

# Microsoft Word - Mini Toolbar

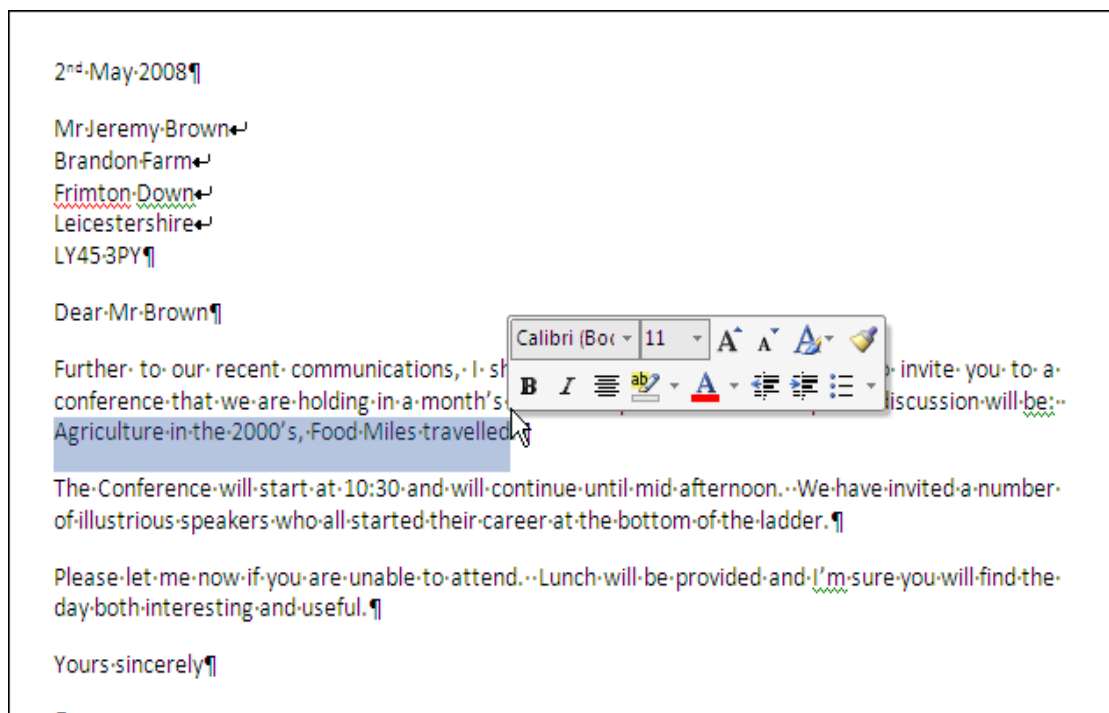


## Mini Toolbar

When text is highlighted, a semi transparent mobile toolbar appears just above the selected text.

If any of the formatting options are required then the toolbar can be activated by moving your mouse to the mini toolbar. The necessary button than then be used.

Should the mini toolbar not be required then the toolbar can be ignored and as you carry on with other Word activities, the toolbar will disappear.



Should you require the mini toolbar and had it disappear, then the toolbar can be displayed on purpose by using the secondary mouse button (normally the right hand mouse button).

