# How to customize the template toolbar

# Customize the toolbar

*How to add and remove various tools*
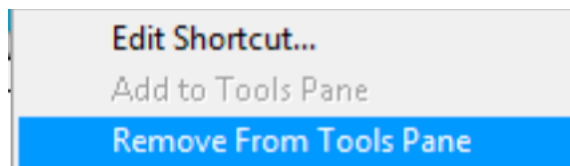
Remove tools from the template toolbar.

The image below is an example of the default toolbar in a template window.



To remove a tool, right click on the tool you wish to remove and a window like the one below will be displayed.



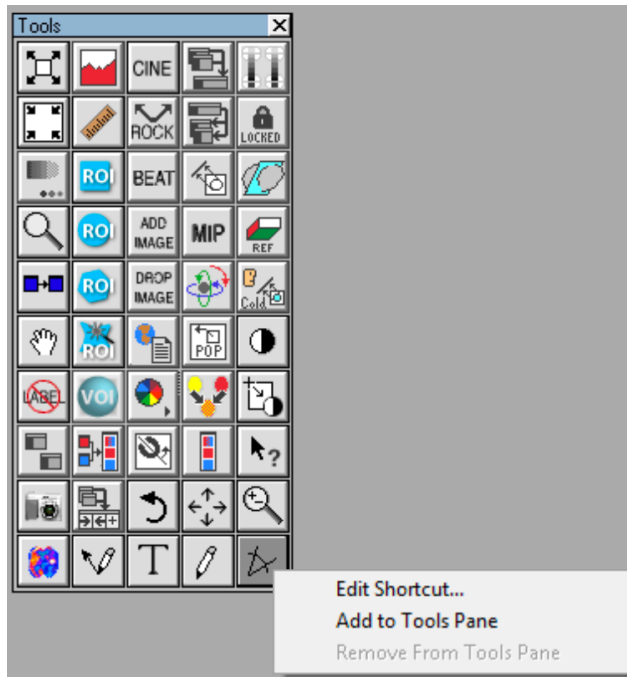Select the   Remove from Tools Pane   as shown below and that tool will be immediately removed from the toolbar.
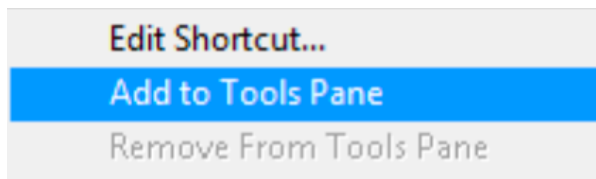
# Adding tools to the template toolbar.

Sometimes you want to add a tool to the template toolbar.  The first step is to select a tool from the Tools Palette.    The Tools Palette is shown below.    If your Tools Palette is not visible on your screen, go the Windows menu in MedView and select Show Tools Palette.

Here is the Tools Palette with a tool selected by the use of the right mouse button.



The "Add to Tools Pane" is selected as shown below. The new tool is immediately added to the Toolbar in the template window.



Remember that any changes you make to the Toolbar will apply to all of your templates, not just the one you are editing.