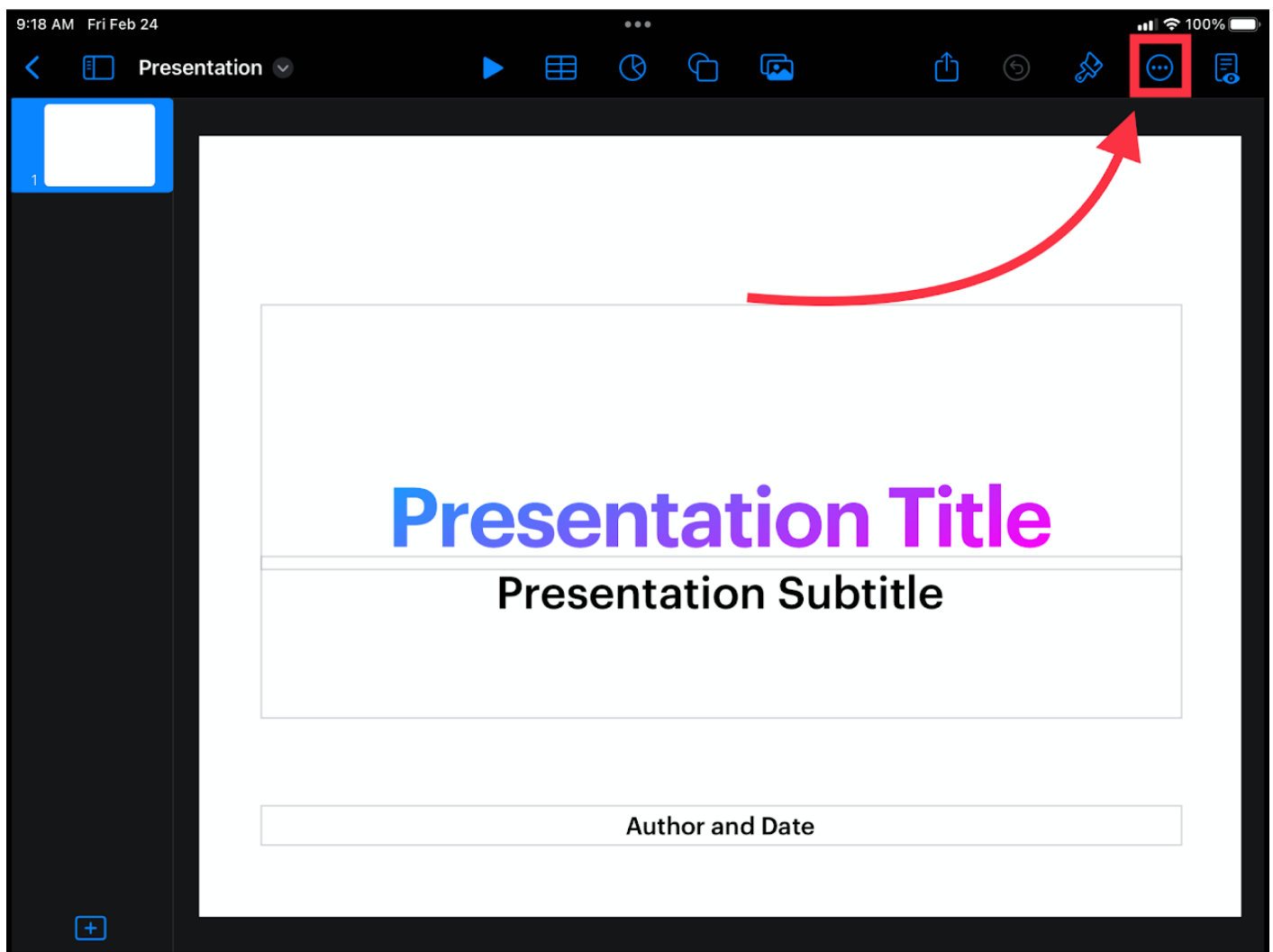


How To Customize the Toolbar in Keynote

Difficulty - Medium

