

## **Custom Toolbar Tips (IntelliPics Studio 3®)**

Did you know...

- 1. You can make a custom toolbar in IntelliPics Studio 3®, with buttons containing graphics to insert onto a page.**

Go to the **Edit** menu, and choose **Custom Toolbars and Buttons**. Choose **Create Toolbar**. Name the toolbar by opening the **Properties** on the yellow **Selected Toolbar** dialog. One new blank untitled button is created with the new toolbar. Open the **Button Properties** on the blue **Selected Button** dialog to add a graphic and give the button a name. Look back to the yellow **Selected Toolbar** dialog, and click **New Button** to make more blank buttons.

- 2. You can transfer a toolbar you have made to another document.**

Open the IPS3, IT3, or IM3 document that has the toolbar you need. In the activity you are building, go to the **Edit** menu, and choose **Custom Toolbars and Buttons**. Click **Add Toolbar...** and then click the tab **Add From Open Document**. In the drop-down menu, find the correct document, and then find the toolbar you want. Click **Insert** to bring it into your current document.

- 3. You can save your custom toolbar to the User Library, to use in new activities.**

Open the IPS3, IT3, or IM3 document that has the toolbar you want to save. Go to the **Edit** menu, and choose **Custom Toolbars and Buttons**. Select the toolbar you want to save.

Look in its **Selected Toolbar** dialog (the yellow box) for a button that says **Save to Library**. Click it! The toolbar is in the User Library.

#### 4. You can add an entire toolbar from the Standard Library.

Go to the **Edit** menu, and choose **Custom Toolbars and Buttons**. Click **Add Toolbar...** and then click the tab **Add From Standard Library**. Choose the toolbar you want from the list, and then click **Insert**.

#### 5. You can add a toolbar from the User Library.

If you have saved some custom toolbars to the User Library, you can add them into activities you are building. Go to the **Edit** menu, and choose **Custom Toolbars and Buttons**. Click **Add Toolbar...** and then click the tab **Add From User Library**. Choose the toolbar you want from the list, and then click **Insert**.

#### 6. You can add individual buttons to a toolbar

You can add individual buttons into custom toolbars in activities you are building. Go to the **Edit** menu, and choose **Custom Toolbars and Buttons**. Select the toolbar in your activity to which you want to add saved buttons. Look on the yellow **Selected Toolbar** dialog for a button that says **Add Button**. Click it! You have three choices of source for the button: from the **Standard Library**, from the **User Library** (if you have saved some toolbars), and **From Open Document** (if you have documents open).