

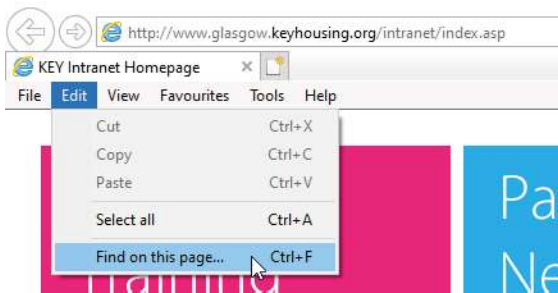


Menubar, Toolbars and Ribbons

What is the 'menu bar'?

Some programs still use menu bars and toolbars rather than the ribbons. The menu bar is usually found at the top of the window. When you click a menu option a drop down menu will display a list of options or commands. Available commands will be shown in black. Others will be 'greyed out' meaning they cannot be selected at that time.

1. Click the menu option to display a drop down menu.
2. Choose an option from those listed by clicking it.

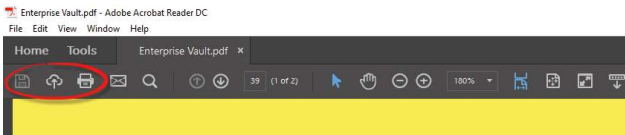


What are 'toolbars'?

Toolbars are usually found at the top of the window and are made up of icons that provide shortcuts to options from the menu bar.

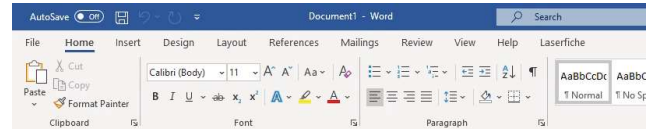
Coloured buttons are available for use. 'Greyed out' buttons cannot be used at that time.

1. Click once on the button to use it.



What are 'ribbons'?

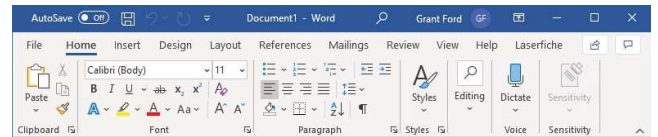
Ribbons are similar to toolbars. When you click one of the options along the top of the window a row of icons are displayed, rather than a menu.



1. Click one of the icons to use it.

Why can I see the full ribbon?

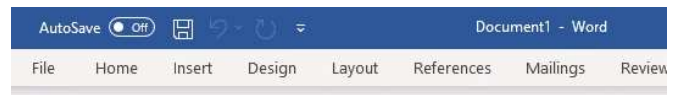
If your window isn't taking up the full screen or you are on a smaller display some of the buttons may not be displayed.



1. Maximise your window to display them.

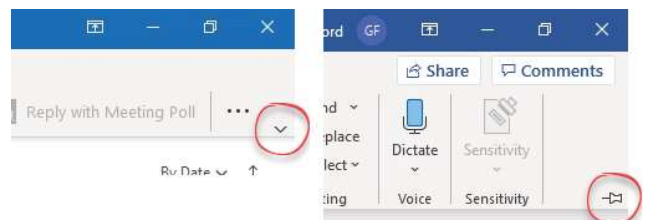
Why are the icons not showing in the ribbon?

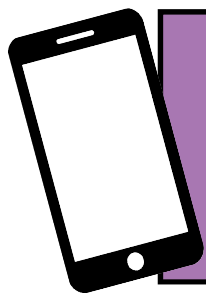
If you collapse the ribbon bar only the ribbon option titles will show.



1. Click one of the option titles to display the ribbon.

Most software that use ribbons allow you to always show the ribbon by clicking the 'down arrow' or 'pin' at the left hand side of the ribbon.





For help and assistance call the ICT
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Available during office hours. For critical support at other times refer to
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Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk