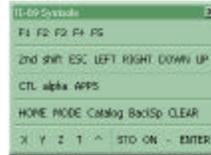


How to make your own 'Symbols' toolbar

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Note: These instructions will add a custom toolbar to your 'normal.dot'. This is the default template for Word, so the toolbar will appear in ALL new 'blank documents'.

Step 1 helps to 'organize' your buttons onto a special toolbar on the screen.



1. Make a custom toolbar:
 - a. View/Toolbars/Customize...
 - i. NEW...

1. Enter a name for the toolbar: for example, "TI-89 Symbols"
 2. Make available to: normal.dot (unless you're making a new dot)

The new toolbar appears to the right of the dialog box. Move it to the right or place it with the other toolbars at the top of the screen. Note that there are no buttons on the toolbar yet.

You can alternate between steps 2 and 3 below. The big idea is that you want a macro for each symbol in the font, then you want a toolbar button to play that macro...

2. Make a macro for each symbol you want on the toolbar:
 - a. Tools/Macro/Record New Macro...
 - i. Enter a name for the macro: for the CLEAR key, use CLEAR, for the (-) key use NEGATIVE
 - ii. Make available to: normal.dot (see 1.a.2 above)

The macro recorder starts (a small 'Stop' dialog is on the screen with a 'stop' button and a 'pause' button).

- b. Insert your symbol (Insert/Symbol/...etc...) anywhere
 - c. Stop the macro recorder (press the stop button on the 'stop' dialog)

Repeat step 2 for each symbol.

3. Make a toolbar button for each macro you recorded:
 - a. View/Toolbars/Customize...

If your custom toolbar disappears when the 'Customize' dialog appears, click the 'Toolbars' tab, scroll to the bottom of the toolbars, and place a check next to your custom toolbar name. It will appear.

- b. Click on the 'Commands' tab of the 'Customize' dialog
 - c. Scroll down to and click on the 'Macros' item on the left.
 - d. On the right should be a list of macros you recorded.
 - e. Left-click on one of the macros and drag it onto your custom toolbar. A long button should now be on the toolbar.
 - f. Back on the 'Customize' dialog, click the 'Modify Selection' button.
 - g. Near the top of the menu is the text field for the button. Make it shorter, for example: 'CLEAR' for the CLEAR symbol rather than 'Normal.NewMacros.CLEAR'.
 - h. Repeat d...g for each macro.

If you save this document (Document1), you will also be asked if you want to save changes to 'normal.dot'. Answer 'Yes'. If you do not save this doc, then, when you quit Word, you will be asked if you want to save changes to 'normal.dot'. Answer 'Yes'.

TIP: I always change the 'New' button on the 'Standard' toolbar to the 'New...' button and I change the 'Print' button to the 'Print...' button. These produce the 'New Document' and the 'Print' dialog boxes!

Finally, to remove a button from *any* toolbar, just drag it from the toolbar to the 'Customize' dialog.