Quick Access Toolbar Import/Export

Microsoft Office – Word, Excel, PowerPoint

# Importing A Quick Access Toolbar

| Visual | Explanation |
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| Screen Capture  of Quick Access Toolbar above ribbon - Import instructions | 1. When you first launch a Microsoft Office application the **Quick Access Toolbar** is usually above the ribbon at the upper left corner of the application window  To customize this toolbar, click the **More** arrow at the end of the toolbar. |
| Screenshot of Quick Access Toolbar customization menu - Show below the ribbon option emphasized. | 1. You may want to select **Show Below the Ribbon** in the QAT menu so that you’ll have more space across the screen and the buttons will be closer to the document. |
| Screenshot of Quick Access Toolbar customization menu - More commands option emphasized. | 1. Then click **More Commands** to access the Customize Quick Access Toolbar dialog box |
| Screenshot of Quick Access Toolbar dialog box - Import/Export command emphasized. | 1. In the Customize Quick Access Toolbar dialog box, click the **Import/Export** command at bottom right. |
| Screenshot of Quick Access Toolbar dialog box - Import customization command emphasized. | 1. Select **Import customization file** |
| Screenshot of Quick Access Toolbar customization file import dialog box. | 1. Select the customization file – usually it is saved as Word Customizations.exportedUI. However, it can be saved with a different filename. |
| Screenshot of Quick Access Toolbar import overwrite confirmation dialog box | 1. You will be prompted to replace the existing Quick Access Toolbar customizations. This completes the process and you will now see a new layout of commands from the imported QAT file. |
|  | **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. |

# Exporting a Quick Access Toolbar

| Visual | Explanation |
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| Screenshot of Quick Access Toolbar menu above ribbon. | 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 |
| Screenshot of Quick Access Toolbar menu - More Commands menu option emphasized. | 1. Click **More Commands** to access the Customize Quick Access Toolbar dialog box |
| Screenshot of Quick Access Toolbar dialog box - Import/Export command emphasized. | 1. Click the **Import/Export** command at bottom right |
| Screenshot of Quick Access Toolbar dialog box - Export all customizations menu command emphasized. | 1. Select **Export all customizations**. |
| Screenshot of Quick Access Toolbar customization file export dialog box. | 1. The customization file is usually saved as:  Word Customizations.exportedUI but can be renamed as saved to any location. |
|  | **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. |