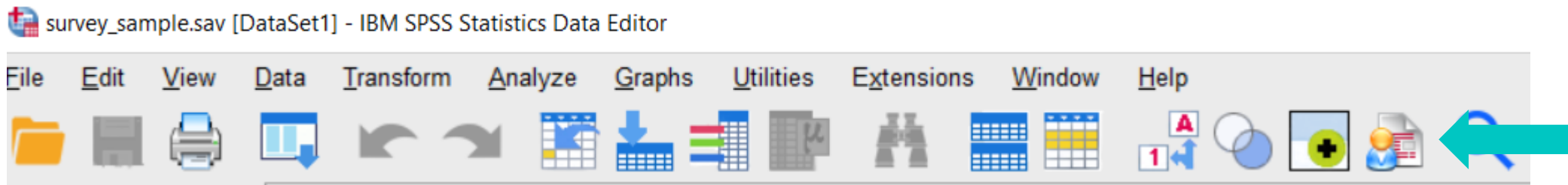VERSION 1

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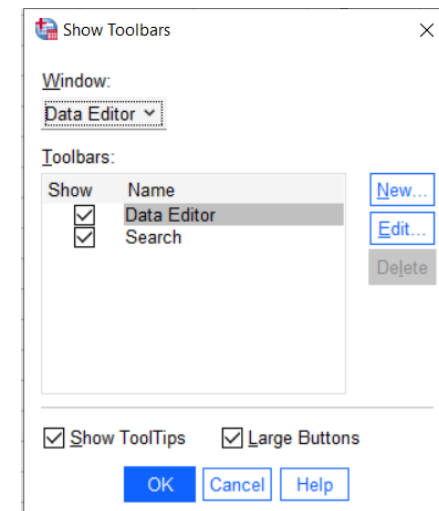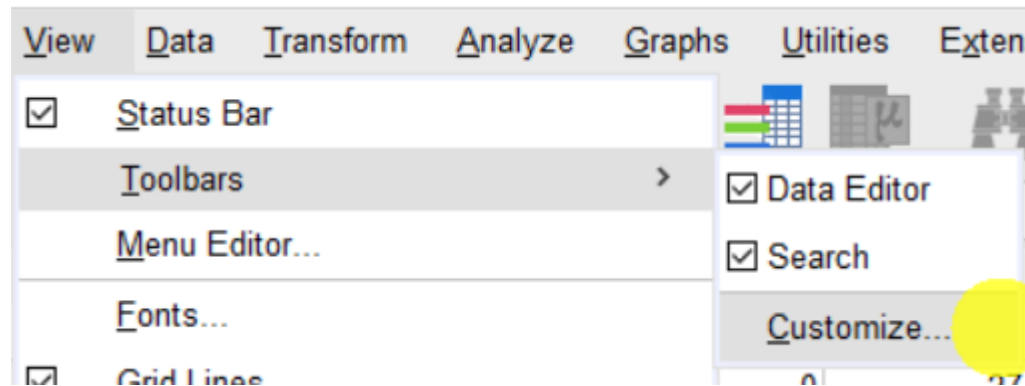# Customising Toolbars

Tech Tips – IBM SPSS Statistics

Tech Tips – Customising Toolbars

- *Did you know that you can easily customise your toolbar in IBM SPSS Statistics?*

- IBM SPSS permits you to customise exiting toolbars and create new toolbars to suit your needs.

- Toolbars can contain any of the available tools, including tools for all menu actions

- They can also contain custom tools that launch other applications, run syntax files of script files.

