

# Re: toolbar button icons vs. text

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2007-12/msg01921.html>

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- *From:* "Suzanne S. Barnhill" <[sbarnhill@xxxxxxxx](mailto:sbarnhill@xxxxxxxx)>
  - *Date:* Thu, 27 Dec 2007 16:34:57 -0600
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Does MacWord not include an All Commands category in Tools | Customize?  
Also, if you want to choose among existing button faces for new buttons (instead of designing your own), see <http://word.mvps.org/FAQs/MacrosVBA/CustomButtonFaces.htm>. The table you can download from this page is quite old, so it doesn't include all the buttons that have been added to more recent versions, but it does offer a wide variety from all the Office apps.

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Suzanne S. Barnhill  
Microsoft MVP (Word)  
Words into Type  
Fairhope, Alabama USA

"grammatim" <[grammatim@xxxxxxxxxxxx](mailto:grammatim@xxxxxxxxxxxx)> wrote in message [news:95162451-1492-4405-948c-79a2cb71d2a3@xx](mailto:news:95162451-1492-4405-948c-79a2cb71d2a3@xx)  
Aargh! As a 15-year Mac user, it rarely occurs to me to right-click.

They don't seem to provide a list of all the commands you can put onto toolbars -- you just have to scroll through all the lists looking for something whose name might correspond to what you want to do.

Thanks!

On Dec 27, 12:59 pm, "Suzanne S. Barnhill" <[sbarnh...@xxxxxxxx](mailto:sbarnh...@xxxxxxxx)> wrote:

In Tools | Customize, right-click on the button and choose "Default style," which is icon only for toolbars, icon and text for menus.

FWIW, I wish I'd thought to add a button (or a keyboard shortcut) for Insert | Reference | Cross-reference while I was working on the 600-page tome I'm currently finishing up!

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Suzanne S. Barnhill  
Microsoft MVP (Word)

Re: toolbar button icons vs. text

Words into Type  
Fairhope, Alabama USA

"grammatim" <gramma...@xxxxxxxxxxx> wrote in message

[news:6aa272e9-b63e-4911-a873-11157946f5bd@xx](mailto:news:6aa272e9-b63e-4911-a873-11157946f5bd@xx)

I found myself using Insert Cross Reference, Change Case,\* and Insert Caption a lot, so I added them to a toolbar. But all of those commands happen to not have icons assigned to them, so I made icons for them. The trouble is that it doesn't seem possible to completely delete the text from the toolbar button, leaving only my new icon. I edited the text to "." in each one, but still, the three periods (one in each button) take up enough space that another button could be visible on the toolbar; can I remove the text entirely? (Word2003)

tips:

\*The Change Case command is a lot more convenient than the Aaa button on the default toolbar, since clicking on it cycles through Initial, FULL, and no caps without having to open the window and choose the option each time.

Similarly, I changed the Print command on the toolbar from the default one that just sends to the printer whatever's open, to the other one (with the very same icon, curiously) that doesn't bypass everything but rather opens the Print dialog box like Ctrl-P.-