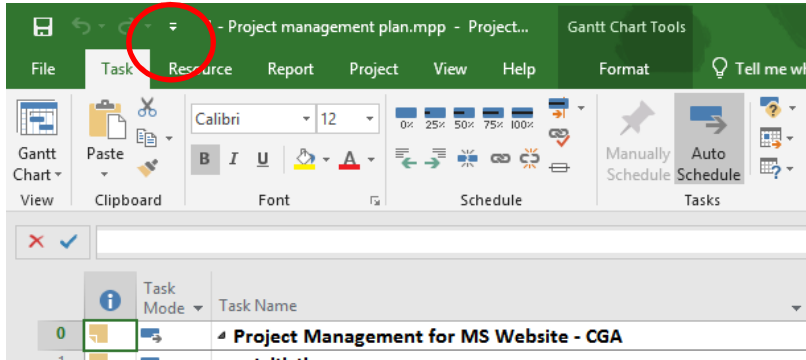
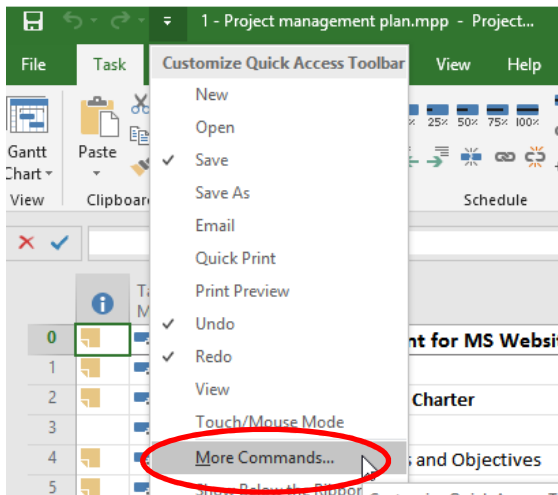


**1. How to change your Ribbon as well as your Quick Access Toolbar by importing a Customised version of both - Ribbon and Toolbar.**

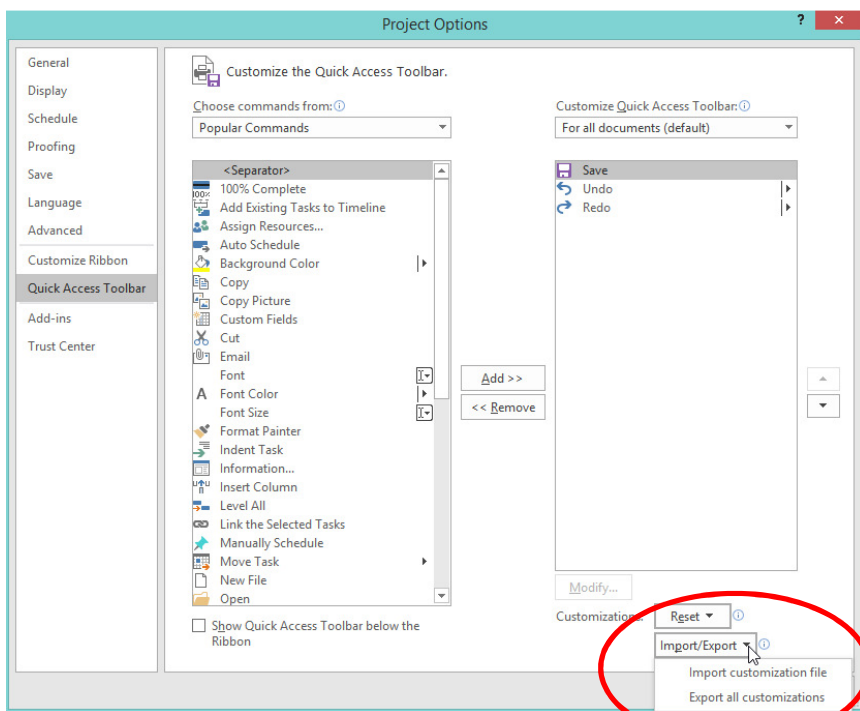
- Open Project.
- Right mouse click on an empty part of the Ribbon.
- Select the “Customize Quick Access Toolbar ...” option.



- In the Drop down, select “More Commands”



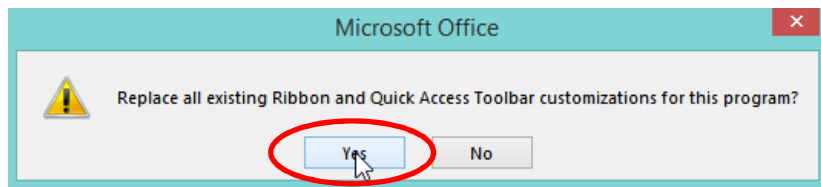
- Select Import/Export Button at the bottom right



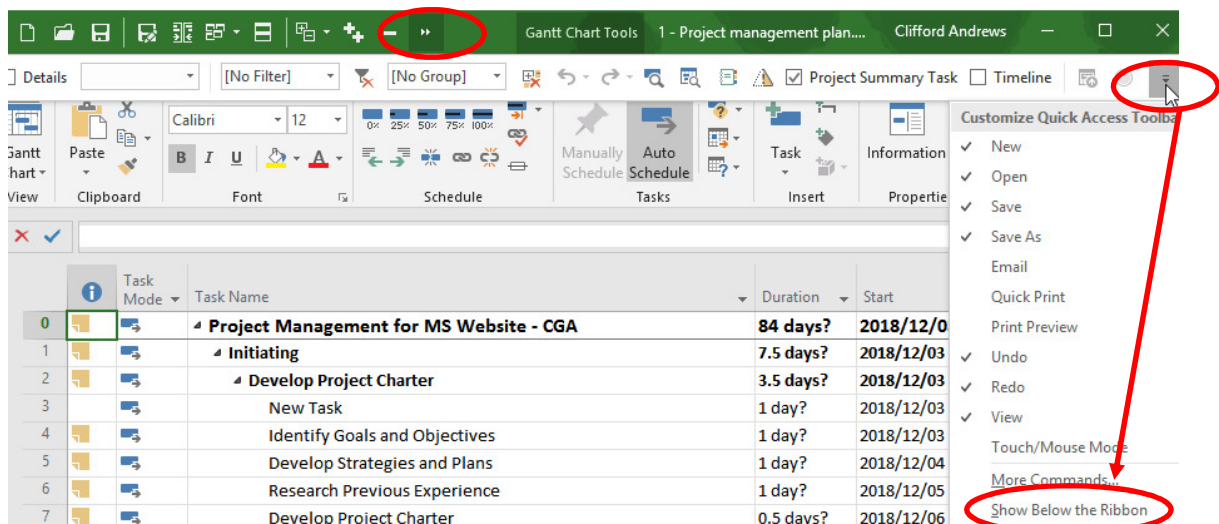
- Choose “Import customisation file”.
- Direct the window / folder to where you have stored the “export” (or copied) version of the Customized Quick Access Toolbar.

Name	Folder path	Date modified
PMs Customizations 20190122.exportedui	F:\1CA\__PMSA - Learning...	2019/01/29 19:42

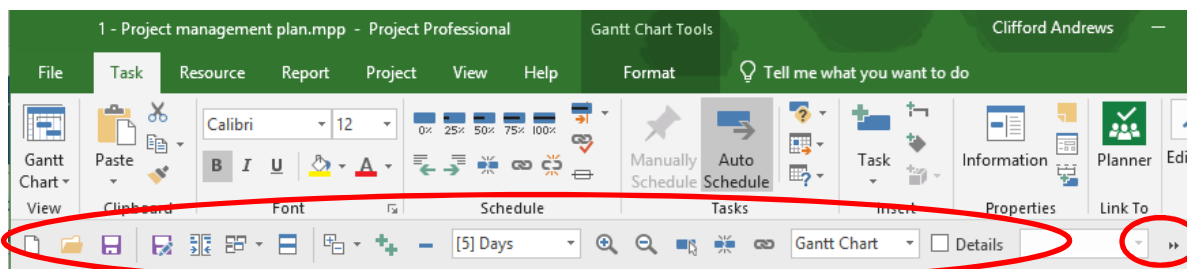
- Select the file (It should have an extension of “FileName.exportedUI”).
- Select “Open”



- Select the “Yes” button to proceed.
- **NB** If you have made any customised Ribbon changes, please keep in mind that this will replace the Ribbon as well as the Quick Launch Toolbar.



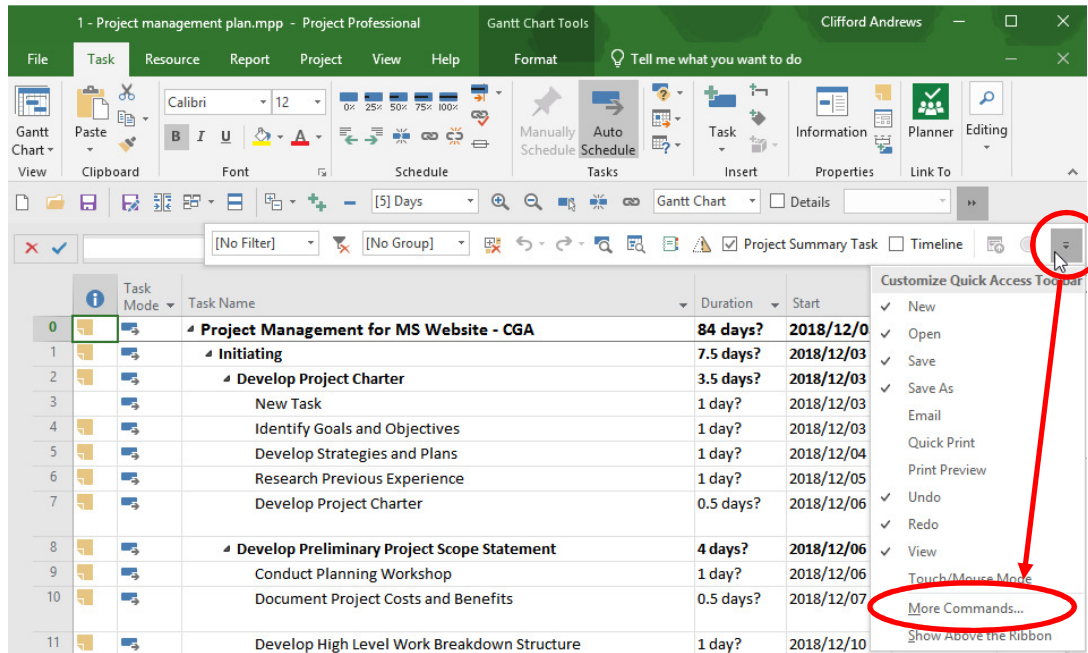
- Select the Expand button in the Quick Launch Tool Bar, go to the far right and “Customise Quick Access Tool Bar”.
- Select “Show Below the Ribbon”.
- Final view - Updated Customised Quick Access Toolbar showing below the Ribbon.



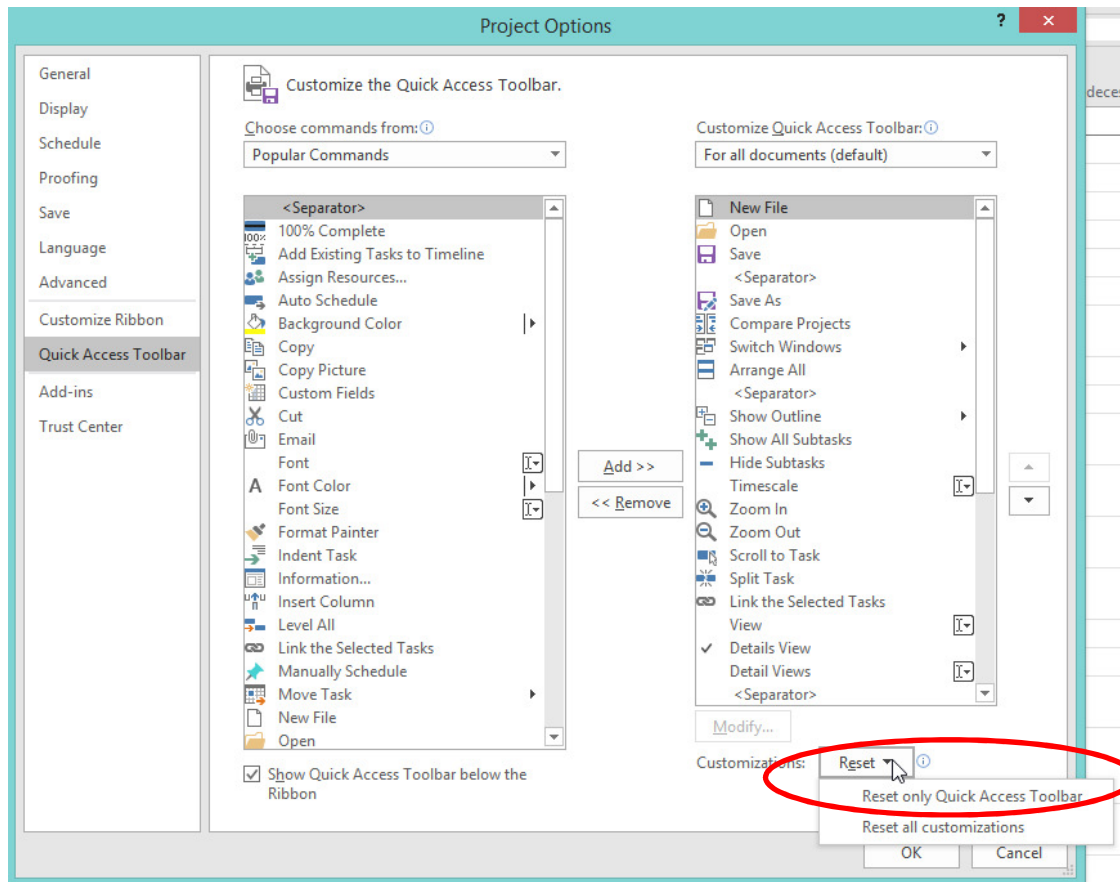
Depending on the resolution of you screen settings and size of you active Project Application Screen, some Quick Launch items will be hidden, until you select the drop down, on the far right of the Quick Access Tool Bar.

