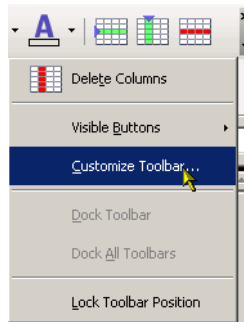


Creating Your Own Toolbar

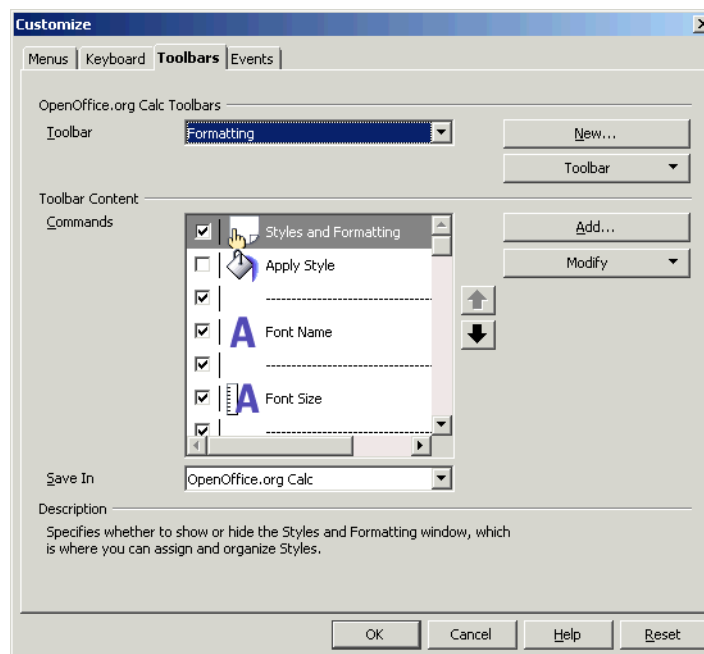
There are many features that are not shown on the default toolbars, or that are hard to get to as icons. It's very helpful to create your own toolbar with a grouping of icons you use frequently. You can use icons from other toolbars, or icons that aren't shown.

In this example, you're going to create a toolbar for Calc with several printing-related icons. **You can also use the principles in this procedure to simply add an icon to an existing toolbar.**

- 1 Start OpenOffice.org if it's not already running and create a new spreadsheet. (Choose File > New > Spreadsheet.)
- 2 Click on the downward-facing black arrow at the far right side of the work area and choose Customize Toolbar.

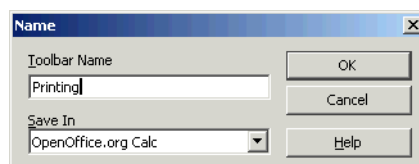


- 3 In the window that appears, you can see all the existing toolbars. You could modify an existing one, but for now you're going to create a new one. Click New.

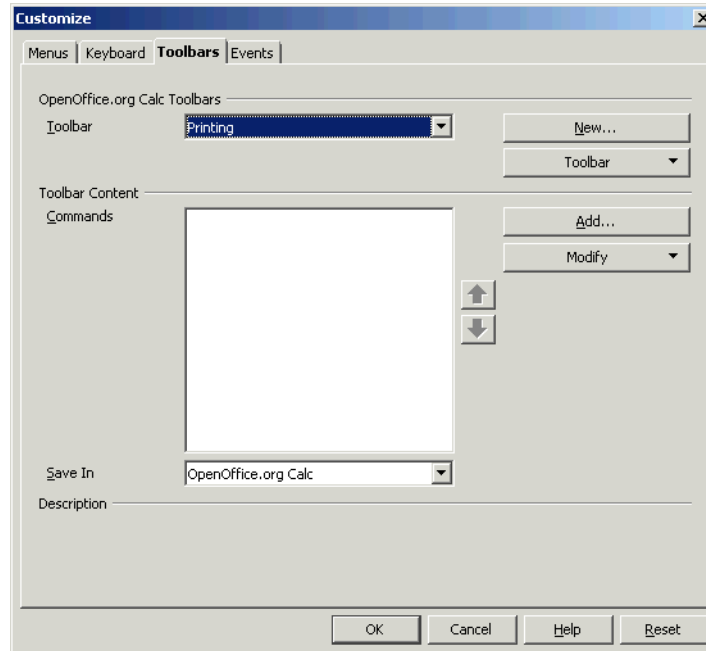


Note: If you want to add an icon to an existing toolbar, just select it from the Toolbar list and click Add, rather than creating the new toolbar.

