

**Title:** CUSTOM TOOL BAR

**Software:** Serif DrawPlus X8

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**Website:** [Wishing Well Tutorials](#)

**Skill Level:** Beginner

**Supplies:** None



**Description:** In this tutorial, you will learn how add buttons to an existing toolbar, how to make your very own custom toolbar and how to change/edit the toolbar icons.

## LET'S GET STARTED

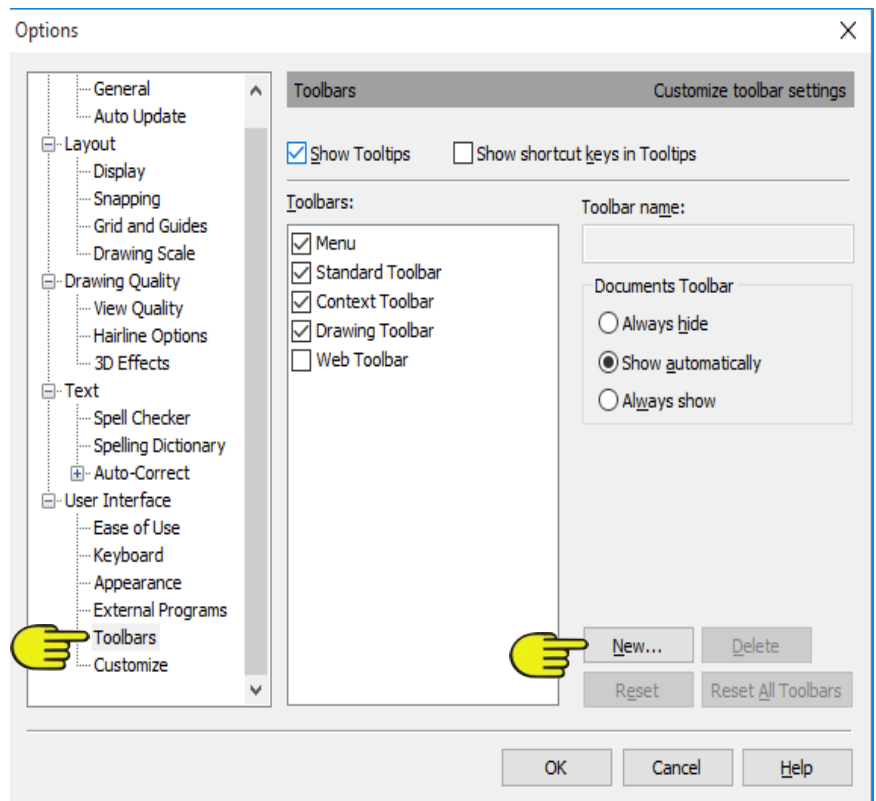
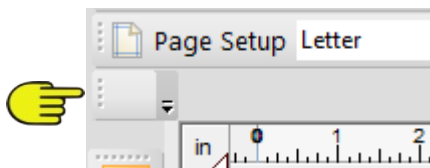
Custom tool bars can be very useful and save a lot of time for those that you use over and over again. This is especially nice when some of your favorites or most used commands are hidden in a drop-down menu.

## CREATING THE TOOLBAR

On the **Main** menu, select **Tools\Options**. In the list of options, select **Toolbars** near the bottom. You will see a list of the current toolbars. Those with a check mark are the ones that are visible in the workspace.

Click the **New** button to open the **New Toolbar** dialogue window. Give your toolbar a name. **My Tools** is a good choice. Click OK. You will see your new toolbar in the list.

Look in the upper right corner of the workspace and you will see a small blank toolbar.



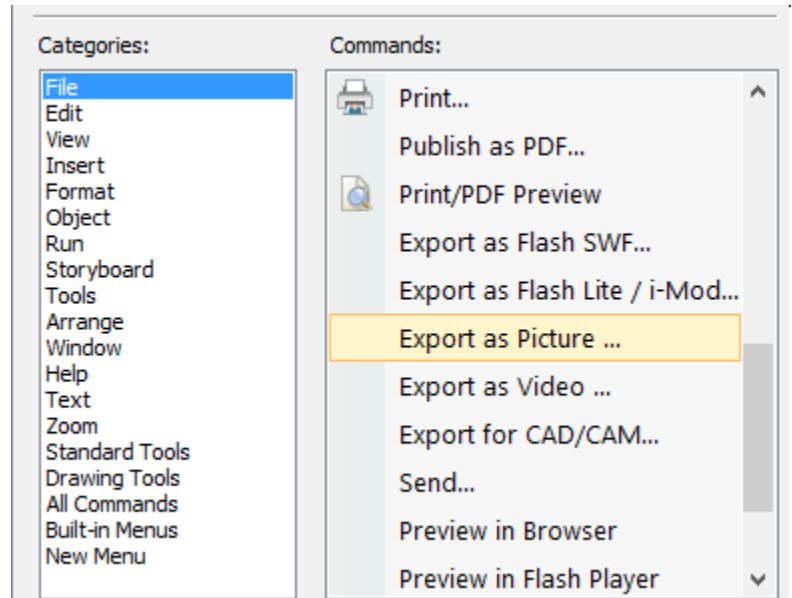
Keep this window open until we've added the custom commands to the new toolbar.

## ADDING BUTTONS TO THE TOOLBAR

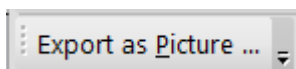
Before adding buttons to the toolbar, take a good look at the menus and flyouts and decide which commands you would like to have on your toolbar. Take note of where they are located.

