



Customizing the Property Bar in WordPerfect

- WordPerfect Office Suite

The property bar displays different controls depending on the type of object that is selected. Buttons can be added to the property bar. The appearance of property bar buttons can be changed so that they display with text only, pictures only, or with both pictures and text. The pictures on the Property bar can be edited to be used for a property bar button. It is even possible to change the location of the Property bar.

And if necessary, the original settings of the property bar can be restored at any time.

To change the location of the property bar

1. Click **Tools Settings**.
2. Click **Customize**.
3. In the **Customize settings** dialog box, select the **Property bars** tab.
4. Choose a property bar from the **Available property bars** list.
5. Click **Options**.
6. In the **Property bar location** area, select one of the following buttons:

Left docks the property bar to the left side of the document window

Right docks the property bar to the right side of the document window

Top docks the property bar at the top of the document window

Bottom docks the property bar at the bottom of the document window

Palette creates a floating property bar that can be moved anywhere along the screen

Additional information:

- To set the number of rows for a property bar, type a value in the **Maximum number of rows/columns to show** box.
- To add a scroll bar to a property bar, add a **check** to the **Show scroll** bar check box.
- To make a floating property bar, double-click the docked Property bar. Simply double-click on the floating Property bar to return it back to its' last docked position.

To add a button to the property bar

1. Click **Tools Settings**.
2. Click **Customize**.
3. In the **Customize settings** dialog box, select the **Property bars** tab.
4. Choose a property bar from the **Available Property bars** list.
5. Click **Edit**.
6. In the **Property bar editor** dialog box, select a category from the **Feature categories** list box.

7. Choose a feature from the **Features** list.

8. Click **Add** button.

Additional information:

- Add a separator to the Property bar and, double-click in the **Separator** box.
- Remove a button from the Property bar, and drag the button off the **Property** bar.
- Rearrange buttons on the Property bar, and drag a button to a new position on the **Property** bar.

To change the appearance of a property bar button

1. Click **Tools Settings**.

2. Click **Customize**.

3. In the **Customize settings** dialog box, click the **Property bars** tab.

4. Choose a property bar from the **Available property bars** list.

5. Click **Options**.

6. In the **Button appearance** area, enable one of the following options:

Text displays text only on the property bar button

Picture displays pictures only on the property bar button

Picture and text displays pictures and text on the property bar button

To change the picture on a property bar button

1. Click **Tools Settings**.

2. Click **Customize**.

3. In the **Customize settings** dialog box, select the **Property bars** tab.

4. Choose a property bar from the **Available property bars** list.

5. Click **Edit**.

6. On the **property bar**, right-click a **property bar button**, and click **Customize**.

7. In the **Customize button** dialog box, click **Edit** in the **Image area**.

8. In the **Image editor** dialog box, modify any of the settings.

Additional information:

- Edit the button text and type text in the **Button** text box.
- Edit the **Quick Tip** for a button and type text in the **Quick Tip** box.

To restore the original settings to the property bar

1. Click **Tools Settings**.
2. Click **Customize**.
3. In the **Customize settings** dialog box, click the **Property bars** tab.
4. Choose a property bar from the **Available property bars** list.
5. Click **Reset**

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