Customizing the Action Toolbar in PowerChart

Only the Action toolbar can be modified to display the buttons in a different order. Depending on the size of the monitor you are using, some buttons may be hidden under the drop-down menu for the toolbar. To rearrange the buttons on the toolbar, customize the toolbar as follows:

1. Click the gray drop-down arrow on the right side of the Action toolbar

2. Click Add or Remove Buttons

3. Click Customize…
All of the available buttons display on the toolbar. Buttons display starting from left-to-right and display as many buttons as will fit on the toolbar. To make a button visible on the toolbar, move the button further to the left until it is displayed.

For example, the AdHoc button was not visible on the toolbar before the Customize Tool Bars window opened.

4. Using the computer mouse, **click and hold on the AdHoc button**; then **drag the AdHoc button to the left along the row of buttons**.

5. Select the position on the toolbar where you want the AdHoc button located, then **release the mouse button**. The button will now be moved to a new position on the toolbar.

6. After changing the button positions, click the **Close button** on the Customize Tool Bars window to complete the change.

7. Now the AdHoc button is visible on the Action toolbar.