

TOOLBAR ENLARGED

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In WordPerfect, one can not only create and select various ToolBars, one can change the visible size of those ToolBars. (A ToolBar is a set of icons which represent actions that can be accomplished.)

SELECT A TOOLBAR

To select a ToolBar (**Figure 1**):

- ❶ RIGHT-click on any ToolBar.
- ❷ Left-click on any ToolBar.
- ❸ The ToolBar you selected appears (**Figure 2**).

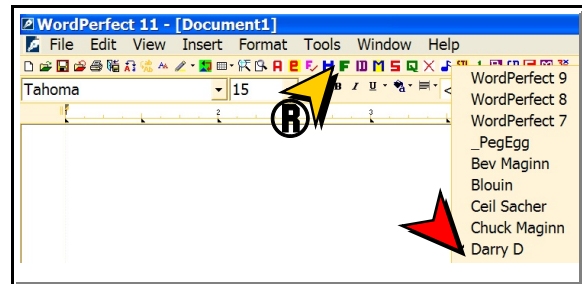


Figure 1

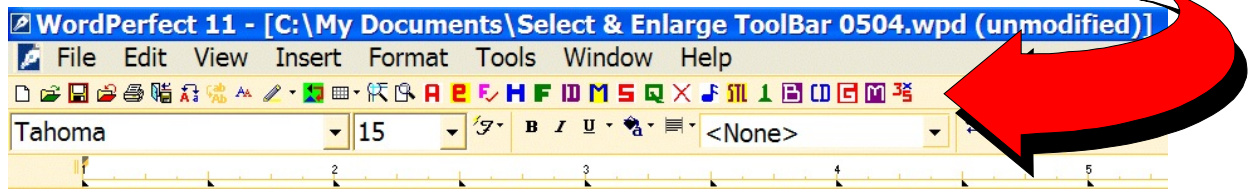


Figure 2

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ENLARGE THE TOOLBAR

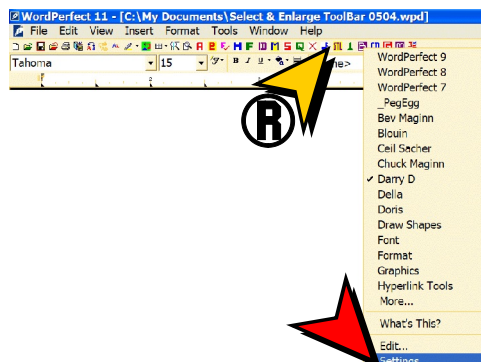


Figure 3

To enlarge the ToolBar (**Figure 3**):

- ❶ RIGHT-click on the ToolBar.
- ❷ Left-click on “Settings.”

❸ Left-click on the ToolBar you want to enlarge (**Figure 4**). In this case, the “Darry D” ToolBar.

❹ Left-click on “Options” button.

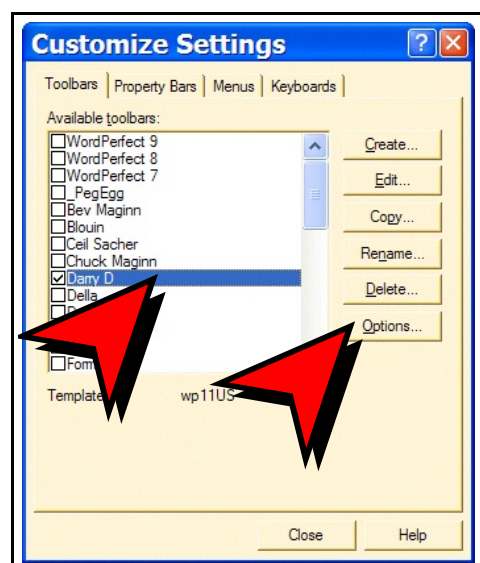


Figure 4

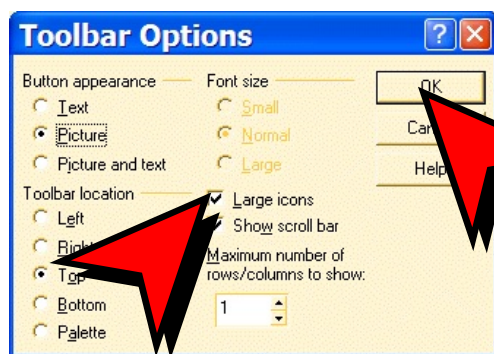


Figure 5

❺ Left-click on “Large icons” box (**Figure 5**).

❻ Left-click on “OK” button.

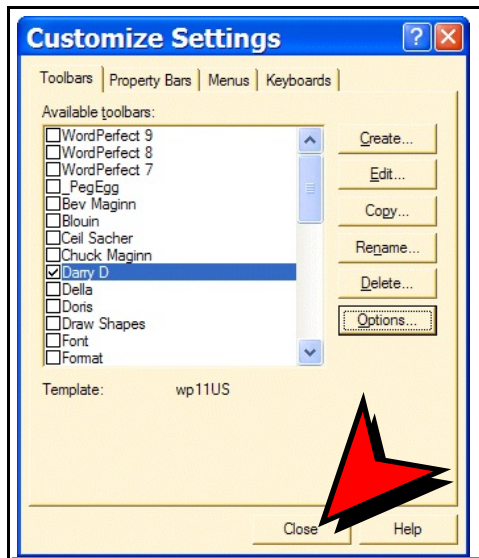


Figure 6

⑦ Left-click on the “Close” button (Figure 6).

The results of enlarging are shown in Figure 7. Compare it to Figure 1.

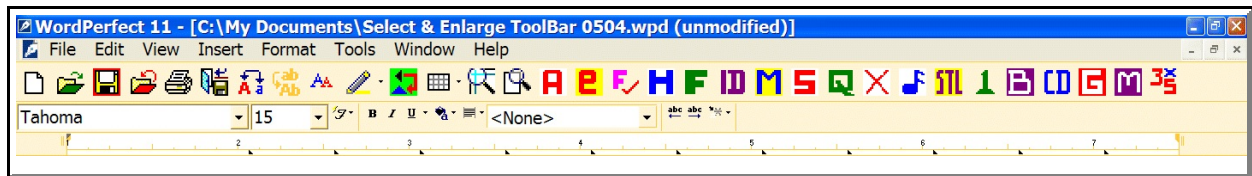


Figure 7