Toolbars in Carlson 2022

Table of Contents

1   Commonly Used Toolbars, Commands, Etc.

Toolbars provide one of several customizable ways to start commands and change settings. Buttons with a small black triangle in the lower-right corner are flyout toolbars that contain related commands. With the cursor over the icon, hold down the left button on the mouse until the flyout toolbar displays.

The Quick Access toolbar at the top of the application window is displayed by default. It contains frequently used commands as well as standard commands for opening and saving files.

1.1 Useful Toolbars

Standard	
Carlson Menus	
Properties	
Survey (Carlson)	
Layers (Carlson)	
Layers (AutoCAD®)	

Layers (IntelliCAD®)	
Orbit	
Workspace	
Object Snap	
Modify	
Draw	

1.2 Loading Toolbars

Toolbars can be shown/hidden by right clicking in a blank section of the toolbar area and selecting the toolbar of interest from the module of interest. The selections can be saved to a Workspace. Personalised Toolbars can also be created. The more toolbars that are selected equals less area for drafting.
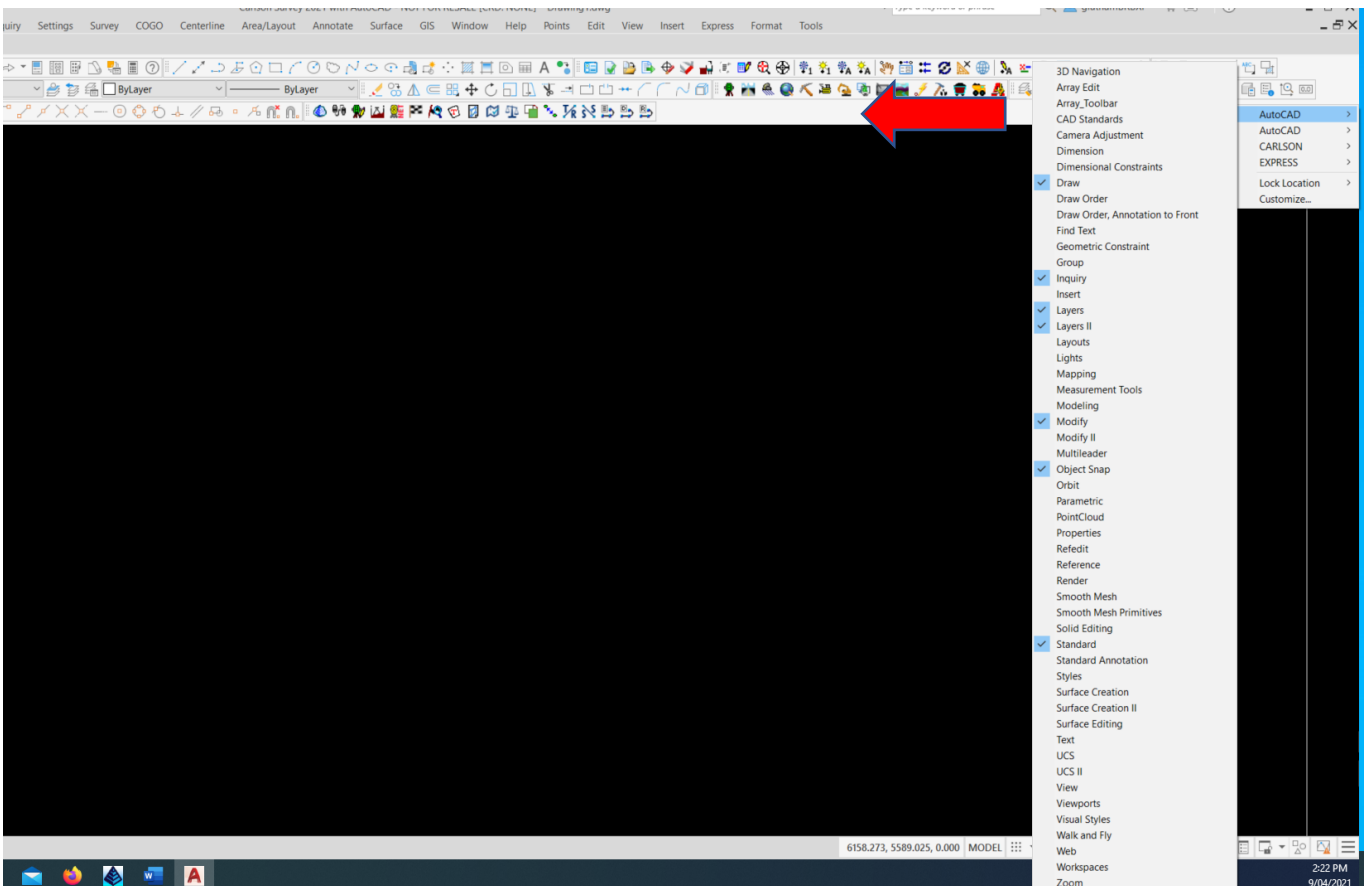
A toolbar can be *floating* or *docked*. A floating toolbar can be displayed anywhere on the screen, and can drag it to a new location, resized or docked. A docked toolbar can be attached to any edge of the drawing area. Any time a change is made to a Toolbar or it's position then it should be saved in a Workspace.

