

# Modifying the MS Word 2007 Quick Access Toolbar

# SmartOffice®



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918 E. Green Street

Pasadena, CA 91106

Web: <http://www.ezdata.com>

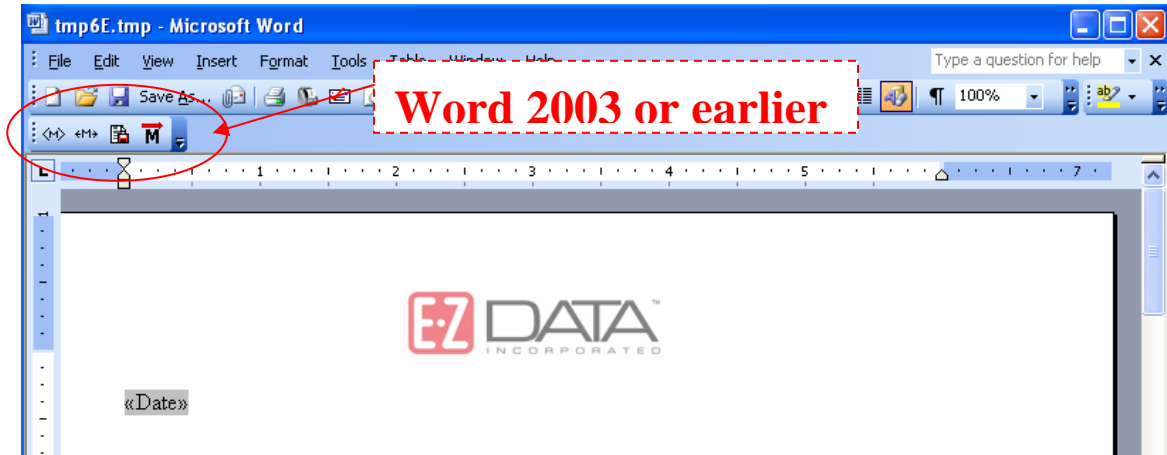
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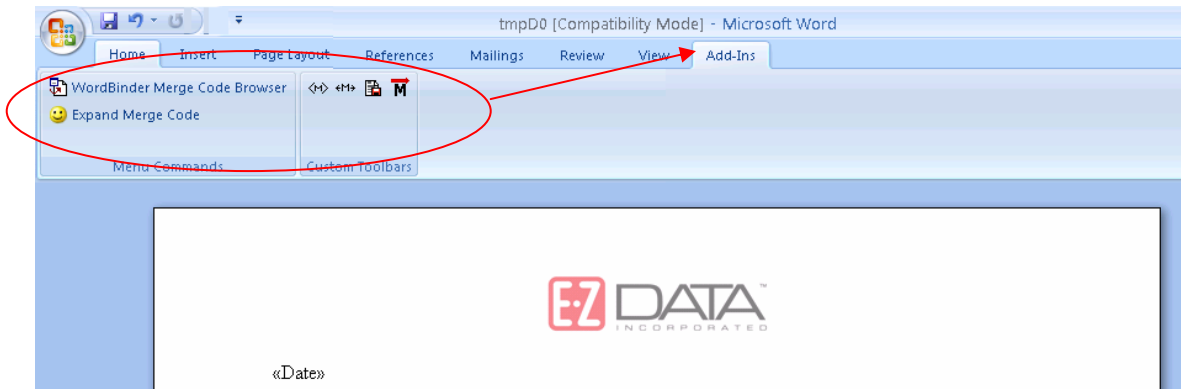
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## Modifying the MS Word® 2007 Quick Access Toolbar

Due to program and functionality changes in the Microsoft Office 2007 suite of programs, the SmartLink for Word toolbar is no longer instantly accessible in Word 2007. In previous versions of Word, the bar became available when the **Create New Letter** correspondence option was selected.

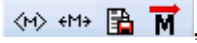


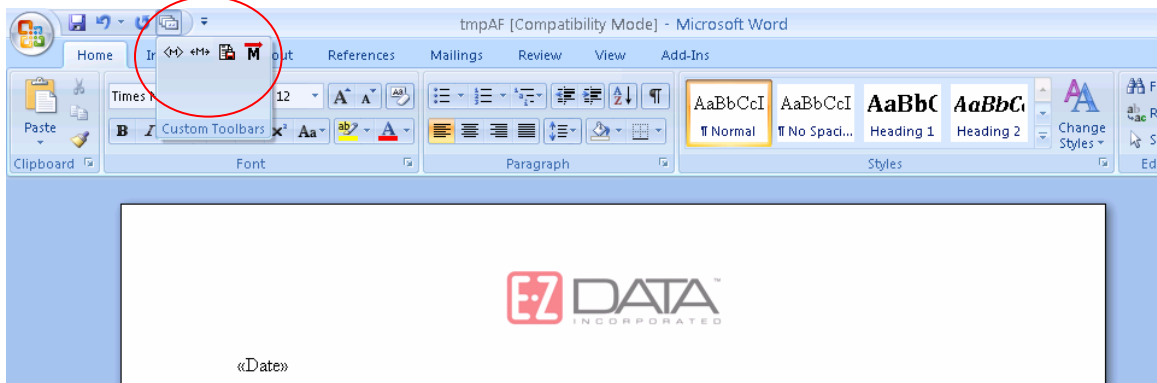
This toolbar allows for quick access to the SmartLink for Word functions specific to the SmartOffice® program. In the Word 2007 program, this toolbar, and all custom toolbars, display on the **Add-Ins** tab.



## Adding the SmartLink for Word Toolbar

The Home tab is the default tab that opens with the Word 2007 program. Users must click the **Add-Ins** tab to access the SmartLink for Word functionality; or, modify the Quick Access Toolbar to include the SmartLink for Word toolbar. It is recommended that users modify their Quick Access Toolbar to enable complete functionality. The Quick Access Toolbar can be modified in the following manner.

1. Open the **Detail** tab of any contact and then select the **Letter Writing** button.
2. Select the **Create New Letter** option and then click the **OK** button to display the Home tab.
3. Select the **Add-Ins** tab; there will be at least two items present.
4. Right-click the **Custom Toolbar** that contains the SmartLink for Word toolbar , and then select the **Add to Quick Access Toolbar** option from the drop-down menu.
5. The SmartLink for Word toolbar will then display whenever Word is opened while using SmartOffice to create correspondence.



6. The toolbar holder will display in the Quick Access Toolbar while in SmartOffice, but will disappear when opening MS Word outside of the SmartOffice program.