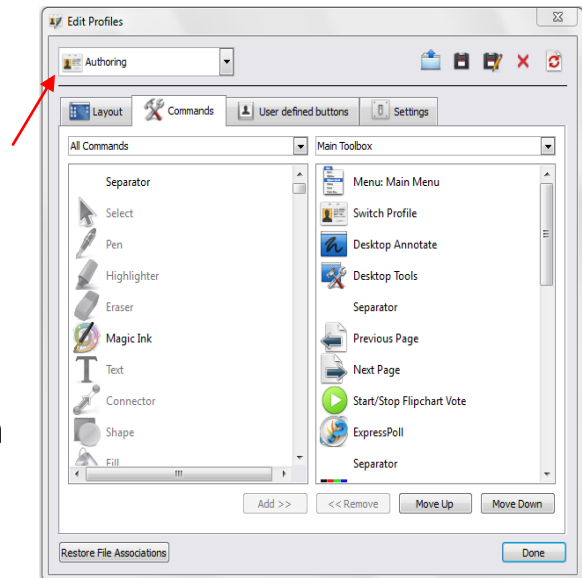


# ACTIVINSPIRE TIPS AND TRICKS

## ***Adding Resources to the Toolstrip***

To add commonly used resources to your toolstrip, follow these steps.

- Go to **View, Customize**. The Edit Profiles window opens.
- Select the appropriate Profile from the drop down.
- Select the category to grab the tool from using the drop down arrow. The default is *All Commands*.
- Make sure *Main Toolbox* is selected in the second column.
- Select the tool you want to add and click the **Add** button. The tool will be added to your toolbox.
- Once the tools have been added, you can move them up and down using the **Move Up** and **Move Down** buttons.



Repeat steps for different profiles.