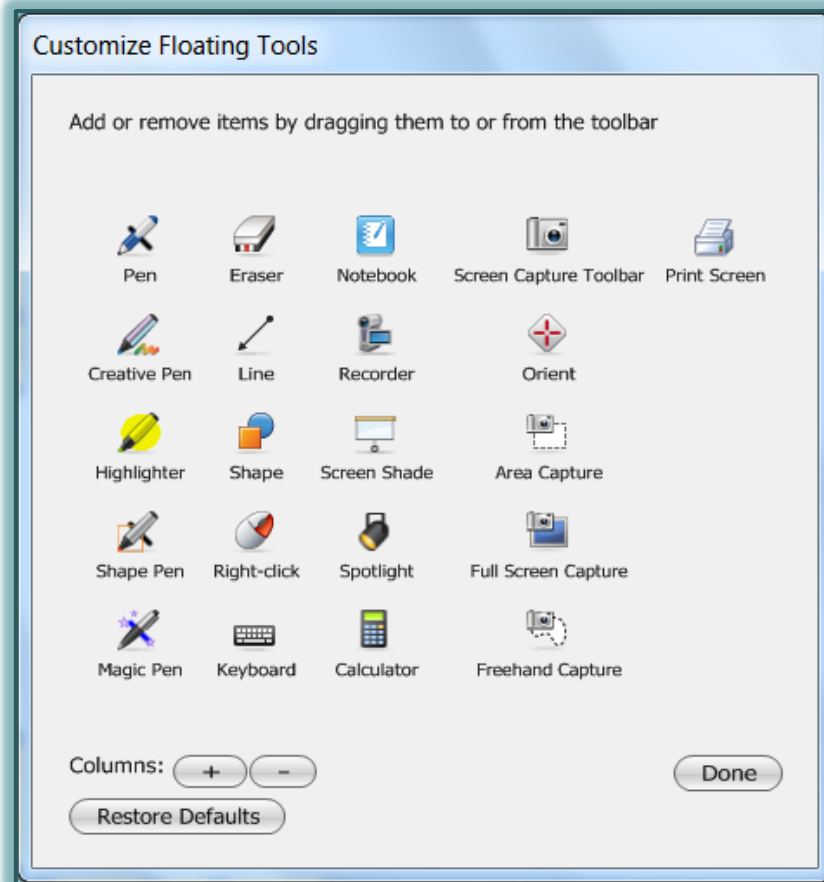


## Customize Floating Tools

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**.