## 1. Resetting the Quick Access Toolbar back to the Default

- Open Project.
- Right click on an empty part of the Ribbon or Select the drop down on the Quick Access Tool Bar – on the far right. (“Customize Quick Access Toolbar”)

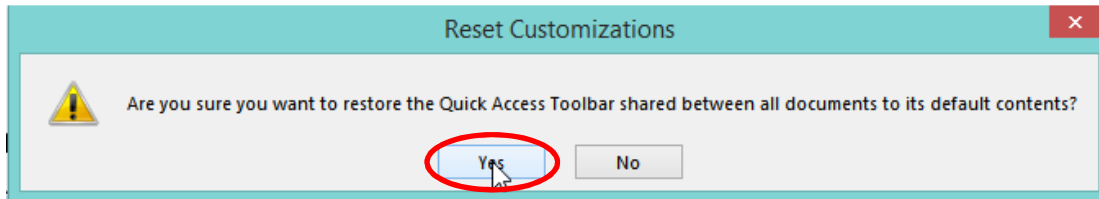


- Select “More Commands ...”

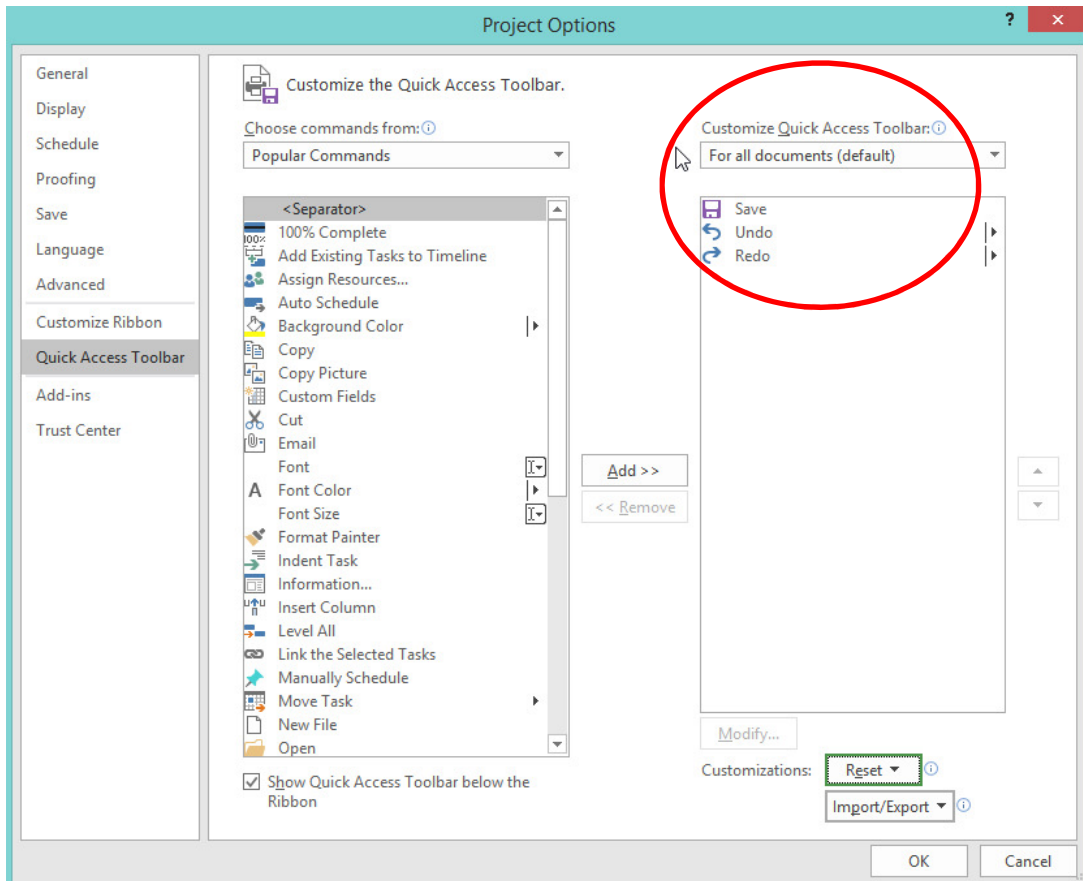


- Select the Reset Button dropdown option at the bottom right of the window.
- Choose the “Reset only Quick Access Toolbar” option.
  - Or Select “Reset all customization” if you want to reset the Ribbon and the Quick Access Tool Bar.

- Select the “Yes” prompt to proceed.



- The Default Settings for the Quick Access Toolbar would have been applied.
- Click OK button to close Project Options screen.



Default Quick Access Toolbar has been applied.