- 4 In the window that appears, type the name Printing and click OK.

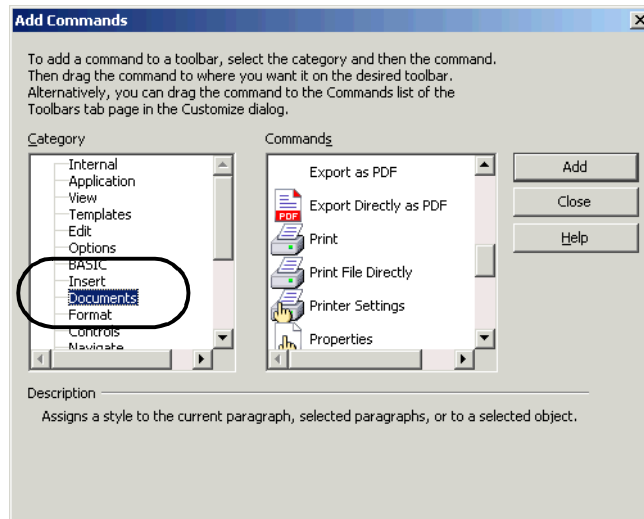


- 5 The Printing toolbar will appear, with no icons in the list.

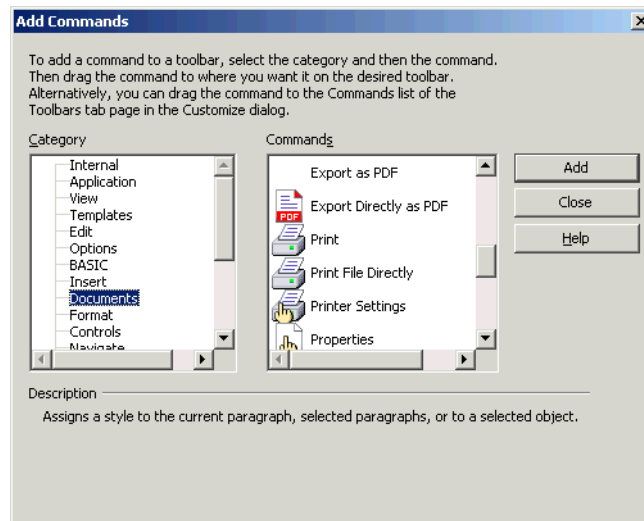


- 6 Click Add. In the window that appears, you can select any icons you want to add to the new toolbar. It's a bit annoying to scroll through all the categories, so when you're looking for something in the future, expect to take some time. For now, however, we'll tell you which icons and categories to look for.

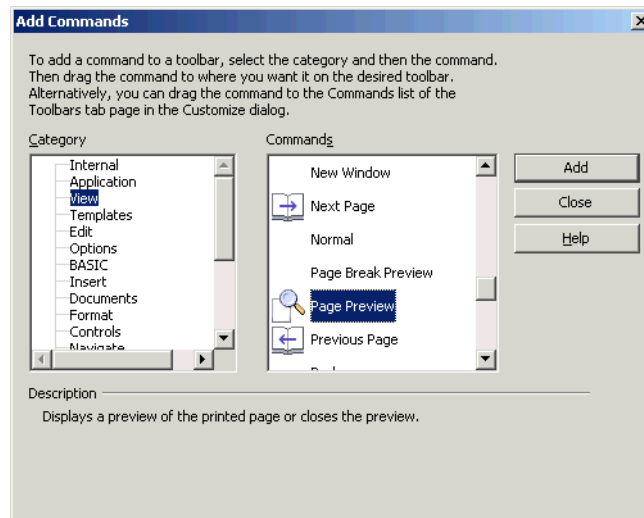
Select the Documents category.



