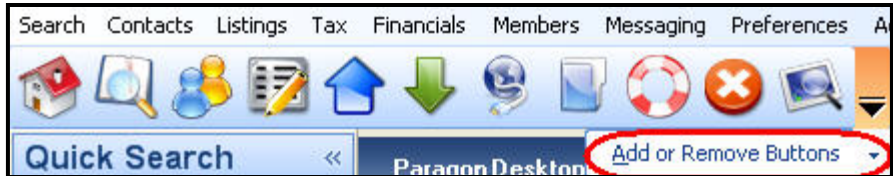


Paragon Desktop 4 allows you to customize the 2 toolbars so you have quick access to the functionality you want on the home page of Paragon Desktop 4. The toolbars will have a set of default functions already set up for you, this is optional.

Click on the **Down Arrow** on the right hand side of the Menu Bar to Add or Remove Buttons.

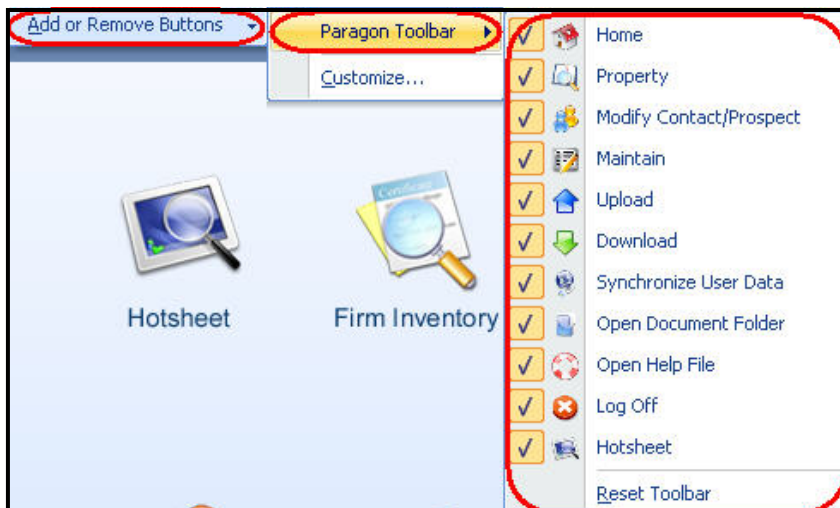


Click on **Add or Remove Buttons**.

Click on **Paragon Toolbar**.  
Check the button you want displayed.

Uncheck the buttons you do not want displayed.

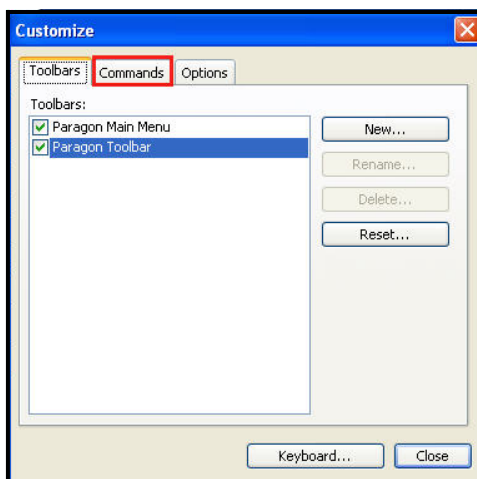
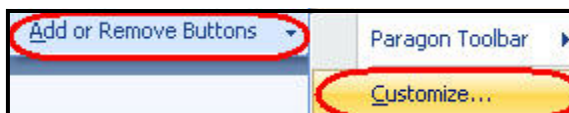
Click on **Reset Toolbar** to restore default or original Paragon Desktop 4 buttons, as shown above.



To add additional buttons to the Menu Bar click on **Add or Remove Buttons** and then click on **Customize**.

The Customize box will appear.

