog box to the right of **Commands**, click the icon to remove the check mark beside the icon. Click **OK**. (The icon is no longer on the toolbar. Note: The same procedure applies if you want to delete icons from your Formatting Toolbar.)


## Rearrange The Icon(s) On The Toolbar

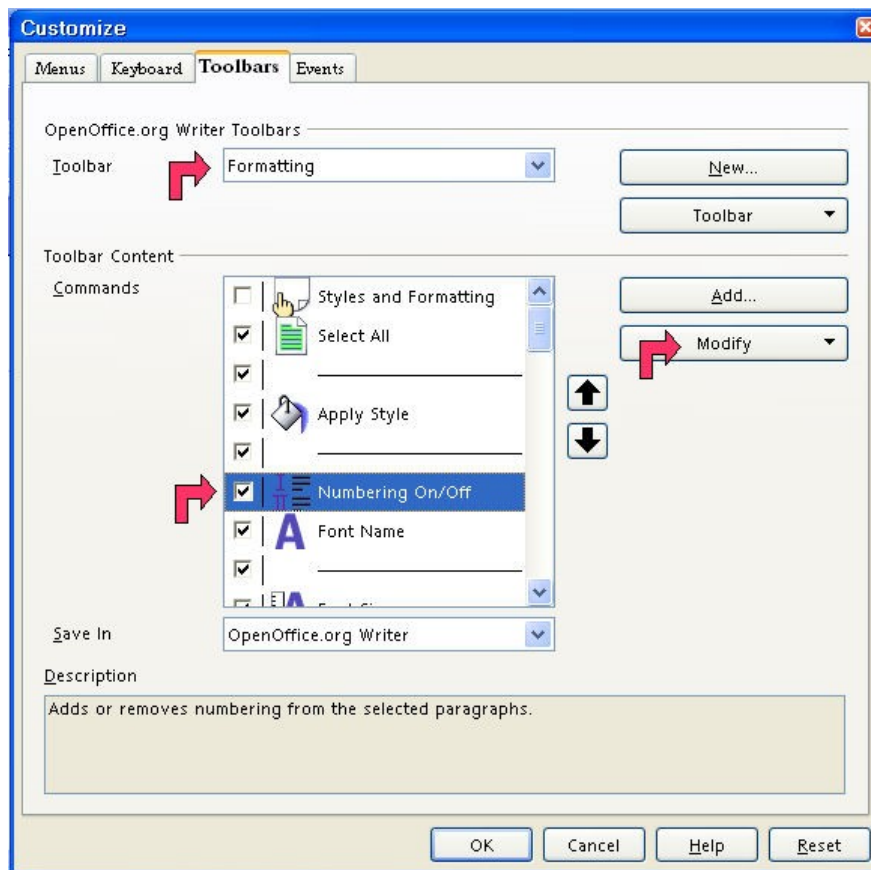
1. Click the  on the **Standard Toolbar**. (A menu appears.)
2. Click **Customize Toolbar .. > Toolbars** tab. (The "Customize" window appears.)
3. Under **OpenOffice.org Writer Toolbar** in the dialog box to the right of **Toolbar**, click on the  to select **Standard** (if it is not already selected).
4. Click on the **icon** you want to move to another position on your toolbar. (The icon is highlighted.)
5. Click the  to move the icon to the left or to the right on the toolbar. Clicking on the up


 arrow moves the icon to the left on the toolbar. Clicking on the down arrow  moves the icon to the right on the toolbar. (You will notice that your screen flickers as the icon moves to a new location on the toolbar.)

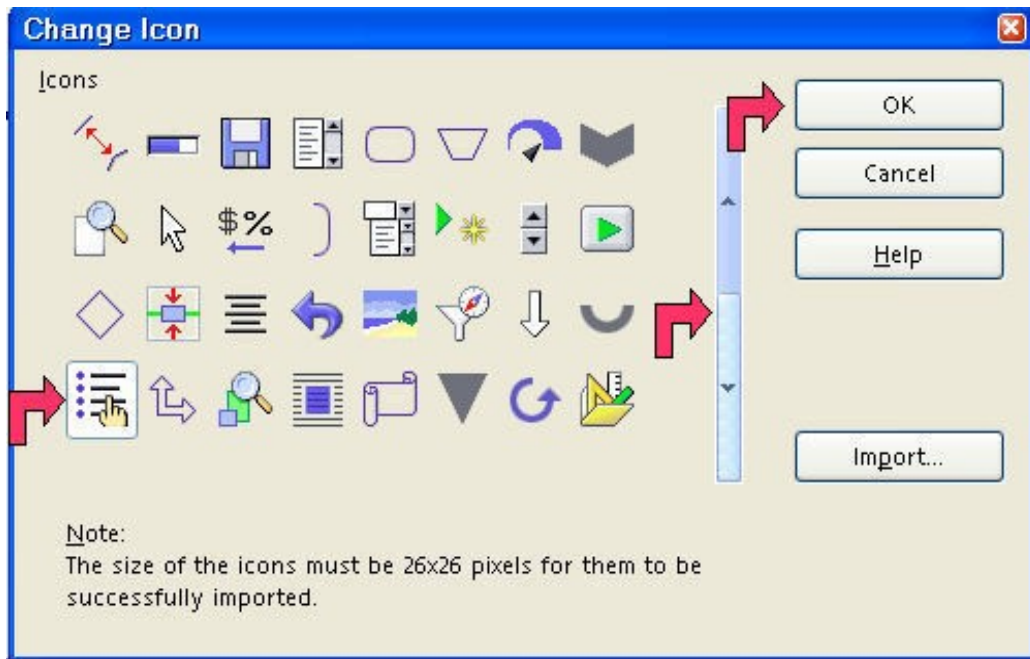
6. When the icon is located where you want it, click **OK**. (Note: The same procedure applies if you want to rearrange icons on your Formatting Toolbar.)



## Replace The Icon

1. Click **Tools > Customize > Toolbars** tab. (The "Customize" window appears.)
2. Under **OpenOffice.org Writer Toolbar** in the dialog box to the right of **Toolbar**, click on the  to select **Formatting** (if it is not already selected).



3. In the **Commands** list, scroll down to the icon you want to change,  **Numbering On/Off**, and select (highlight) it.
4. Click the **Modify** button and choose **Change Icon**.
5. On the **Change Icon** dialog, scroll down until you find the icon **BulletsandNumberingDialog**. (The "Change Icon" window appears.)



6. Select the icon and click **OK**.
7. Back on the **Customize** dialog, click **OK** again. (The "Numbering On/Off icon",  has been replaced with the "Bullets and Numbering Dialog", , icon.)

### Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to [tutorialsforopenoffice@yahoo.com](mailto:tutorialsforopenoffice@yahoo.com)

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Edited by Sue Barron