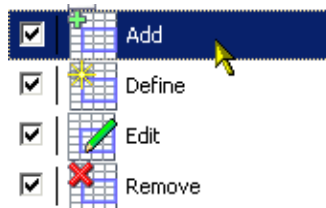
- 7 You want to add the Export as PDF, Export Directly as PDF, Print, Print File Directly, Printer Settings icons (and anything else you think would be useful). Select the first and click Add, then click the next one, and so on.



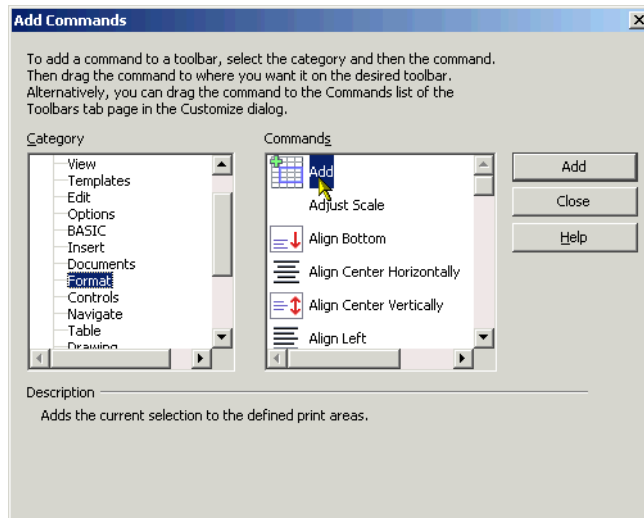
- 8 Now select the View category and find the Page Preview icon. Click Add.



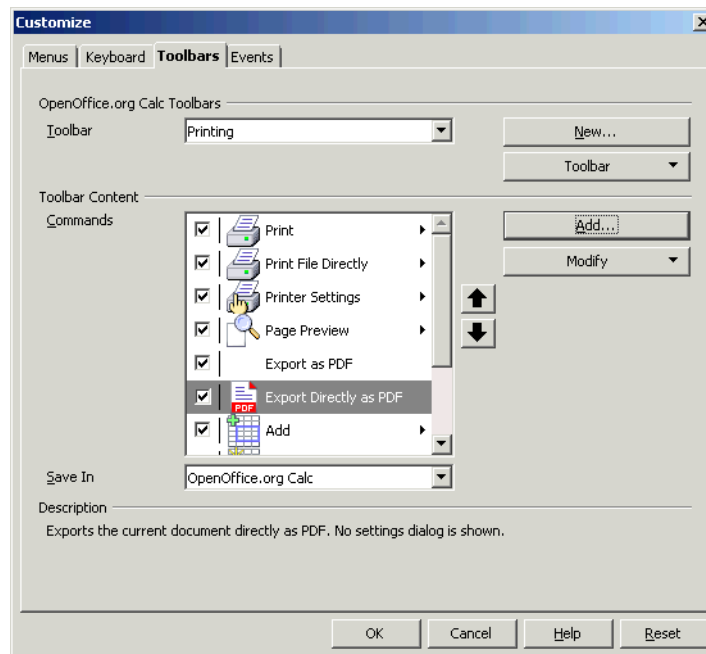
- 9 Now select the Format category. You're looking for several icons which aren't together; I've shown them together here.



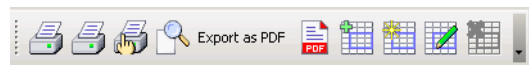
Scroll through the list and as you find each, click Add.



10 Now click OK. The toolbar is shown in the main definition window.



11 Click OK. The toolbar should be displayed.



12 If it isn't displayed, choose View > Toolbars > Printing.

