1. Before you choose the Tools, Customize command, make sure the toolbar you want to change is visible. To do this, right-click any toolbar, and then click the toolbar you want to show on the shortcut menu.

2. On the Tools menu, click Customize. Click the Commands tab.

   In the Categories box, click a category for the command you want the button to perform. Drag the command you want from the Commands box to the displayed toolbar. To remove a button, just drag it off of the toolbar when in this mode.