

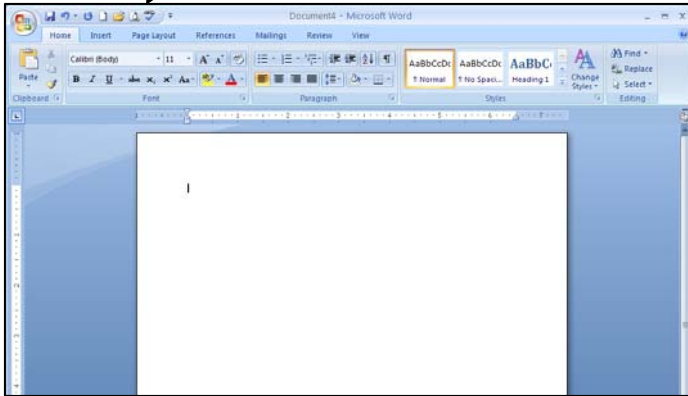


INFORMATION TECHNOLOGY

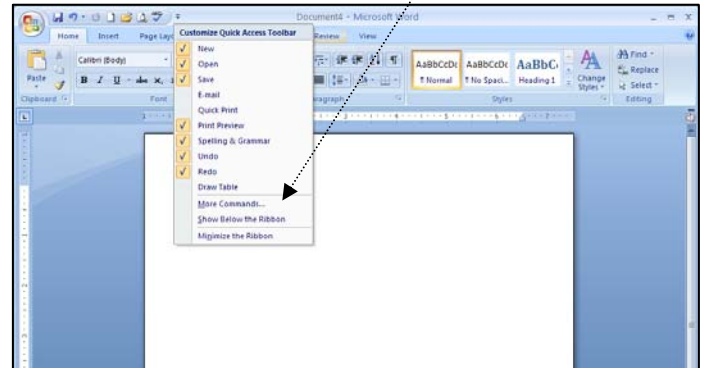
USER SUPPORT SERVICES

HOW TO CUSTOMIZE THE QUICK ACCESS TOOLBAR

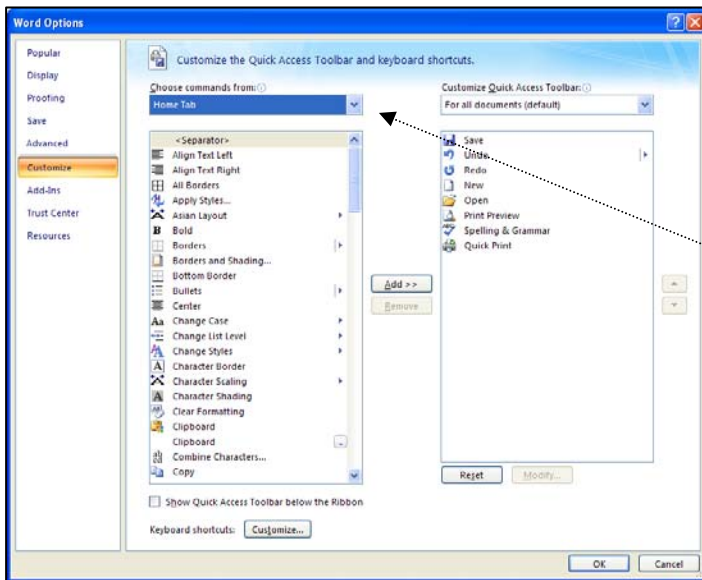
The **Quick Access Toolbar** is located at the top of the Word window



Add a checkmark to add icons & click at checkmark to remove icons. On the dropdown list, click on **More Commands** to add other icons



Click on the down arrow at **Choose commands from** to select a different category



Select the command/icon on the left side of the window & click on **Add** to include on the **Quick Access Toolbar**. Click **OK** when complete.

