

Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Village Community Center, 3rd floor

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

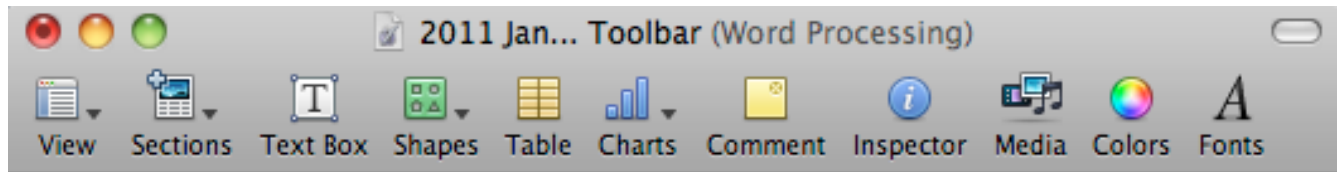
Reviewing Fundamentals & Basics: the Toolbar

A **Toolbar** can be found on many of the **open windows** you view on your screen. It usually appears at the top of the window under the window's Title. A **Toolbar** offers you **tools** to work with as you create or use a document.

Notice the oval button in **upper right corner** of the window... click on this button to **hide** or **show** the Toolbar (may also **hide** or **show** the Sidebar at the same time).

The **buttons** (they look like *icons* or *symbols*) on the various Toolbars do change according to the kind of window you have open.

Sample Toolbar showing a typical open window when using... *Pages, Word Processing*



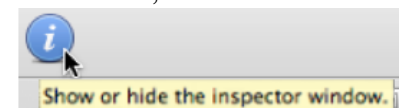
Sample Toolbar showing a typical open window when using... *Mail*



Sample Toolbar showing open Internet window... *this sample also shows the Bookmarks Bar*




To read a brief description of what will happen when you click on one of the buttons, move the **arrow cursor** over a button and wait a few seconds... a pop-up **tool tip** will appear. To **activate** a button **single click** on it.



You can **add certain tools to**, or **delete tools from**, any Toolbar by dropping the **View menu** and then click on **Customize Toolbar**.

Customize Toolbar...

This will show the tools available for that particular Toolbar. **To add...** drag your favorite tool onto the Toolbar. **To delete...** simply drag the tool off the Toolbar and release the mouse button... *poof*.

In **OS 10.6.5** there are **six** display options available... hold down the **command key**, then click on  to cycle through:

1. large icon with title
2. small icon with title
3. large icon, no title
4. small icon, no title
5. title only, large
6. title only, small

Also, when open in a **Finder window**, you can place a **file**, **folder**, or **application** icon on the Toolbar. To do this, drag the item to the Toolbar area... when a **green circle plus sign** appears release the mouse button.

To remove an item, hold down **command key** and drag it out of the Toolbar, then release the mouse button... *poof*.

Most of the options for customizing a Finder Toolbar will also work in other app's, such as *Mail, Microsoft Word, Preview, and Safari*.