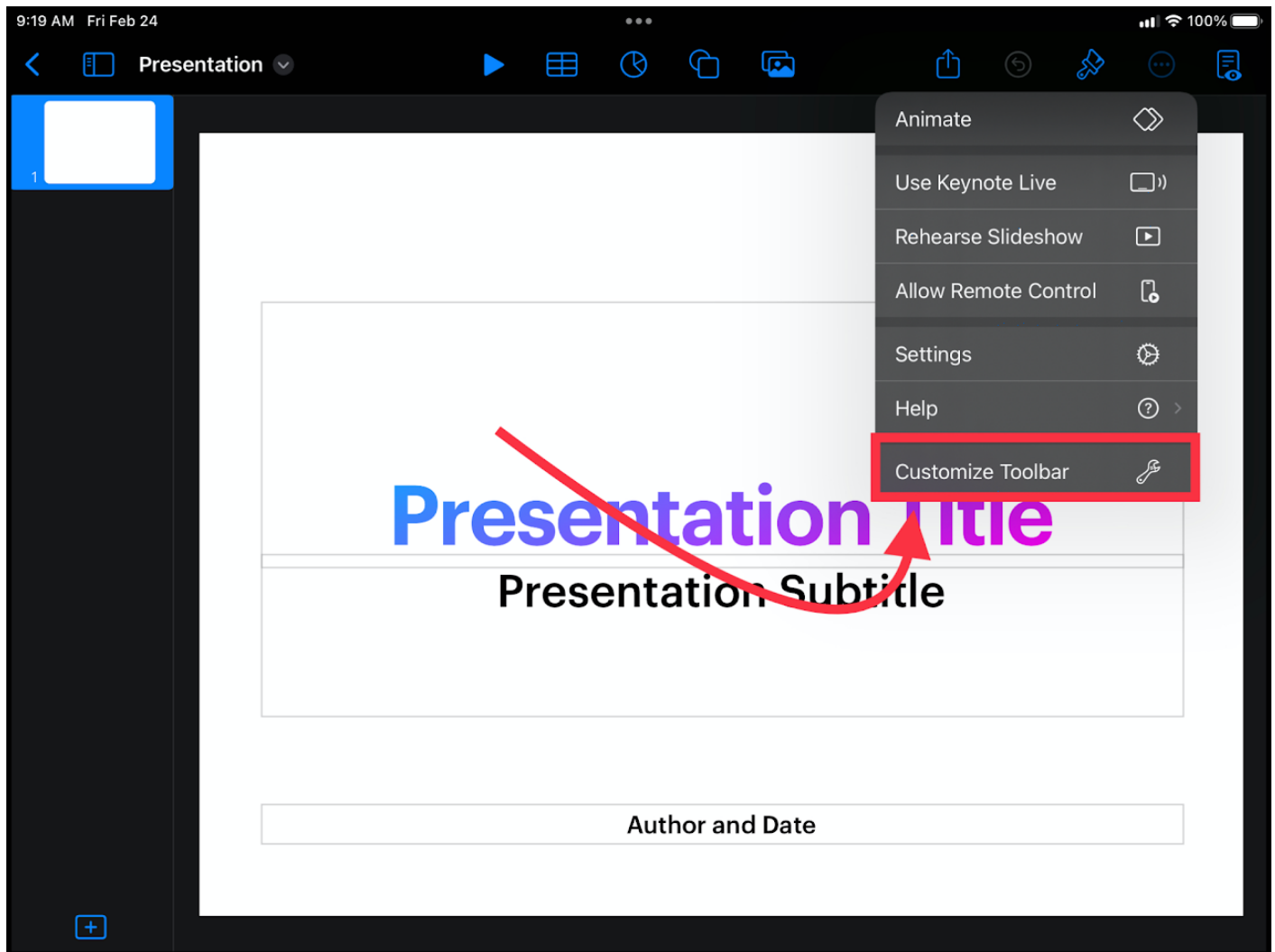
Step 1 - Navigate To The Extras Menu

In the top right of the screen, select the 3 dots.



