CUSTOMIZING YOUR TOOLBARS
IN INTERNET EXPLORER, OUTLOOK EXPRESS,
WINDOWS AND WORD

A Seminar
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Internet Explorer 7 Toolbars

Internet Explorer 7, the latest version of Microsoft's Web browser, sports a cleaner look than its predecessor. In fact, some users might wonder where everything went.

The main toolbar is reduced in IE7 to just a couple of main buttons in the upper-left corner near the Address bar and a smattering of smaller buttons scattered about. The Menu Bar, a familiar feature in just about every program, was hidden by default in the earliest version IE7, but Microsoft was shamed into returning it to its traditional place. If you downloaded IE7 when it first came out, you will not see the Menu Bar. We will show you how to access it during this seminar session. The IE7 standard install also lacked a visible Links toolbar.

Fortunately, Internet Explorer 7 features a streamlined toolbar that you can customize if you find it a little too sparse.

The **Page button** is really a drop-down menu of commands loosely related to viewing the page in your browser window. This is where you can change text size, zoom level, or send pages and links through email. The **Copy and Paste** commands also ended up here, along with the command for opening a **new window**.

Clicking **Tools** opens another submenu with a lot of the same commands from the original Tools menu. Here you'll find the Pop-up Blocker, the Internet Options command, and other settings.

Rounding out the IE7 interface are star-shaped buttons on the left side of the screen to add and view Favorites (called the Favorites Center). The Refresh and Stop commands also made it into the updated IE. You'll see square-shaped versions of these venerable buttons between the Address bar and the ever-present Search tool.

As with the previous edition of Internet Explorer, IE7 lets you customize your toolbars to some extent. Right-click any blank spot in the command bar area to pull up a small menu of toolbar-related commands. The first three options of the menu turn on or off the Menu Bar, Links toolbar, and Status Bar. If you are used to having the Menu Bar, this is how to revive it; however, all of those functions can be found in

other spots around the toolbars. The Links toolbar is a necessity for some, even at the expense of some screen space. The Status Bar is assigned to the bottom-right corner of the window.

The next command in this submenu, **Lock The Toolbars**, freezes any changes you've made to the position or size of the toolbars so that you won't accidentally change them. If you want to move something around, you'll need to deselect this option first. You'll also find the **Use Large Icons** option here, which makes the browser buttons larger. Those with screen space to spare might find the beefed-up buttons make for quick clicking.

Finally, the Customize Command Bar option opens up a submenu for displaying or hiding button names on the main toolbar. You can also click Add Or Remove Commands to add or remove buttons from the command bar altogether.

The Full Screen command, which you can also find under the Tools menu, automatically expands the IE window to fill your entire screen. The IE toolbars disappear completely from view to provide the largest possible Web space your monitor can provide. *Toolbars magically appear when you move your mouse to the top edge of the screen.*

Also included in this presentation will be a brief survey of IE7's twenty-four search engine options, plus accessing one or more of your own choices. Also introduced will be the browser's new automatic phishing filter.

Internet Explorer 6 Toolbars

At the top of a typical Internet Explorer browser, you will find the **Title Bar** followed by the **Menu Bar** (File, Edit, View, Favorites, Tools, and Help). The contents of these two bars cannot be modified, except via special third-party tools.

The Internet Explorer browser also offers three optional toolbars (**Standard Buttons** toolbar, **Address Bar** tool, and the **Links** tool) and lets you customize each in various ways.

You can add buttons to or remove them from the Standard Buttons toolbar, add links to or remove them from the Links toolbar, remove the Go button from the Address toolbar, and rearrange all of these elements to optimize the space at the top of your screen. After you have positioned your toolbars (and the menu bar) to your liking, you can take advantage of the **lock the toolbar** feature to prevent anyone (including yourself) from accidentally upsetting your carefully established layout.

Repositioning Toolbars

If you open your Internet Explorer browser, you will probably find the Menu Bar, the Standard Buttons Toolbar, and the Address Bar. By default, the Links Bar is not showing. At the <u>left edge</u> of each of the three bars are **dotted vertical handles**. To change the position of any bar, drag its left handle. Note that you can move the Menu Bar in this manner, as well as the other toolbars. (If you don't see any handles, your toolbars are locked. To unlock them, choose View, Toolbars, and then click **Lock the Toolbars** to toggle the lock off.)

To display a toolbar that isn't currently displayed, choose View, Toolbars, and then select the name of the toolbar. Choose the same command again to hide the toolbar. Note that the menu bar is not optional; you can move it, but you can't hide it permanently.

