

## WordPerfect: How to add icons to the WordPerfect toolbar

• WordPerfect Office Suite

To add a toolbar icon in WordPerfect:

- 1. Open WordPerfect
- 2. Right click on the toolbar and choose "Edit..."
- 3. Use the Feature categories: dropdown to pick the desired category
- 4. Scroll thru the alphabetical list to find the desired item.
- 5. Drag the item up from the list and onto the toolbar.
- 6. You can drag the item to any location on the toolbar.
- 7. To remove an icon from the toolbar, drag it off the toolbar and drop it anywhere that is not on the toolbar.
- 8. Click OK to finalize the edit(s).

## Notes:

- We don't recommend adding icons to the Property bar (the second default toolbar in WordPerfect) as icons you add will only show part of the time.
- You can use the Keystrokes tab to add keystrokes to the toolbar
- You can use the Programs or Macros tabs to add programs and macros to the toolbar

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