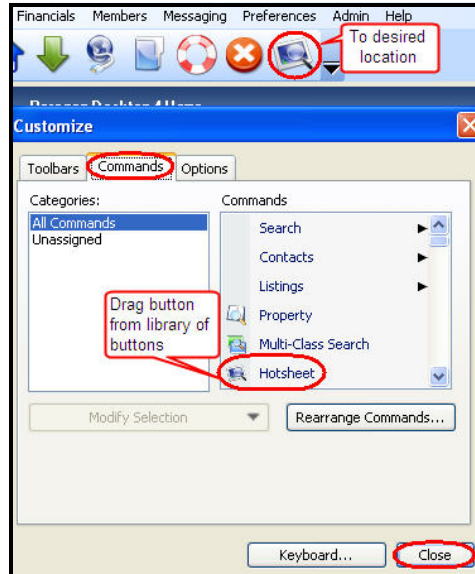
Click on **Commands**.



Click on **Commands**.

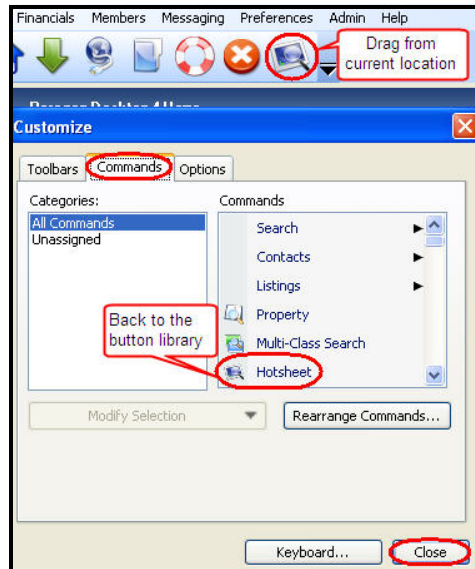
Using the left mouse button click and hold on the icon you want to add and drag it to the location on the Menu Bar where you want the icon.

When you are finished customizing, click on **Close**.

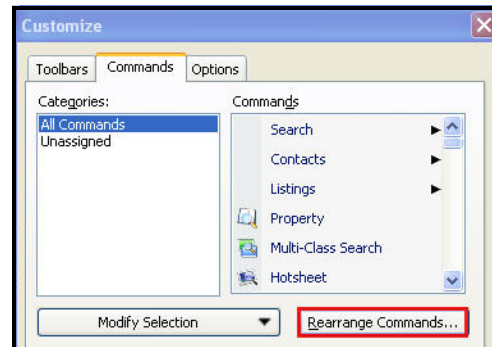


**To Remove a button.**

While on the Command tab, using the left mouse button click and hold on the icon you want to remove from the menu bar and drag it to the command window.

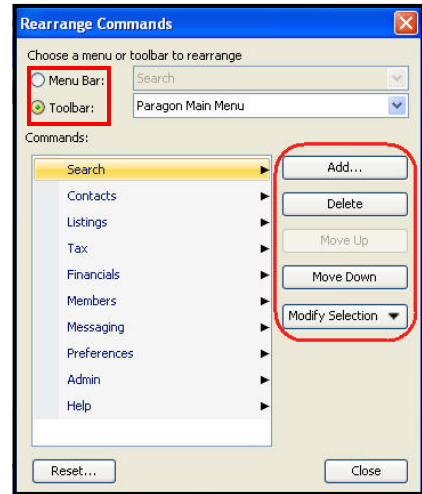
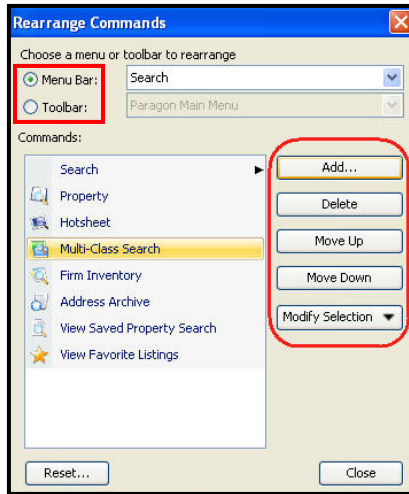


To rearrange the buttons, click on **Rearrange Commands**.



To rearrange the Icons on the Menu Bar and the Word Command on the Toolbar, click the radio button to the left of the bar you want to modify and then you can:

- Add commands
- Delete commands
- Move Up
- Move Down
- Modify Selection



Click on a button on the Menu Bar then click on **Modify Selection**, you can:

### Rename the button

### Button Image can be:

- Copied
- Pasted
- Edited

### Change the style of button and text

- Text Only Always
- Text Only in Menus
- Image and Text

When finished Click on **Close**.

