Customize Floating Tools

When using the SMART Board, it is possible to change the appearance of the Floating Tools on the screen. The changes are saved with the operating system’s current user settings. Therefore, the settings will load the next time you log onto the computer.

Add-Remove-Rearrange Buttons

❖ Click or press the Customize button on the Floating Tools toolbar (see illustration at right).
❖ The Customize Floating Tools window will display (see illustration below).

❖ To add a button to the toolbar:
  ✫ Press or click an icon in the Customize Floating Tools window.
  ✫ Drag the button to the Floating Tools toolbar.
  ✫ A bold line will appear in the position where the button will be located.
  ✫ Release the pressure on the button.
  ✫ The button will appear in the position where the line was located.

❖ To remove a button from the toolbar:
  ✫ Press or click the button icon on the Floating Tools toolbar.
  ✫ Drag the button icon outside of the toolbar.
  ✫ Release the pressure on the button.
  ✫ The button will be removed from the toolbar.

❖ To add an additional column to the Floating Tools toolbar, click or press the plus (+) sign next to Columns in the Customize Floating Tools window.
To remove an additional column from the Floating Tools toolbar, click or press the minus (-) sign next to Columns in the Customize Floating Tools window.

- The column farthest to the right will be removed.
- All the icons that were placed in that column will be removed.

When the customization is complete, click or press the Done button.

**Restore the Default Tools Toolbar**

- Click or press the Customize button on the Floating Tools toolbar (see illustration at right).
- The Customize Floating Tools window will display (see illustration below).

Press or click the Restore Defaults button.
Press or click Done.