Actually, you can hide the menu bar—temporarily. Pressing F11 (one of the keys at the top of your keyboard) puts Internet Explorer into a full-screen mode, in which only the Standard Buttons toolbar is visible. (It's visible in this mode, even if you've hidden it in Internet Explorer's normal display mode.) Press F11 a second time to return to a normal view.

If you really want to conserve space at the top of your screen, you can put the most essential interface elements—the menu bar, the Address bar, and the Standard Buttons toolbar—all on one line. **Remove the Go button** from the Address bar (pressing Enter after typing a URL in the Address bar is equivalent to clicking Go) by right-clicking it and choosing Go Button from the shortcut menu. Then reduce the Address bar to a reasonable width. If the menu bar and Standard Buttons toolbar don't fit entirely, Internet Explorer truncates them on the right and displays chevrons to indicate that it has done so. Clicking a chevron displays a small drop down menu containing the remaining items.

Tailoring the Standard Buttons Toolbar

To edit the contents of the Standard Buttons toolbar, choose **View**, **Toolbars**, **Customize** (or right-click anywhere on the Standard Toolbar and choose Customize from the drop down menu). To add a button to the toolbar, select it from the Available Toolbar Buttons window of the Customize Toolbar dialog box and "add" it to the location of your choice in the Current Toolbar Buttons window. Note that you can locate it in a position of your choice by clicking "Move Up" or "Move Down." To remove an item, select it in the right window and click Remove. If you use a truncated (reduced size) toolbar you will probably want to make sure that the buttons you use most often are in the part of the toolbar that's always visible.

Note that the Standard Buttons toolbar is designed so that other applications can add their own tools to it. For example, some of the buttons on the toolbar's expanded

palette may include such programs as Outlook Express (email), Word, Excel, or Microsoft Encarta. You can add and remove such application-specific buttons via the Customize Toolbar dialog box, exactly as you would add or remove an Internet Explorer button.

Customizing the Links Toolbar

The Links toolbar is designed to hold shortcuts to your most favored favorites—the Web sites you use every day. Windows initially populated it with links to various Microsoft sites which perhaps you don't want or need. You can replace those. To remove an item from the Links toolbar, right-click it and choose Delete from the dropdown menu. Follow these steps to add a favorite Web site to the Links Toolbar: Display the Web site. Then click on "Favorites" on the Menu bar. Click "Add to Favorites", click on the Links folder, then OK. Finally, right-click the new Links item, choose Rename from the dropdown menu, and then type a shorter name. This last step is optional, of course, but toolbar real estate is scarce, and you don't want to fill the space with a wordy address.

Outlook Express Toolbars

Using the same strategies for customizing your Internet Explorer browser, it is possible to modify the toolbars in your Outlook Express e-mail application.

To change your Outlook Express Toolbar, select **View**, then **Layout**, then **Customize Toolbar.**

Toolbar in New Message Window of Outlook Express

By clicking on the **Create Mail** button while in Outlook Express, you will be taken to the **New Message** window. From here you can customize the New Message Toolbar. Simply click on **View**, move to **Toolbars**, then select **Customize**. The Customize Toolbar window will open with options that are unique for use with processing your e-mail messages.

Windows Toolbars

Using the same strategies for customizing your Internet Explorer browser, it is possible to modify the toolbars in **any** of your Windows.

To change your Windows Toolbar, first, open any Window (examples: My Computer, My Documents, Drive C:). Then select **View**, followed by **Toolbars**, then **Customize**. This action will open the Customize Toolbar window that will provide options when working with an active Window.

Word Toolbars

At the top of a typical MSWord document, you will find the **Title Bar** followed by the **Menu Bar** (File, Edit, View, Insert, Format, Tools, Table, Window, and Help). MSWord also offers 29 optional toolbars (the defaults and most popular are: **Standard** and **Formatting**) and lets you customize each in various ways.

For the purposes of this demonstration, make sure that both the Standard Toolbar and the Formatting Toolbar are visible:

1. From the **Menu** bar, click **View**.
2. Click the **Toolbars** button. (Note that **Standard** and **Formatting** are already selected; if they are not checked, click on them one at a time.)
3. Note that the Standard Toolbar is capable of showing 28 buttons.
4. On the extreme right side of the Standard Toolbar is an inverted triangle or down arrow. After clicking on the inverted triangle, select **Add or Remove Buttons**, then **Standard.**
5. From the drop down menu, you may add or remove buttons.
6. Now observe the Formatting Toolbar and note that it is capable of showing 20 buttons (5 buttons are hidden due to lack of room).
7. On the extreme right side of the Formatting Toolbar is a chevron (>>) resting on top of an inverted triangle. After clicking on this area, you will find the five hidden buttons. In addition, you will be able to select **Add or Remove Buttons—Formatting.**