



Adding the Calculator for Easy Access within WordPerfect

- WordPerfect Office Suite

How to add a calculator icon button on your Toolbar in WordPerfect, please follow these steps:

- (1) Open WordPerfect
- (2) Right-click on the Toolbar
- (3) Select and click Edit...

The Toolbar Editor - WordPerfect dialog box will appear.

- (4) Select the Programs tab
- (5) Click Add Program

The Open File - dialog box will appear.

- (6) Click the drop down arrow on the folder location and select the Drive: C or the drive where the Windows folder is located.
- (7) Double-click on Windows folder
- (8) Double-click on system32 folder
- (9) Click on the calc application file or calc.exe file
- (10) Click Open

The Calculator or Calc icon button will appear on your Toolbar.

- (11) Click OK on the Toolbar Editor - WordPerfect dialog box.
- (12) Click the Calculator or calc icon button to launch the calculator in WordPerfect.

Keywords: WordPerfect, Calculator, Toolbar, Customize

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