



WordPerfect: How do I create a feature icon on a WordPerfect toolbar?

- WordPerfect Office Suite

Creating a feature icon on the property or application bar

To Edit a Toolbar

1. Launch WordPerfect
2. Click on the Tools menu and select Settings
3. Click on the Customize option
4. Highlight the Toolbar to edit and click on the Edit button
5. Under the Features Category, select the Menu heading from where the feature appears, for example the Envelope wizard is under Format > Envelope... so select Format as the Features category, and the option to select is Envelope...
6. Click on the Add button after highlighting the feature to add the icon at the end of the selected toolbar
7. Click OK to finish editing the toolbar

Tip

You can also add a button to a toolbar by dragging the button from the Features list to the toolbar

?
