

We select a toolbar icon and start at the wrong place in our PowerPoint slideshow. Which would be fine, but we're in front of a prospective client.

Or we tap 'Quick Print' instead of the 'Read Aloud' tool.

And 152 pages start printing. Q-u-i-c-k-l-y. (Granted, this one's in our office, but just sayin'.)

So much for a non-overwhelm day.

It's time to update the toolbar.

*Wait! Wait!* Don't worry. Once you get the hang of this, it's kinda fun. I promise.

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## **LET'S STOP SELECTING THE WRONG QUICK ACCESS BAR TOOL!**

Years ago ... after grabbing the wrong tool one. too. many. times ... I asked:

*"Can we move those itty-bitty icons at the top of Microsoft files?"*

Turns out: yes, we can!

*Those 'itty bitty icons' live on our Quick Access Toolbar (QAT),  
and they come in handy. Well, until we have a 'critical'\* tool  
beside an 'innocuous'\* one ... and get in a hurry.*

On page 2, you'll find a sample of my MSWord toolbar, with the QAT outlined in **red**.

\* = My terms, not Microsoft's



I keep these tools handy (left to right):

1. Read Aloud (from your cursor location)
2. Save (your document)
3. Undo (a specific type of action)
4. Repeat (formerly 'Redo')
5. Quick Print (entire document)
6. Split Window (creates top/bottom panes)
7. Show/Hide (formatting codes)
8. Ruler
9. Track Changes
10. Print Preview

### Protect 'critical' tools!

I learned the hard way to be careful about which tools sit next to each other.

Pretty much, I work hard to protect the Quick Print tool (#5 on my list).

It is – literally – my most costly mistake if I tap it at the wrong time.

I surround it with two tools I rarely use (#4/ Repeat and #6/ Split Window).

### Two examples of wanting to protect Quick Print

1. Note that I have Quick Print (#5) and Print Preview (#10) far apart. At one time, they were beside each other. Yeah. Learned this one the hard way.
  - a. I consider Quick Print a 'critical' tool because once you tap it ... it takes off and does something significant.
  - b. To me, Print Preview is 'innocuous' because it doesn't do anything that could damage my document (or my printer toner budget – ha!).
2. I use the Read Aloud (#1) option often. Notice I've moved it far away from Quick Print, too!
  - a. Although the Read Aloud does take off and start reading, it doesn't cause any issues. It's easy to stop, so I call it innocuous.
  - b. Since I designate Quick Print critical, I don't want it near tools I use regularly.

Find the article and handout here: <https://KathieYork.com/Dont-Grab-the-W-r-o-n-g-Quick-Access-Tool/>

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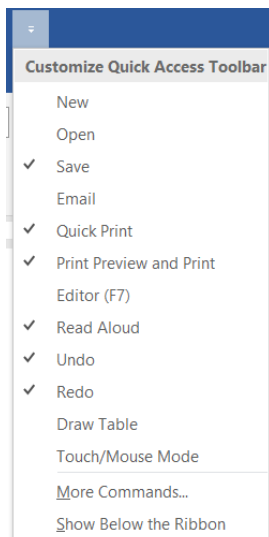
Let's check out the far-right end of the Quick Access Toolbar (QAT)

If you look closely at the end of my QAT graphic above, you'll see a drop-down-list arrow beside the Print Preview (my last) tool:



If you click this arrow, a Customize Quick Access Toolbar list appears.

- It shows the most common tools for the QAT.
- You'll see checkmarks before the tools you're using.
- In my case, six tools are checked.



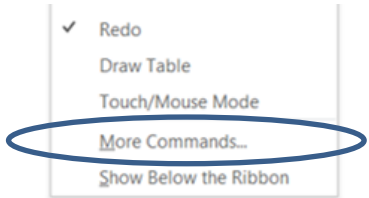
Buuut ... that's not everything on my QAT. Huh.

Okey-doke. Now comes the fun part.

