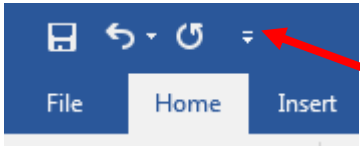
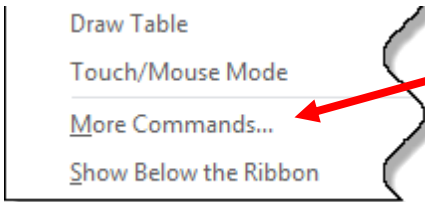
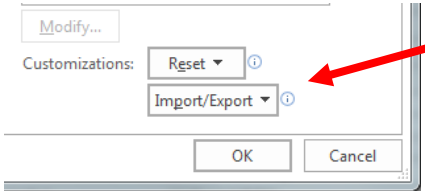
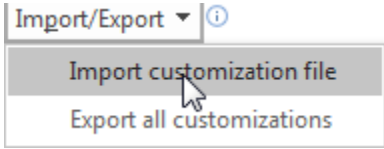
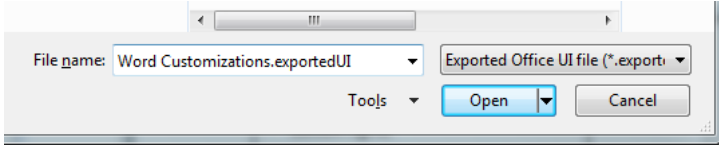
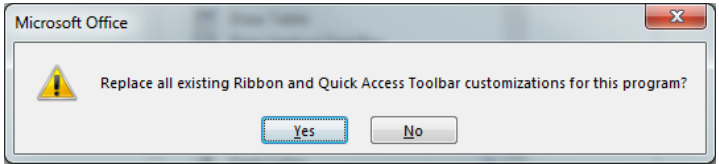
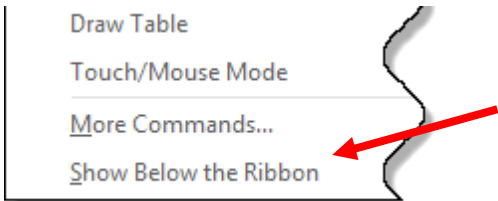


HOW TO IMPORT AND EXPORT A QUICK ACCESS TOOLBAR

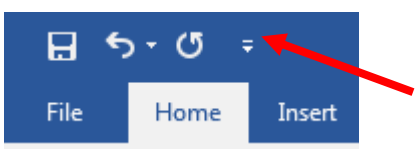
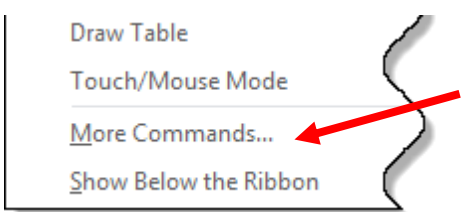
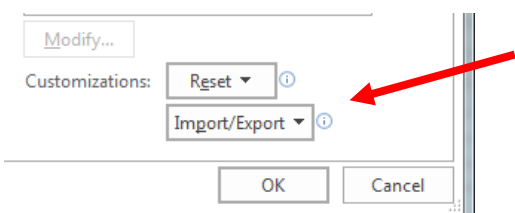
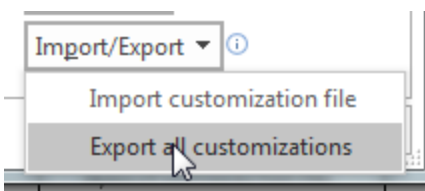
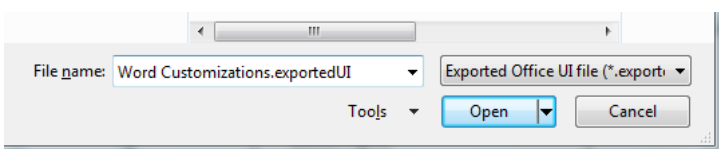
In each of the Microsoft Office applications, you'll be able to export or import the customized Quick Access Toolbar file to save time configuring your Quick Access Toolbar between workstations. Here are the two procedures to take advantage of this awesome feature.

IMPORTING A QUICK ACCESS TOOLBAR

	<p>1. On your Quick Access Toolbar – usually at the upper left corner of the application window) – look for the menu button at the far right</p>
	<p>2. Click More Commands to access the Customize Quick Access Toolbar dialog box</p>
	<p>3. Click the Import/Export command at bottom right</p>
	<p>4. Select Import customization file</p>
	<p>5. Select the customization file – usually it is saved as <i>Word Customizations.exportedUI</i>. However, it can be saved with a different filename.</p>
	<p>6. You will be prompted to replace BOTH the existing Ribbon AND Quick Access Toolbar customizations. This completes the process and you will now see a new layout of commands from the imported QAT file.</p> <p>Important: Before importing, you should EXPORT your existing QAT if you're not sure you want to overwrite your existing configuration. Please see next tutorial for Export instructions.</p>

	<p>7. You may also want to select Show Below the Ribbon in the QAT menu so that as you display more commands the toolbar won't be truncated by the name in the title bar.</p>
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EXPORTING A QUICK ACCESS TOOLBAR

	<p>8. On your Quick Access Toolbar – usually at the upper left corner of the application window) – look for the menu button at the far right</p>
	<p>9. Click More Commands to access the Customize Quick Access Toolbar dialog box</p>
	<p>10. Click the Import/Export command at bottom right</p>
	<p>11. Select Export customization file</p>
	<p>12. The customization file is usually saved as: <i>Word Customizations.exportedUI</i> but can be renamed as saved to any location.</p> <p><i>Tip: It's best to save in a location that you can access from another workstation or that will be included in a backup. i.e. My Documents or a network drive.</i></p>