1.3 Setting the Behaviour of Dockable Windows and Palettes

Windows such as the ribbon, Properties palette, tool palettes, Command window and DesignCenter can be docked, anchored, or floated. Settings for these and other options are often changed on a shortcut menu, available by right-clicking the title bar of the palette or window.

- **Resize**. Drag an edge of the window to change its size. If the window has panes, drag the bar between panes to resize the panes.

- **Allow Docking**. Select this option if you want to dock or anchor a dockable window. A docked window adheres to one side of the application window, causing the drawing area to be resized.

- **Anchor.** Attach, or anchor, a dockable window or palette to the left or right side of the drawing area. An anchored window rolls open and closed as the cursor moves across it. When an anchored window is open, its content overlaps the drawing area. An anchored window cannot be set to stay open. The Allow Docking option must be selected before you can anchor a window.

- **Auto-hide**. A floating window rolls open and closes as the cursor moves across it. When this option is cleared, the window stays open continuously. Undocked windows with auto-hide are displayed as a bar inside the drawing area.

- **Transparency**. Sets the degree of transparency for the window and on mouse over. The window becomes transparent so that it does not obscure objects under it. The window becomes more opaque when the cursor is over it. This option is not available for all windows.

Floating Properties palette   Docked Properties palette
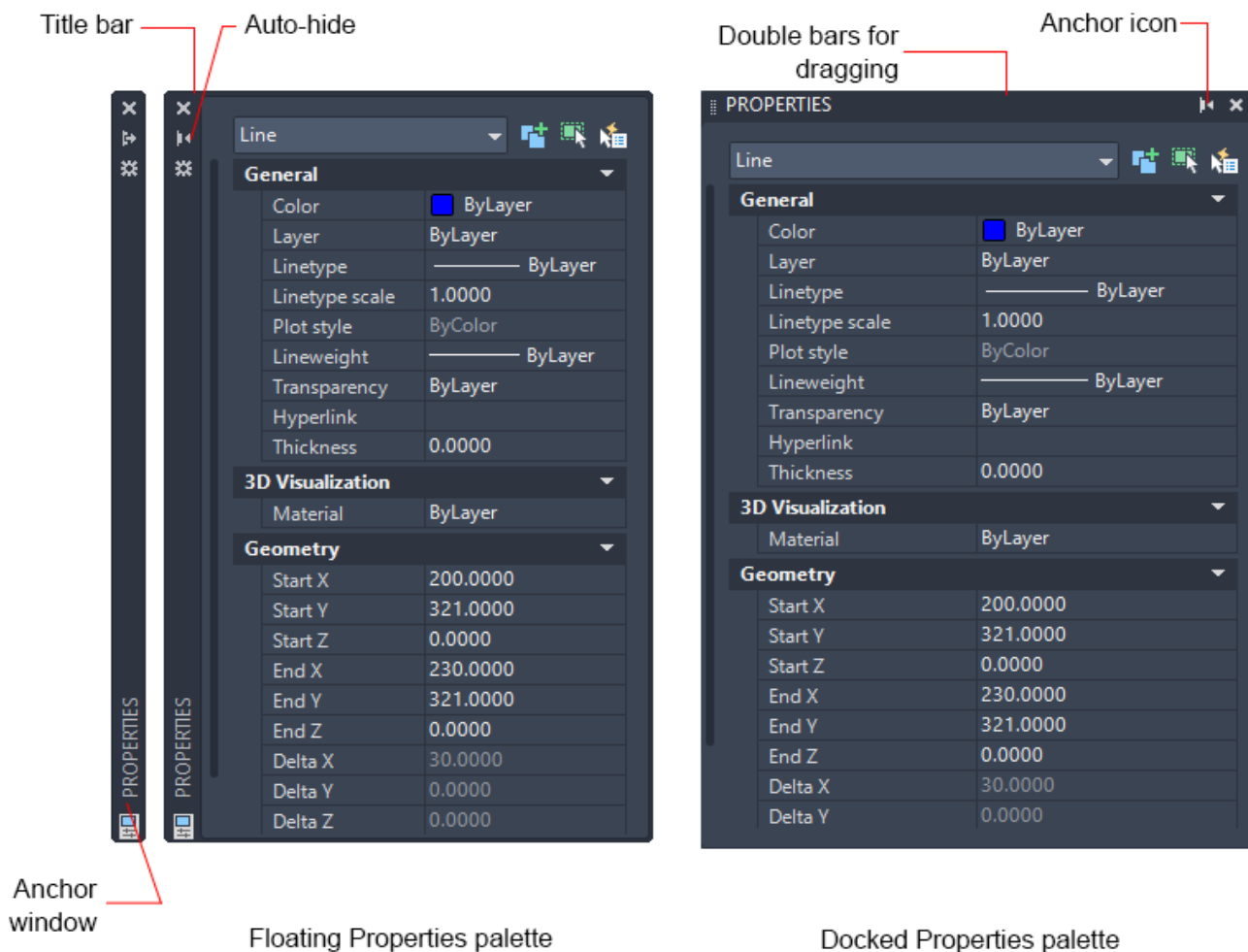
1.4 Setting the Display of Toolbars

To display or hide toolbars, right-click any toolbar to display a list of toolbars. A check mark next to a toolbar name indicates that it is displayed. Click a toolbar name to display it or clear the check mark to close it.

Like windows and palettes, a toolbar can be docked or floating. A docked toolbar is attached to an edge of the drawing area. You can

- Undock a toolbar by double-clicking the double bars.
- Move or dock a toolbar by dragging it to a new location.
- Resize a floating toolbar by dragging an edge.

1.5 Lock the Position of Toolbars and Dockable Windows

Once you have arranged toolbars and docked, floating, or anchored windows the way you want them, you can lock their position. Locked toolbars and windows can still be used, opened or closed.