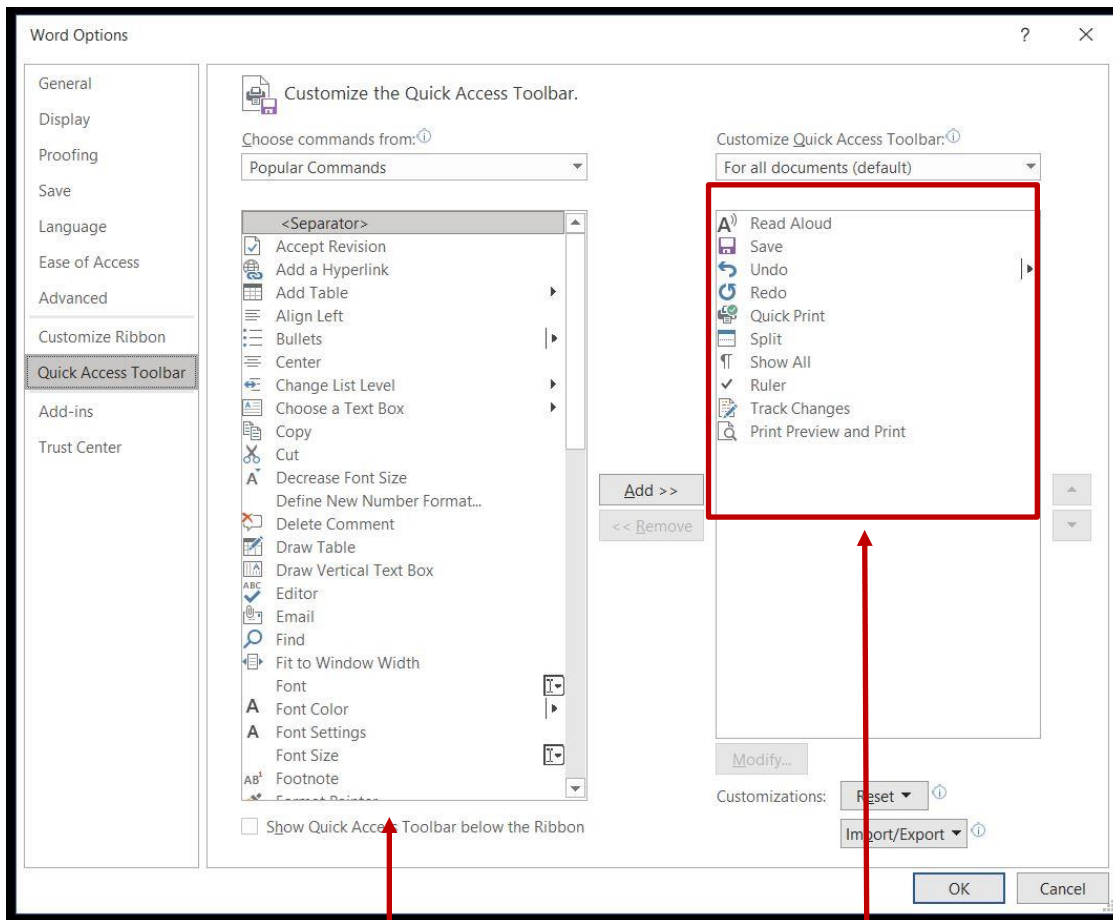
Find the article and handout here: <https://KathieYork.com/Dont-Grab-the-W-r-o-n-g-Quick-Access-Tool/>

Let's see where your tools live

Near the bottom of the Customize Quick Access Toolbar list, click 'More Commands...'



