

Customizing the Finder's Toolbar

The toolbar can be customized to include icons or buttons for different items or commands. Changes that are made when you customize the toolbar apply to all other finder windows.

From any open **Finder window** you may make changes to the Toolbar. The default Toolbar items are displayed below. (Figure 1)

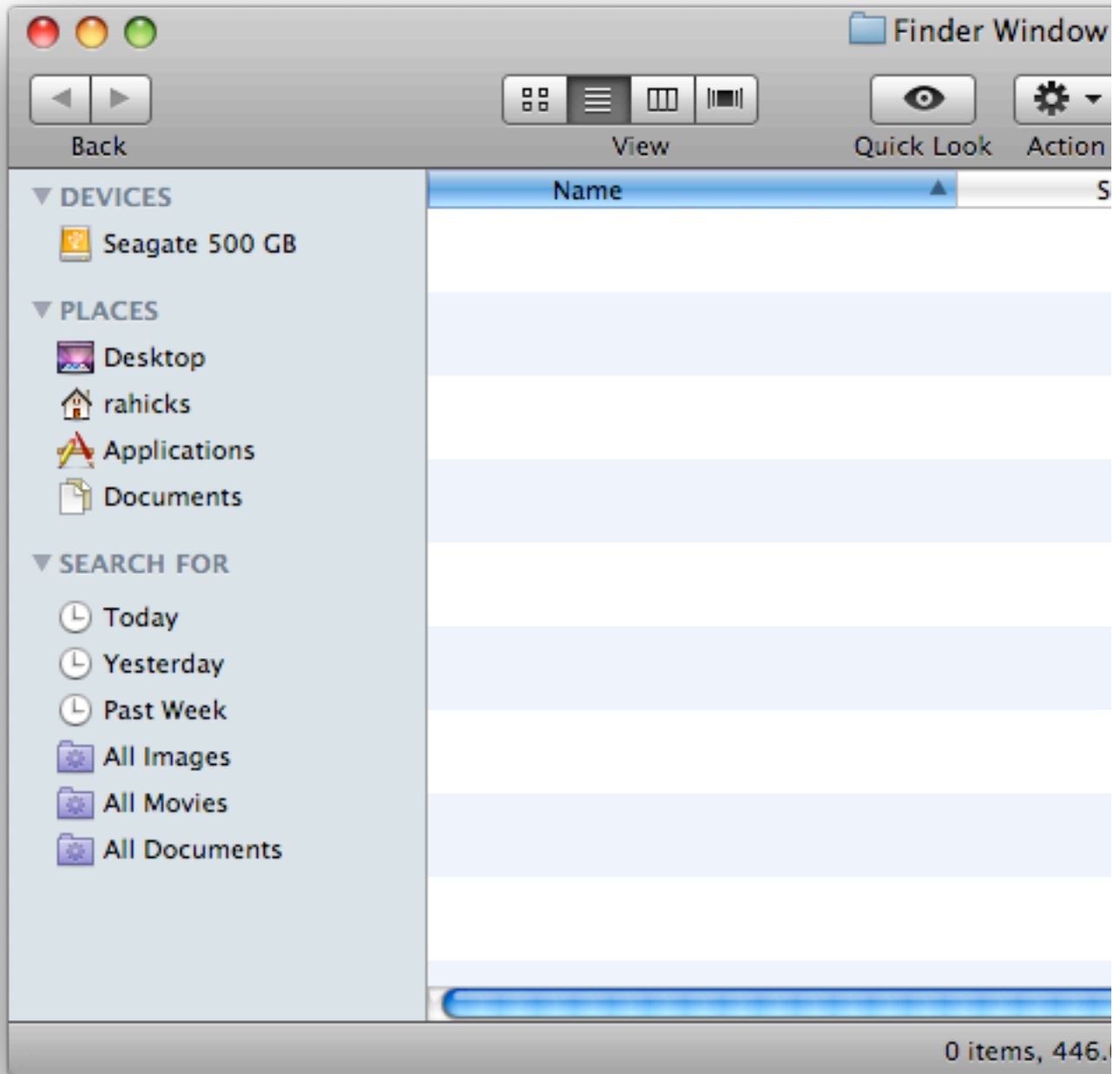


Figure 1

Notice that the Finder window displayed below **does not** have a toolbar displayed. (Figure 2)

The toolbar may be displayed by **any** of the following methods:

- Click on the oval-shaped button, located in the upper-right corner of a Finder window.