- For example, if I use a particular menu item a great deal, or I run a regular report, I can create a button on the toolbar to automate this work.
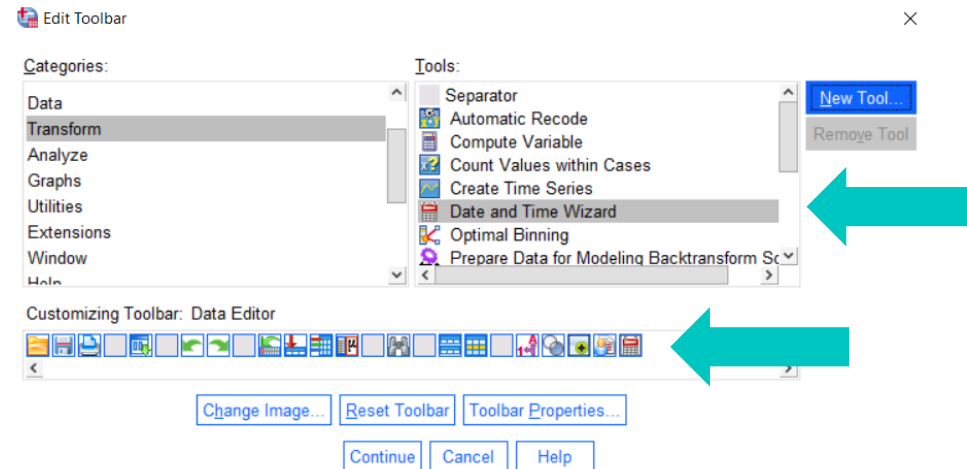
VERSION 1

Tech Tips – Customising Toolbars

- From the menus chose **View > Toolbars > Customize**

- In the **Show Toolbars** dialog box select the toolbar you want to customise and click **Edit**, or click **New** to create a new toolbar/

- **For new toolbars**, enter a name for the toolbar, select the widows in which you want the toolbar to appear, and click **Edit**.
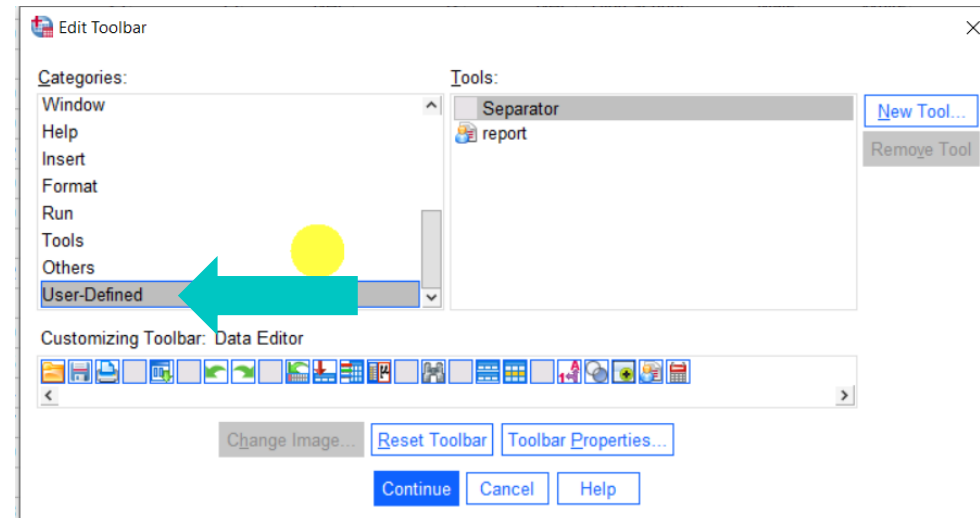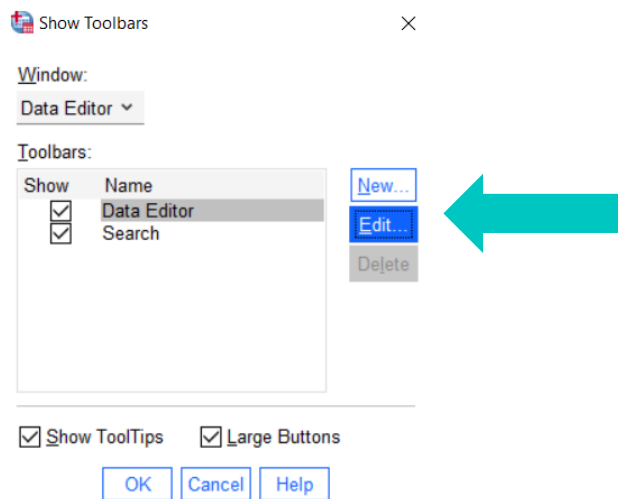
Tech Tips – Customising Toolbars

- Select an item in the **Categories** list to display available tools in that category.