For this tutorial we will be adding an icon to export our images. This command is located on the main menu under **File\Export\Export as Picture**. It is 3 mouse clicks to access that command so we'll make it a one-click command by putting it on the custom toolbar.

Select the **Customize** option on the **Options** menu, then select **File** in the **Categories** column. The right side of the window will show you the various **File** commands.

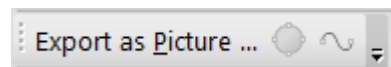


Scroll through the list until you find **Export as Picture**. With your mouse, drag the command up to your new toolbar and drop it. The tool will appear as text on your new toolbar but we will address that a little later.



Let's add another command to the toolbar. **Convert to Curves** is used frequently. It is located under the Tools menu.

Select the **Tools** category, then find **Convert to Curves** and add that to the toolbar. While you're in the Tools area, add **Clean Curves** to the new toolbar.



The **Zoom In** and **Zoom Out** buttons are often hard to access because they are in the far lower right of the window. Let's add these to our new toolbar. Select the **View** category and add the **Zoom In** and **Zoom Out** commands to your new toolbar.

Add one or two more commands to your toolbar just for practice. Those you don't want on the toolbar can easily be removed.

## REMOVING A BUTTON FROM THE TOOLBAR

Look closely at the left side of your toolbar and you will see 3 little dots. Click and drag those dots with the Pointer tool to dock your toolbar wherever you want it or leave it floating.

On the right side of all toolbars there is a tiny down arrow. Click the arrow to open the **Add or Remove Buttons** button. Click that button for more choices and select **Customize**. This will open the **Options** menu. Now you can remove the icons from any toolbar by dragging them to the workspace and dropping them or add more icons to the toolbars if you wish.

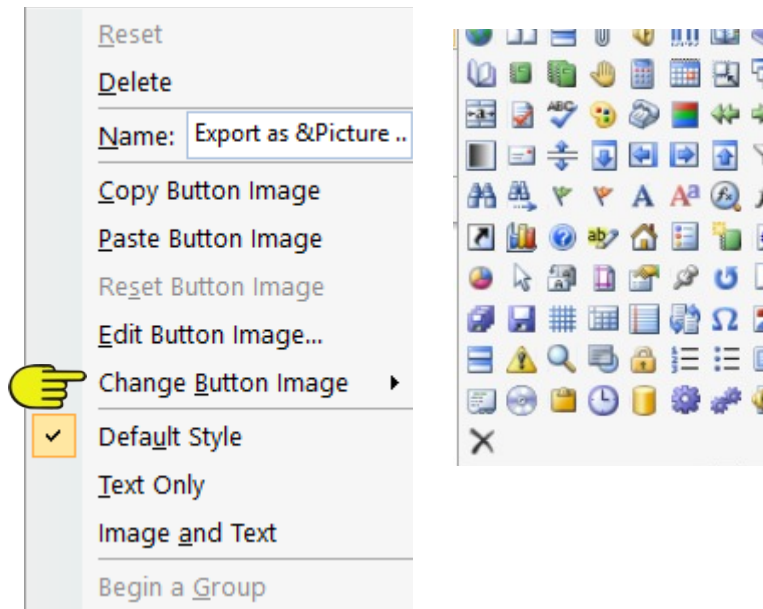


You can remove buttons (as well as add them) from the standard toolbars but it is not recommended.

## CUSTOMIZING YOUR BUTTONS

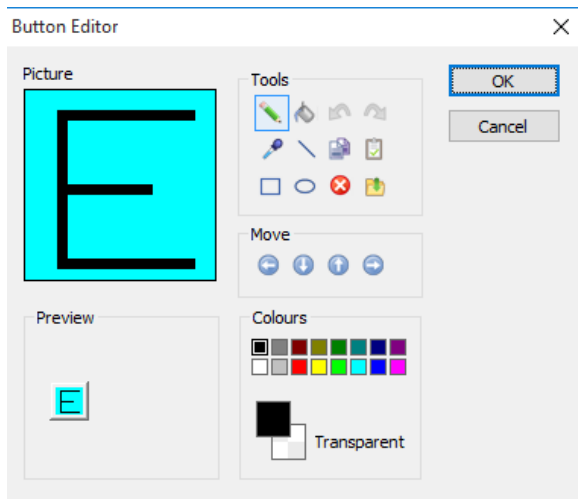
As was mentioned earlier, we will now address the text on the toolbar. Right-click on **Export as Picture**. This will open the **Options** window. Select **Customize** from the list.

While the **Options** window is still open, right-click again on the **Export as Picture** text. This will open another menu. There are a number of options available. Select **Change Button Image** and select a button from the choices offered.

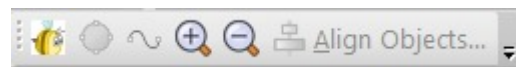


If you do not like the choices available, you can modify a button or even create your own with the **Button Editor** by selection **Edit Button Image** on the menu.

The letter E was created in the Button Editor to use as the **Export as Picture** icon.



Notice in the toolbar below, the E is now a little bee from the **Serif Gallery**! It's very easy to do. Resize the image to a very small size, then copy the image. Open the button editor and use the **Paste** option to paste the new image in the **Picture** window.



Have fun with this and experiment! Try the other options. To see the options on the **Button** editor, move your mouse over the tiny icons to see what they are.

Enjoy!

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