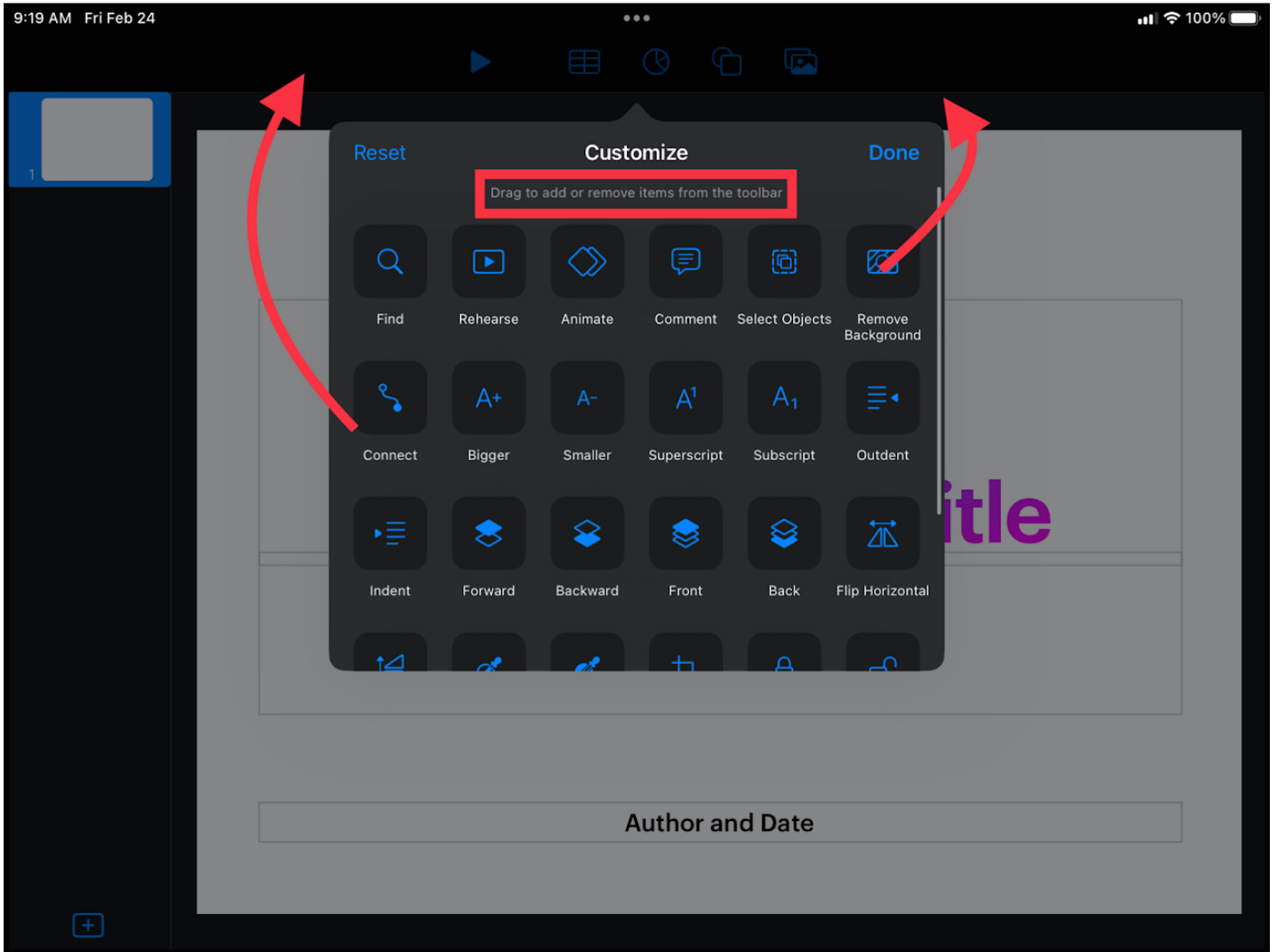
Step 2 - Select "Customize Toolbar"

After opening the extras menu, select the "Customize Toolbar" option.



Step 3 - Start Customizing

You can drag and drop the different icons shown on your screen to the top toolbar. You can remove items by doing the opposite.



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