You'll see the 'Customize the Quick Access Toolbar' dialog box (don't panic!):



The left window lists **ALL** tools

The right window lists **YOUR** tools. Remember, top to bottom here = left to right in your Word document. (*I turn the list on its side in my head.*)

Find the article and handout here: <https://KathieYork.com/Dont-Grab-the-W-r-o-n-g-Quick-Access-Tool/>

## Adding/removing/moving QAT tools

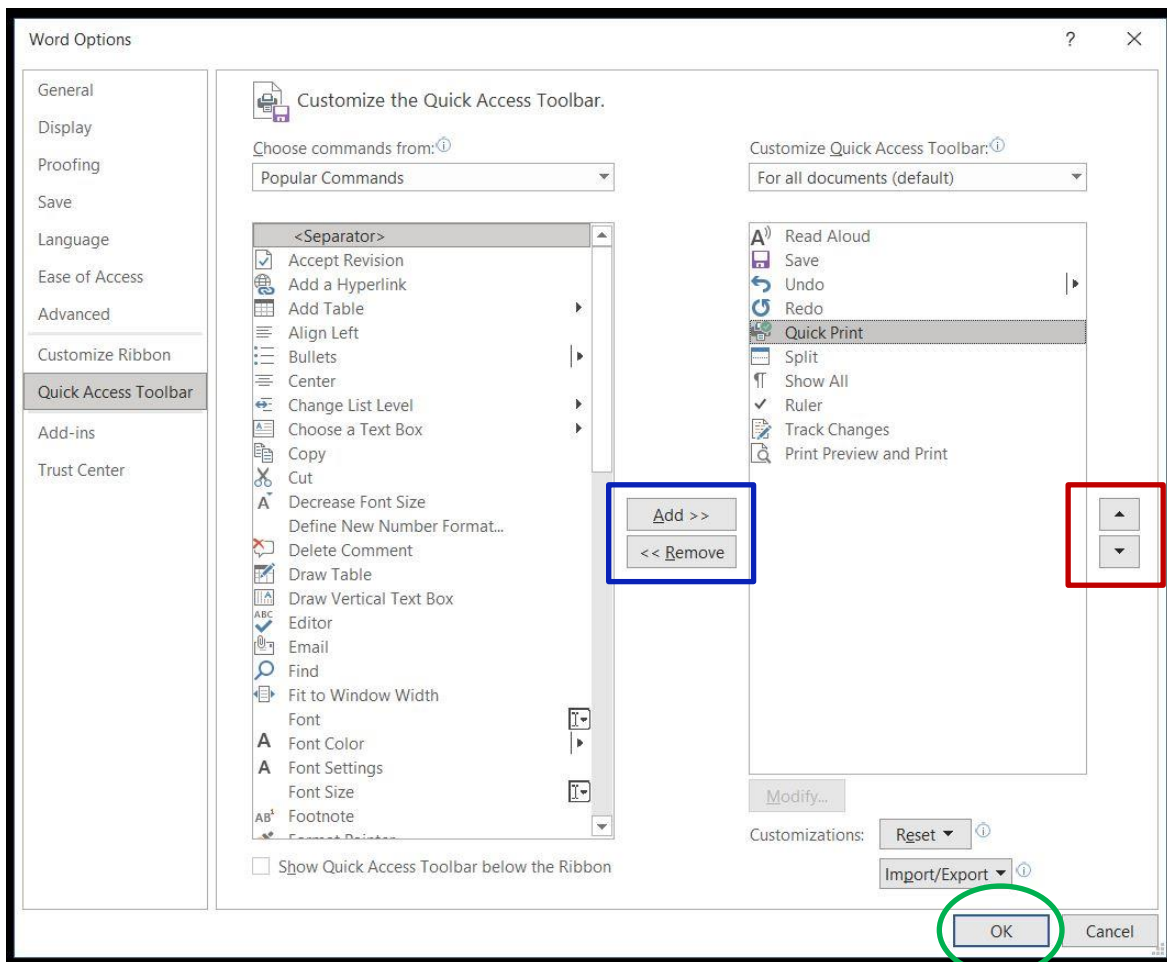
I know this may look scary, but from here, you can get a lot done with a few keystrokes.

Once you select a tool in either list, you can use the:

Add>> or <<Remove buttons to move selected items back and forth.

Up and down buttons to move a tool to a different position on **your** list.

*(Adding a tool to your list copies from the left box. You aren't deleting it from the left box.)*



Once you have your list set up, click the OK button.

Let me know if you have questions: <https://KathieYork.com/Contact/>

I'm here to help your non-overwhelm quotient!

*Kathie*