

AppleWorks Button Bar Quick Start



The button bar is a powerful tool that you can easily customize to fit your needs. Here's a quick overview of the essential features you need to know for everyday use.

To: **Reposition the button bar**

Do this: Place the mouse pointer over the button bar background (that is, not over a button) and drag the button bar to a new position. An outline shows the button bar's new position.

To: **Resize the button bar**

Do this: Position the mouse pointer along the edge of the button bar. When the pointer changes to a double arrow, drag to resize the button bar. When the button bar is a free-floating palette, resize it by dragging the resizing handle in the lower-right corner.

To: **Switch button bars**

Do this: Choose the name of the button bar from the  on the button bar.

To: **Show or hide a button bar**

Do this: Choose Show Button Bar or Hide Button Bar from the Window menu.

To: **Reposition a button**

Do this: Hold down **Option- apple** button as you drag the button to a new location on the button bar. As you drag, an outline around the existing buttons shows where the button you're repositioning will appear.