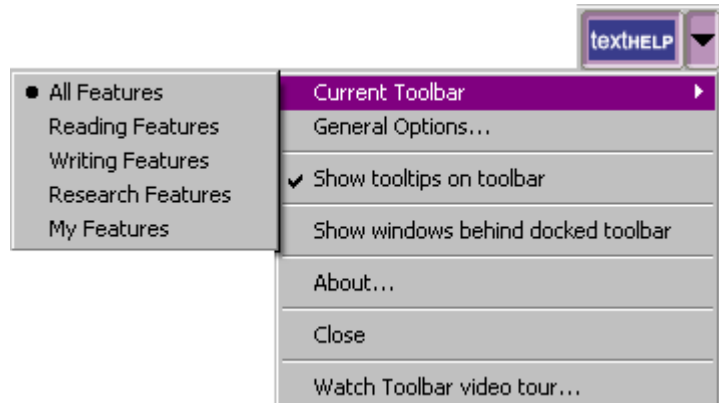


Read & Write 8 Gold: How to Change the Appearance and Feature Set of the Toolbar

Click the **Texthelp** button and hover the mouse over **Current Toolbar** in the drop-down menu.

Choose between **All Features**, **Reading Features**, **Writing Features**, **Research Features** and **My Features**. Your current choice will have a black dot next to it. Click the one you want, and the Toolbar will immediately change to display only those features in the chosen set.



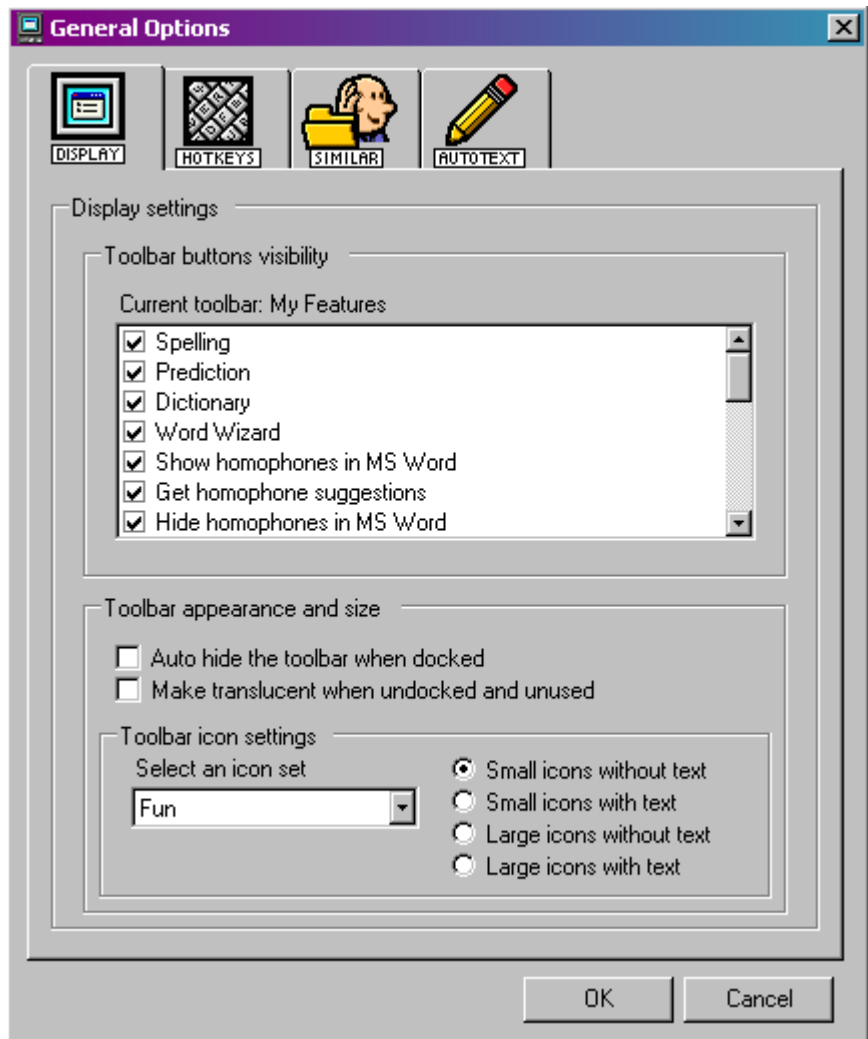
My Features & General Options

You can customise any of the standard toolbars in General Options. However, if you do want a customised toolbar, it is strongly recommended that you only edit the My Features toolbar.

To do this, click the **Texthelp** drop-down menu, **Current Toolbar**, and click on **My Features**. Then click the **Texthelp** drop-down menu again and this time click on **General Options**.

Under **Display**, all the Toolbar features are listed, with a checkbox. Click inside the checkboxes to select or deselect features. The toolbar changes as soon as you do this, so you can see the result immediately.

You can also swap between the **Professional** and the **Fun** icon sets, and choose between four options for the icon appearance.



When you're satisfied, click **OK**.