

## Mike's Monthly Tip – Apr 2009 (based on TMG 7.04)

The **Custom Toolbar Manager** allows you to create your own toolbars using the buttons for the things you do most frequently.

### **To create a Custom Toolbar:**

1. Select **View > Toolbars > Customize** or right-click on any toolbar and select **Customize**.

The **Custom Toolbar Manager** will appear. If you want to edit an existing custom toolbar, click the down arrow on the Name of toolbar field to select the custom toolbar you want to edit. Otherwise, just continue to Step 2.

2. In the **Unused button** window, highlight the button you want to add to the toolbar and click [**<<Add**].

**NOTE:** The buttons are listed in the same order as they appear on the menu bar. At the end of the list are several items under **Special Functions**, such as **Run a report of a specific name**, **Execute a Windows program**, **Access a web page**, **Add a tag of a specific type**, **Run last report**, and many more.

3. Click on the radio button next to **Text** for a Text button or the radio button next to **Picture** for a Picture button. You can use [Locate] to locate an image for the button if you desire or click on the square button above the ToolTip message and select an icon from the collection. On the resulting **Select icon** window, right-click to see more options.

**NOTE:** In addition to the buttons provided by TMG in the **Select Icon** window, you can also use bitmap files (.BMP and .JPG) that you have created or found elsewhere. It is important to remember that icons do not need to have many colors and should be of a fairly small size in order to work well. BMP files with a low number of colors work best. If the file is too large, TMG will compress it when making the button, causing a loss of detail.

4. Enter a **ToolTip message**. This is especially important with a picture button so that you will know what it does. There is a right-click menu in this field to help with editing.

5. Certain selections, such as **Load a specified accent definition**, **Add a tag of a specific type**, or **Edit a specific timeline**, **Run a backup of a specific name**, for example, will cause an additional field to appear. Use the select button to locate the accent definition, tag, or timeline you want.

6. Continue until you have added all the buttons you want, then click [Save As] to save the new custom toolbar.

The **Save Custom Toolbar** window will appear.

7. Type a name for the project and click [OK]. Answer Yes if you are asked if you want to replace the original (if editing).

8. Click [OK] on the **Custom Toolbar Manager**.