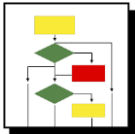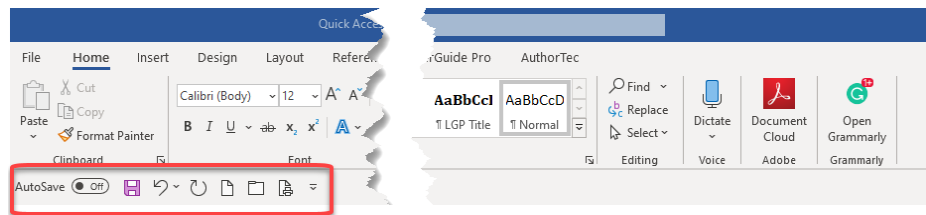# Quick Access Toolbar

Overview

The Quick Access Toolbar (QAT) is a customizable, independent ribbon in Microsoft Office products.
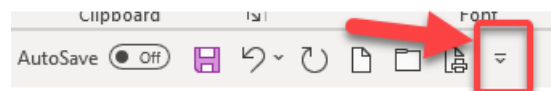
Location:

The Quick Access Toolbar is either located above or below the main Ribbon in Word or other Office products.
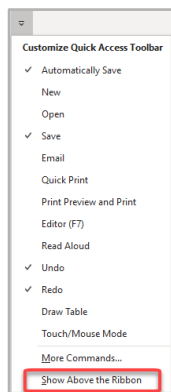
How to Change Location to Above or Below the Ribbon

Click on the **Carrot** at the end of the Quick Access Toolbar

Select either Show Below the Ribbon (This choice changes based on where the QAT is currently located.)
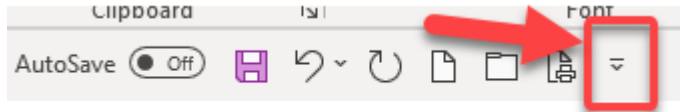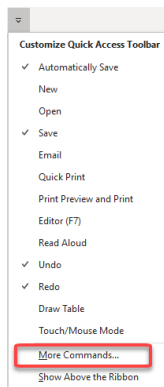
Quick Access Toolbar
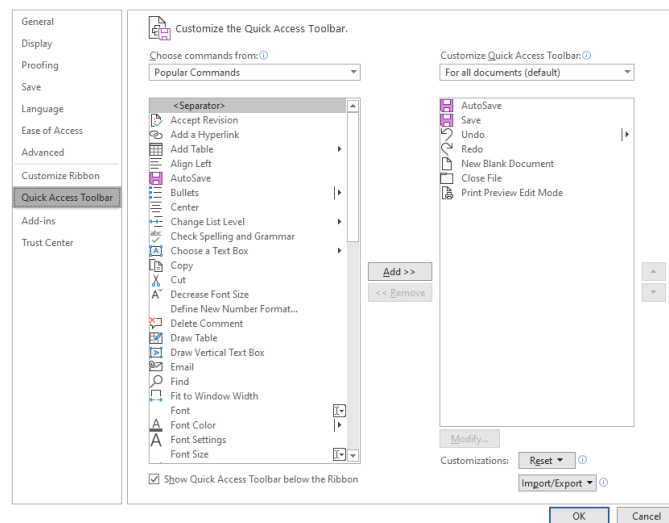
How To Add & Remove Items

Either:

1. Click on the **Carrot** at the end of the Quick Access Toolbar

2. This brings up some general choices to add along with the ability to get to more

3. Select **More Commands** to access the Capability to fully customize the Quick Access Toolbar
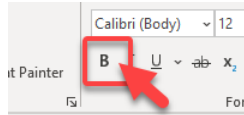

On this dialogue box you can move items to the Quick Access Toolbar by selecting from the left-hand column and clicking the **Add** button. To remove, select item from the right-hand column and click **Remove**. You can reorder by clicking the **Up** or **Down** arrows next to the right-hand column.

Or:

<div style="background-color: orange;">**To Add**</div>
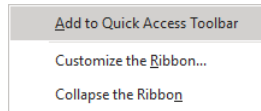
1. Right Click on an item on one of the ribbons

2. Select **Add to Quick Access Toolbar** from the menu.

<div style="background-color: orange;">**To Remove**</div>

1. Right Click on an item in the Quick Access Toolbar

2. Select **Remove from Quick Access Toolbar** from the menu