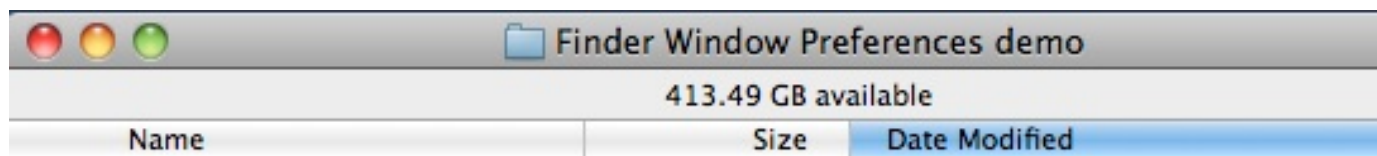


Figure 2

or,

- From the Finder's View Menu select Show Toolbar (Figure 2)

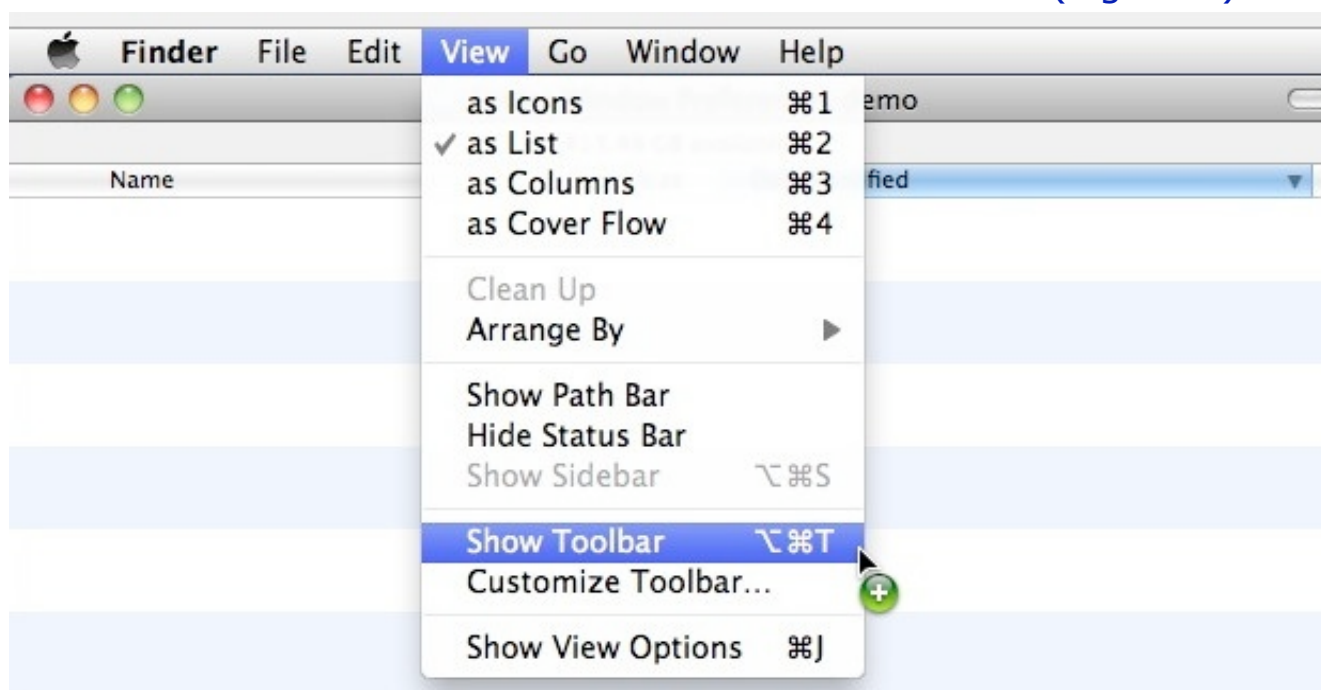


Figure 3

- Or using the keyboard, press the following: **⌘+⌘+T** A dialog box opens (Figure 3)

(For explanation of symbols, see the end of this document.)

The "Customize Toolbar Dialog Box is displayed below (Figure 4)