- Drag and drop the tools you want onto the **Customising Toolbar** displayed in the dialog box.

- To remove a tool from the toolbar, drag it anywhere off the toolbar displayed in the Edit Toolbar dialog box.
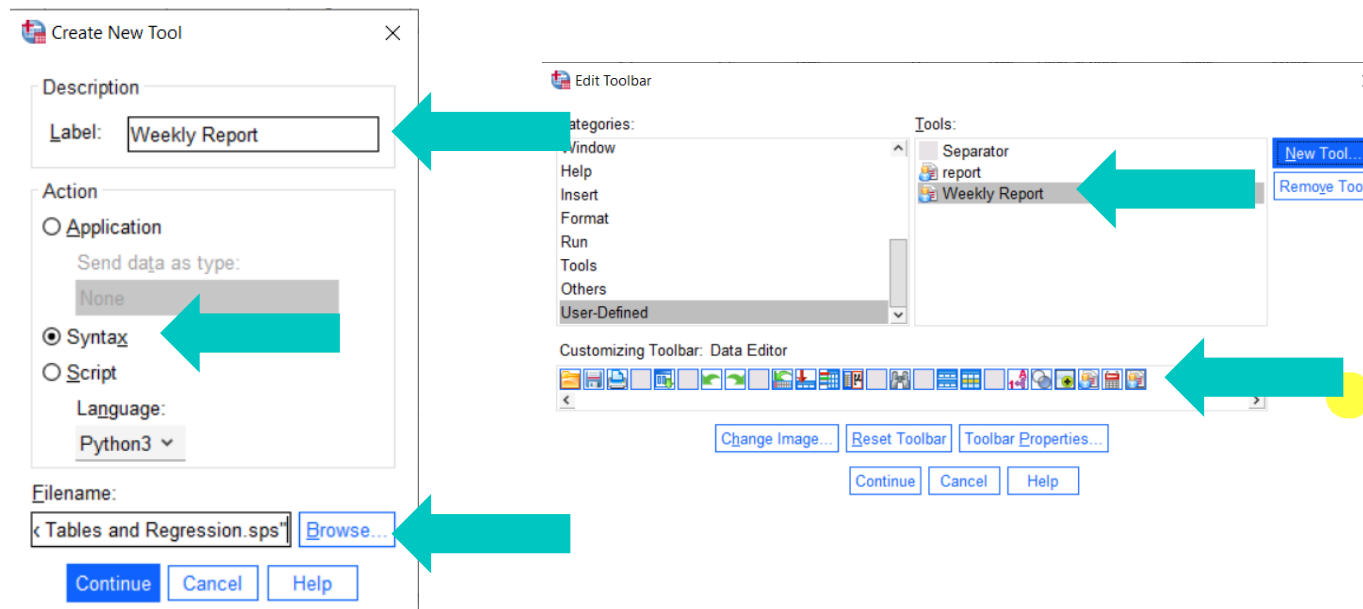
Tech Tips – Customising Toolbars

- To create a custom tool to open a file, to run a command syntax file, or to run a script:
  - Click **Edit** the Show Toolbar box.
  - Click **User-Defined**.
  - Select **New Tool**.

Tech Tips – Customising Toolbars

- Provide a label such as 'Weekly Report'

- Select **Syntax** and the syntax file needed to run the report. .

- Select file and click Continue. Drag Weekly Report to the Data Editor area. Click Continue and Click OK. The new Weekly Report tool will appear on the toolbar.

Thank You

For more information

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