














## Mini Toolbar

This toolbar is used to apply formatting to the selected text within a Word document. When text is selected within a document the toolbar will appear. However, it is possible to show or hide this miniature, semitransparent toolbar. It is used to work with features such as fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features. It is not possible to customize the Mini Toolbar.

### Mini Toolbar Buttons

The buttons on the Mini Toolbar are illustrated and described in the following table. Other options may appear on this toolbar when the text is in a table or text box.

Button	Description
<b>Font Type</b> 	To change the type of font for the selected text, click the list arrow at the end of this option. A list of different font types will appear. Move the mouse pointer to the desired font and then click the font type.
<b>Font Size</b> 	Click the list arrow at the end of this button to select the size of font to use for the selected text.
<b>Increase Font Size</b> 	To increase the size of the font by one to two point sizes at a time, click this button.
<b>Decrease Font Size</b> 	To decrease the size of the font by one to two point sizes at a time, click this button.
<b>Format Painter</b> 	This button can be used to apply the same formatting to other selected text within a document. Click this button once to apply the formatting to one other item. Double-click the button to apply formatting to more than one item.
<b>Styles</b> 	Styles are used to apply different formatting to paragraphs in a document. Several different styles are displayed. To make changes to the Style, right-click on the Style Button and select modify.
<b>Bold</b> 	Click this button to apply <b>bold</b> formatting to selected text in a document.
<b>Italics</b> 	This button is used to <i>italicize</i> selected text in a document.
<b>Underline</b> 	To <u>underline</u> selected text in a document, click this button.
<b>Text Highlight Color</b> 	To apply highlighting to the selected text, click this button. When the list arrow is clicked, a gallery of different colors will appear. To apply the color of highlighting shown at the bottom of the button, just click the button.

Button	Description
<b>Font Color</b>	 Click the list arrow to show a gallery of different colors that can be applied to the selected text. To apply the color shown at the bottom of the letter A, just click the button.
<b>Bullets</b>	 To create a bulleted list to selected text within a document, click this button. Click the list arrow to display a gallery of bullet styles.
<b>Numbering</b>	 This button is used to apply a numbered list to selected text within a document. When the list arrow is clicked, a gallery of number styles will display.

### Remove Mini Toolbar from Display

It is possible to specify that the Mini Toolbar is not to display when text is selected.

✦ Click the **File Tab**.



- ✦ In **Backstage View**, click the **Options** link.
- ✦ The **Word Options** window will display.
- ✦ Click the **General Tab**, if necessary.
- ✦ Under **User Interface Options**, click the check mark next to **Display Mini Toolbar on Selection** to remove the check mark.
- ✦ The Mini Toolbar will no longer display when text is selected.
- ✦ To reverse this option, follow the steps above, but check the **Show Mini Toolbar** option.

