

Creating your Own Toolbar

In this Chapter you will learn

- How to create a custom toolbar and fill it with your favorite tools

ISTC Topic:
1.10



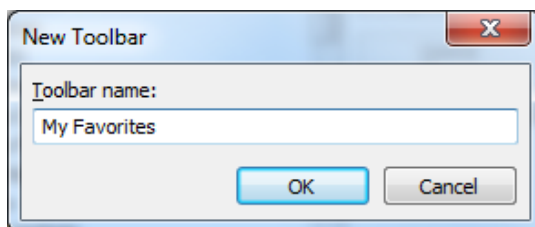
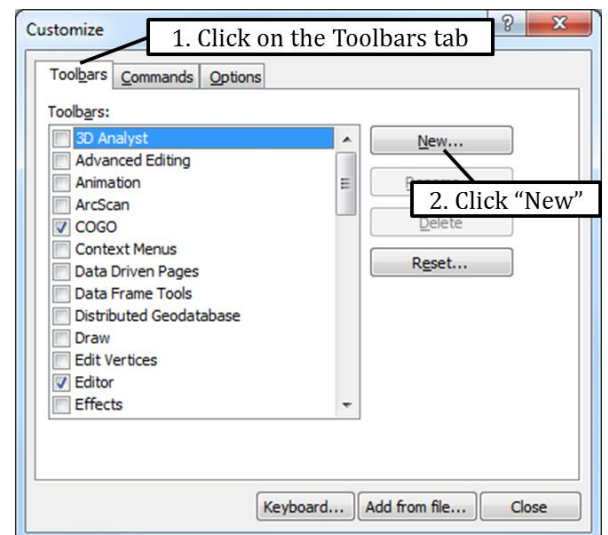
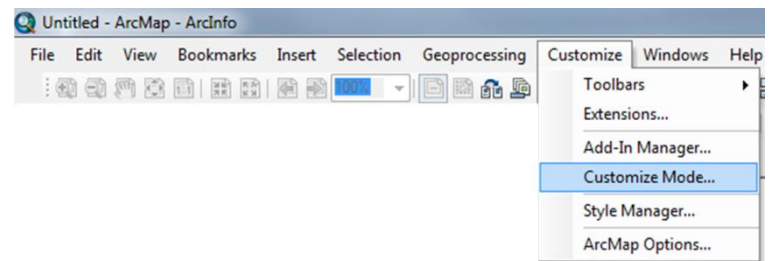
1.10: Creating a Custom Toolbar

1. Creating a custom toolbar

It does not take too much effort to clutter up your ArcMap window with a multitude of toolbars and buttons. An easy way to have access to the tools you use most while uncluttering your ArcMap user interface is by creating a new toolbar and populate it with the tools you most frequently use.

Exercise 1: Create a custom toolbar

1. Start ArcMap. You can start with any map document you wish, or create a new empty one.
2. Click on Customize > Customize Mode as shown on the right.
3. On the “Customize” dialog box click on the Toolbars tab and then click “New” as shown on the right.
4. Give your new toolbar a name in the “New Toolbar” dialog box. I called mine “My Favorites”, but you can call it anything you want.



5. Click OK. You will notice a (tiny) new toolbar in ArcMap as shown on the right. Leave ArcMap open if you wish to go on to exercise 2. Save your map document with any name you like.



Exercise 2: Populate your new toolbar with your favorite tools

1. Click Customize > Customize Mode (as illustrated in step 1 of exercise 1). Click the Commands tab.
2. You can choose your own tools. In our example we want to add some common editing tools: “start editing”, “stop editing” and “save edits”. Go to the Commands tab and notice the various sets of tools listed under “Categories” as shown on the right.
3. Editing tools can be found in the “Editor” category. Scroll down and click on “Editor” and notice the editing tools listed under “Commands” on the right-hand side of the Customize dialog box.
4. Scroll down the list of commands until you find “Start Editing”. Click on the command and drag it to the custom toolbar you created in exercise 1. This tool is now added to your personal toolbar.
5. Also add the “Save Edits” and “Stop Editing” commands to your toolbar.
6. Try adding all the tools you frequently use. In the example shown on the right, the “Undo” and “Redo” commands from the “Edit” Category have been added as well along with the “Go Back To Previous Extent” and “Go To Next Extent” tools from the “Pan/Zoom” category.
7. Save your ArcMap document (File > Save). You can create as many toolbars as you like.
8. Suppose you would like to remove a tool from your toolbar. Go to Customize > Customize Mode. Then click on the tool you wish to remove and use your mouse to drag it away from the toolbar. Similarly, you can also add more tools at a later date following the same procedure described in steps 1-7 in this exercise.

