Customizing Toolbars

SELECTING A TOOLBAR TO CUSTOMIZE

To select a toolbar:

1. From the Admin menu, select **Settings > Toolbars**.

2. Use the **Section** drop-list to select which toolbar from which Tiki feature (section) to customize. Tiki allows you to have custom toolbars for each section.

   ![Admin Toolbars](image)

   **NOTE**

   Tiki displays only the features that you have already enabled.

3. **TIP**

   Select **Global** to configure toolbars that are available for all sections.

3. Tiki reloads the page, showing the toolbars from the selected section.

4. Use the **View Mode** option to select the wiki syntax or WYSIWYG toolbars (or both). This option is available only for sections that implement the WYSIWYG editor, and only if you have the WYSIWYG feature enabled.

CUSTOMIZING TOOLBAR BUTTONS

Now that you have selected which toolbars to customize, you can begin customizing the toolbar.

MOVING BUTTONS

To move a button, simply click-and-drag the button from its old location to its new location.

Select the **Bold** button....

... and drag it to its new location:
Tiki will insert the button in its new location.

**Adding Buttons**

The **Formatting Tools, Plugin Tools, and Custom Tools** boxes are "libraries" of buttons that you can add to toolbars.

- **Formatting Tools** — These are "standard" Tiki functions.
- **Plugin Tools** — These are buttons to add plugins to wiki pages. Only plugins that have been enabled are available.
- **Custom Tools** — These are buttons that you have created and defined. See Adding Custom Buttons for more information on creating your own buttons.

To add a button to a toolbar, simply click-and-drag the button from the library to the toolbar.

**Removing Buttons**

To remove a button, simply click-and-drag the button from the toolbar to its library.

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