

## Kurzweil 3000

### Toolbars

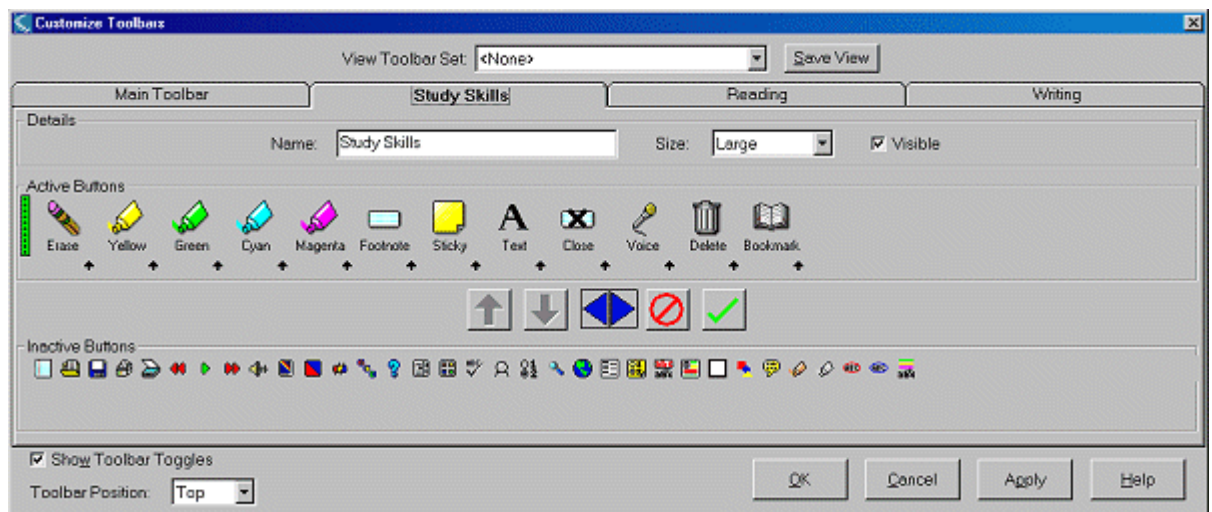
#### To show, hide or change size of a toolbar...

- Move cursor to empty spot in toolbar area
- Right click to display *Toolbar Shortcut Menu*
- Select or deselect toolbars
- Select size of toolbars

All the options you need to customize your toolbars are in one location in the **Customize Toolbars** window.

#### To customize a toolbar:

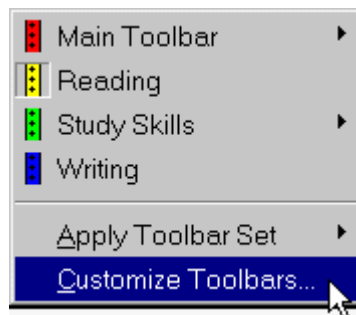
1. From the **Tools** menu, select **Customize**, then **Toolbars**.



or

Access the **Customize Toolbars** dialog box through the **Toolbar** shortcut menu:

- a. Point to an open space in a toolbar and click the right mouse button.



- b. Select **Customize Toolbars**.

2. Click one of the four tabs to select a toolbar.

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 Toolbars





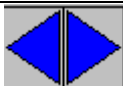


3. Specify the changes you want to make:

- **Size.** Lets you select **Large** or **Small** display for the **Main** and **Study Skills** toolbars only. You can also choose whether these toolbars' buttons display captions.
- **Visible.** Lets you show or hide the toolbar.
- The Buttons area lets you add, remove, reorder and group buttons and menu lists.

The Active Buttons area displays the selected toolbar's buttons and/or menu lists.

The Inactive Buttons area displays all of the buttons and/or menu lists available for use with the selected toolbar.

The Button Tools enable you to add, remove and reorder buttons and menu lists.

To	Do this...	
Add a button or menu list.	Select it in the <b>Inactive Buttons</b> area, then click the green up arrow button. The button is added to the end of the <b>Active Buttons</b> area.	
Remove a button or menu list.	Select it in the <b>Active Buttons</b> area, then click the red down arrow button. The newly removed button appears in the <b>Inactive Buttons</b> area.	
Reorder a button or menu list.	Select it in the <b>Active Buttons</b> area, then click the blue left or right arrow button.	
Restore a toolbar's default buttons and/or menu lists	Click the green checkmark button.	
Remove all of a toolbar's buttons or menu lists.	Click the <b>Remove All</b> button.	

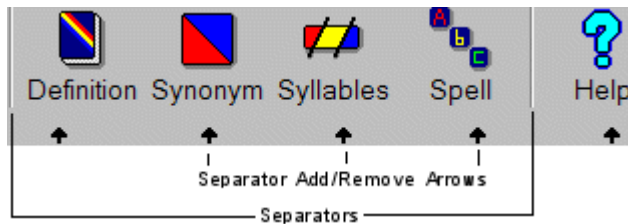
### Group buttons.

You might want to place separators between groups of buttons or menu lists with similar functions; for example, you could group Reference buttons together. The separators are light gray bars.

To create a group, click one of the small arrows that are displayed between each button in the **Active Buttons** area. This adds a separator that will mark the beginning of your button group.

Note that Kurzweil 3000 always places the separator to the left of the arrow you click.

Now click the arrow that corresponds to the end of the group.



To remove a separator, click the arrow below and to its right.

4. To save your changes and continue to modify other toolbars in the **Customize Toolbars** window, click **Apply**.

To save all your changes and close the **Customize Toolbars** window, click **OK**.

Notes:

- If you customize a toolbar and decide you want to revert to the Kurzweil default toolbar set, select the [Classic](#) option from the **View Toolbar Set** menu and click **OK**.
- To find out the function of a button or menu, hover the cursor over the button or menu to display its Tool Tip.