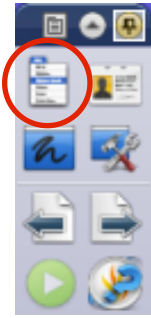
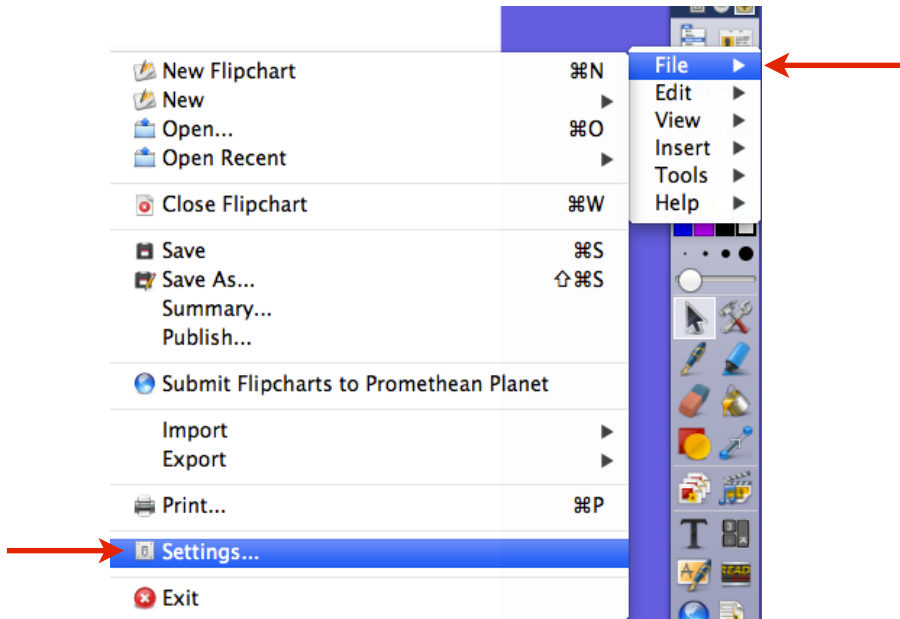


Adding Tools to Your Toolbar in ActivInspire

1. In the toolbar, click on **Main Menu**.

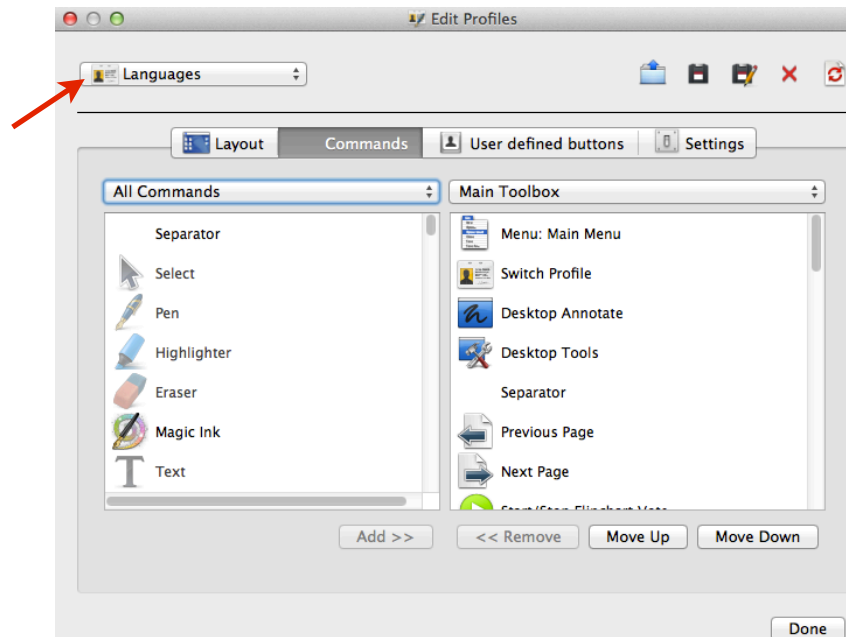


2. In the window that pops up, choose **File/Settings**.

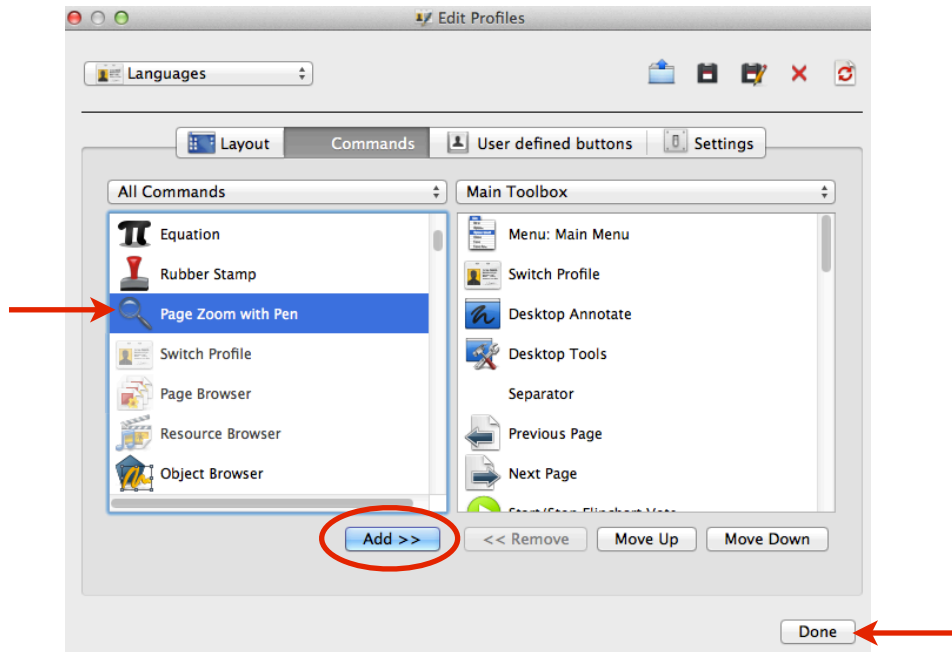


3. The **Edit Profiles** window will open.

Pay attention to what **Profile** you are on. In my example, I will be adding a tool to my Languages profile. To add tools to other profiles, I can click this button and choose a different one.



4. On the left column of the **Edit Profiles** window, scroll down and find the tool you want to add to your profile. (In my example, I choose Page Zoom with Pen.) Click on the tool you wish to add to highlight it. Then click the **Add** button. You can add additional tools to the profile the same way. When you are finished adding tools, click **Done**.



5. When you add a tool, it places the tool at the bottom of the tool bar. If you want to move any tool up (or down) on your tool bar, find the tool in your list on the right of the window, click to highlight it, and use the **Move Up** or **Move Down** buttons.