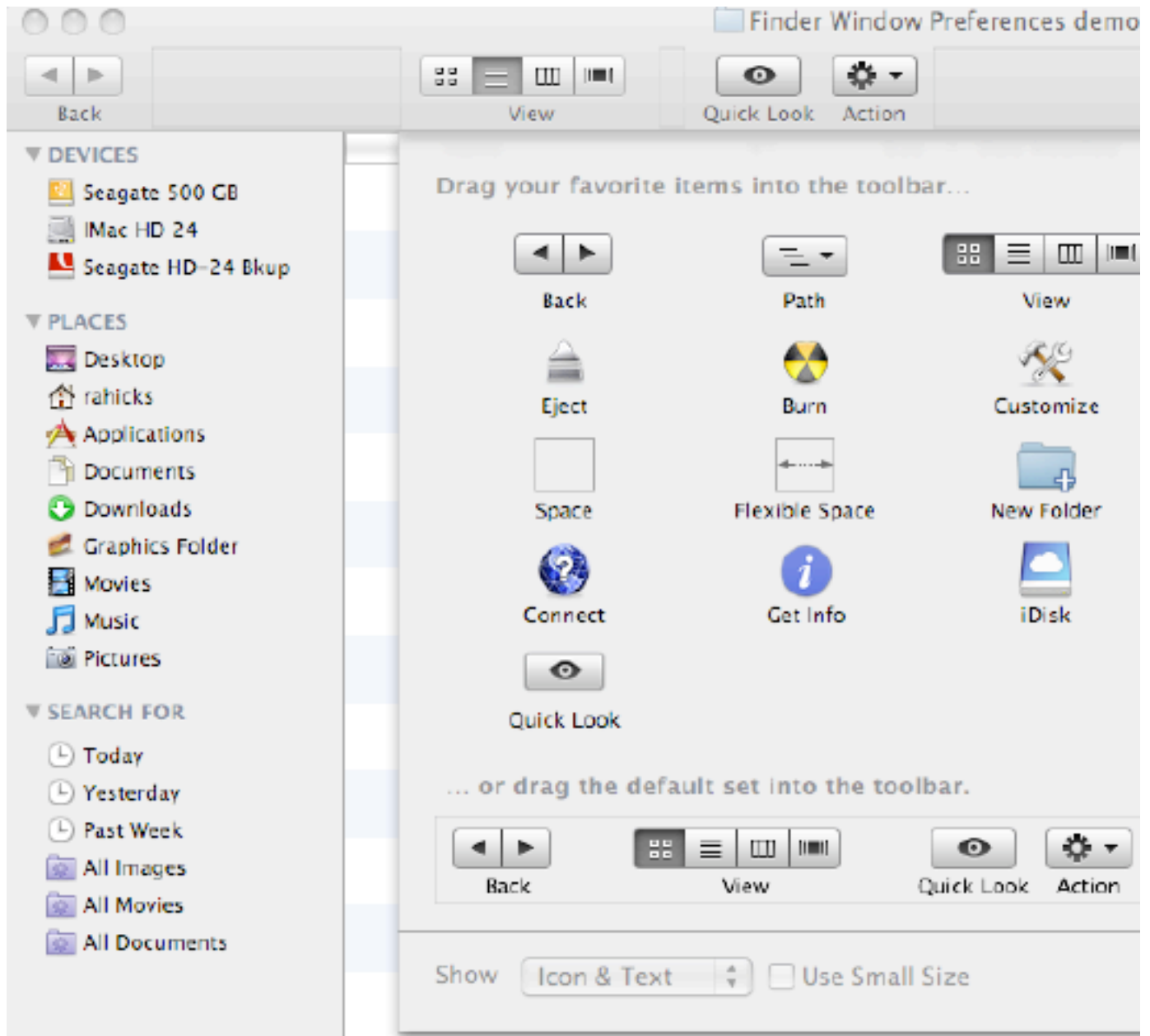


Figure 4

To add an item to the toolbar simply drag it to the position that you want it to occupy in the toolbar. As you release the mouse, the item appears where you placed it in the Toolbar. Notice that the New Folder Button was placed onto the Toolbar, Figure 5.

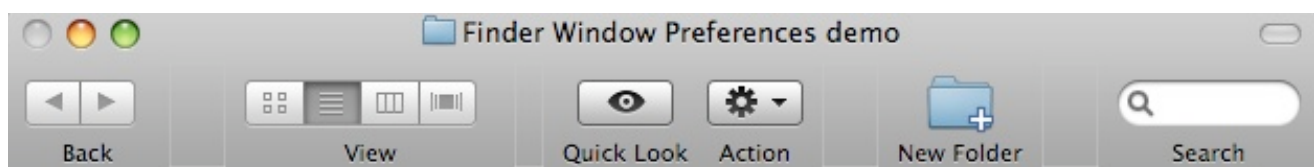


Figure 5

To remove an item from the Toolbar, first, open the Customize Toolbar Dialog Box, then drag the item that you want to remove, off of the toolbar. The item disappears, in what appears to be a puff of smoke.

If you are unfamiliar with the **Mac Keyboard Symbols** the following chart is from the Dan Rodney.com page. Click here - [mac/index](#) for more shortcuts and a whole lot more.

There are four buttons on this web-page. Press each one for more items of interest.

| Symbol | Key on Keyboard | Symbol | Key on Keyboard |
|--------|--|--------|-----------------|
| ⌘ | Command/Apple key (like Control on a PC) | ⌫ | Delete |
| ⌥ | Option (like Alt on a PC) | ⌵ | Escape |
| ⇧ | Shift | ⇧ | Page Up |
| ⌘ | Control (Control-click = Right-click) | ⇩ | Page Down |
| ⇧ | Tab | ⌵ | Home |
| ↩ | Return | ↵ | End |
| ⌘ | Enter (on Number Pad) | ←↑→↓ | Arrow Keys |