



Toolbars

Toolbars are the bars normally located at the top of the application, just below the title bar. There are a number of toolbars available for you to use. Most users have two toolbars displayed when they start the program, the standard



toolbar, and the formatting toolbar. You can customize which toolbars you want displayed, however, the more toolbars you have displayed at once time, the less room you have for your document.

To display additional toolbars, pull down the View menu, and select Toolbars (you can also right click the gray area to the right of any toolbar to get the same menu). You will see a menu with some items checked. The checked items are toolbars that are currently displayed.

Display all the toolbars at one time by checking each one. (If the toolbar comes up as a 'floating' bar, drag the toolbar to the bottom of the last toolbar displayed. You can also move individual toolbars by clicking and dragging the double vertical line at the left side of each toolbar.) When all the toolbars are displayed, hit the **Print Screen** button to copy the screen image to the clipboard.

Re-hide the toolbars you don't want displayed by unchecking the appropriate boxes in the toolbars menu. Make sure to keep the standard and formatting toolbars checked!

Paste the screen image into a new Word document. You may have to size the graphic to fit your document by dragging the boxes at the corners with your mouse.

Save this file to your system folder as **Toolbars1**.

Views and Zooming

While working on a document, you want to be able to read the text you are typing. You can also display the entire page at one time. You accomplish this by using the zoom (on the standard toolbar)[NOTE: If you do not have the zoom control on the standard toolbar, you can control the zoom factor by pulling down the View menu and choosing Zoom...]. When you click on the down arrow, you can select the 'Zoom level', type in your own level, or select the options on the bottom for displaying whole pages or two pages.

If you don't already have the document open that you were working on previously, open it now. Choose a zoom level of 25%. This should give you a view of the entire page, and is useful to see the page layout of your document.

Hit **Print Screen** (this will copy an image of the screen to the clipboard), and paste the graphic in this document (below your other graphic). Next, zoom in to 500%, and use the scroll bars to display the graphic (up close and personal). Again, hit **Print Screen** and paste to your document. Save your document (Ctrl-S is the keyboard shortcut for saving a file). Email the document (toolbars1.doc) to rhp@denovodental.com. The subject line is **compapp 2-4 lastname**.