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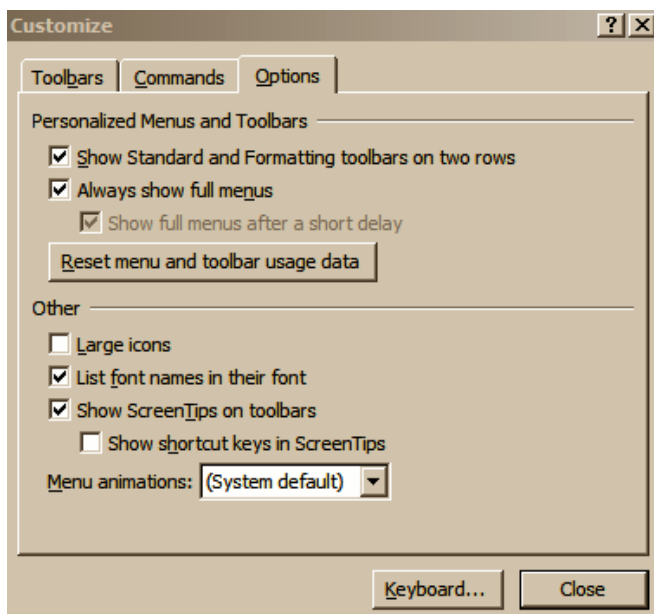
Office Tricks: Put Your Toolbars on Two Rows!

In Word 2000-3, the default standard is to have the Standard and Formatting toolbars appear on a single row, with an arrow at the end indicating "more buttons" available. It looks cramped and confusing, like this:

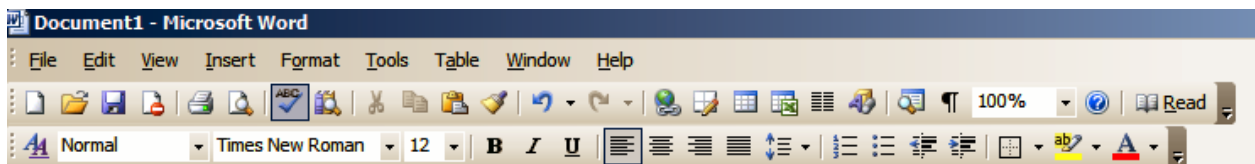


You can make life a bit easier for yourself and show all the buttons on these toolbars by moving these toolbars to separate rows. Give these buttons some breathing room with these simple steps!

1. Go to **Tools > Customize**.
2. Select the Show Standard and Formatting toolbars on two rows check box. This allows you to view all of the buttons on these toolbars as you customize your toolbars and menus.



Voila! You can now see all the icons.



That's our technology tip for this week. If you have found the information helpful, please drop us a line at Training@luc.edu . If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.