To lock toolbars in Carlson with AutoCad or Carlson OEM go to the bottom right of the screen and click the

3 horizontal bars which will display the **Customization** menu then select **Lock UI**, an icon will appear along the bottom from which **Floating Toolbars/Panels, Docked Toolbars/Panels, Floating Window**s and **Docked Windows** can be locked or unlocked. Once toolbars have been locked the grip point for moving toolbars disappears.
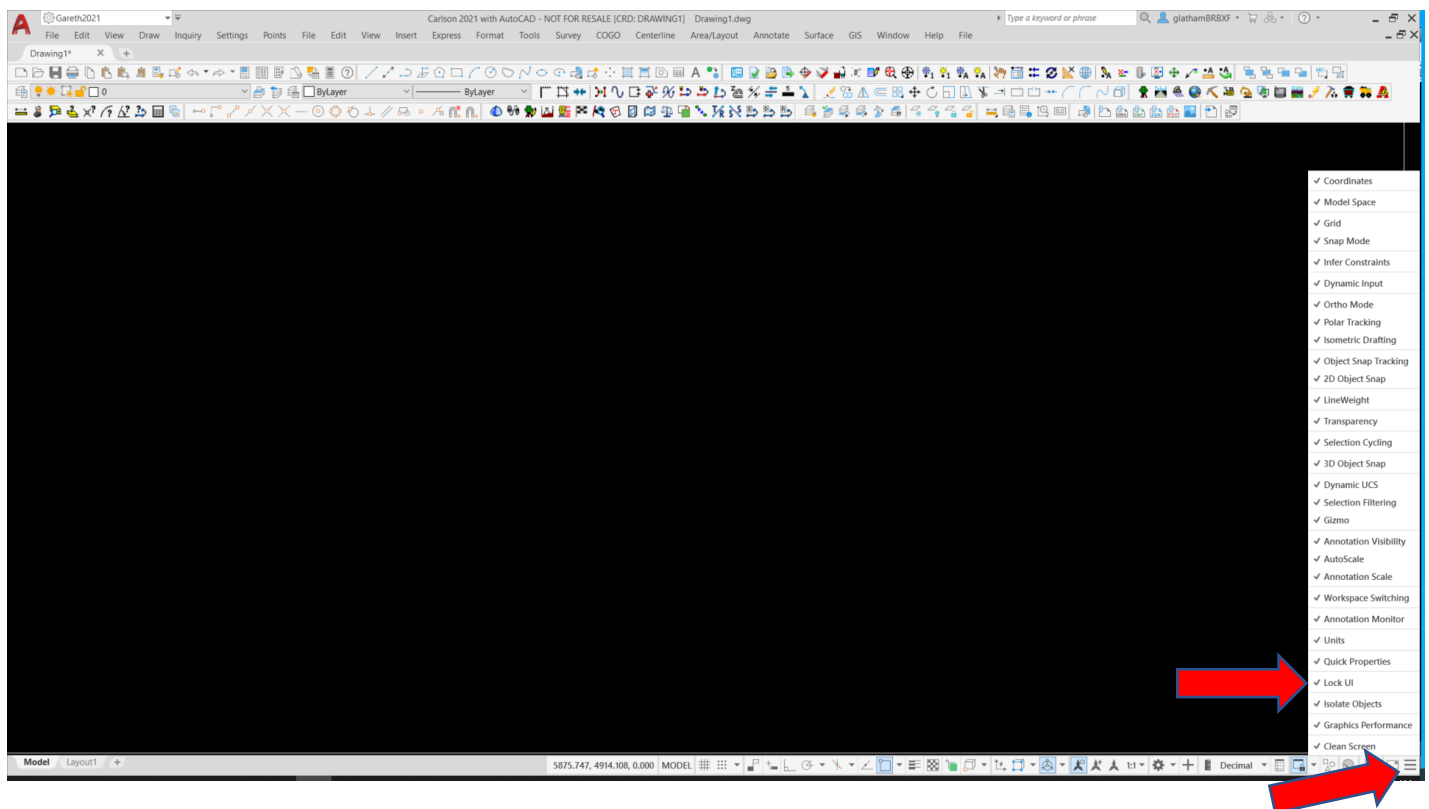
To unlock them temporarily, press and hold Ctrl.

For Carlson with IntelliCad the Lock Toolbar is found by right clicking the mouse while the cursor is in a blank area beside a toolbar then scrolling down to **Lock Location** selection which toolbars to lock.
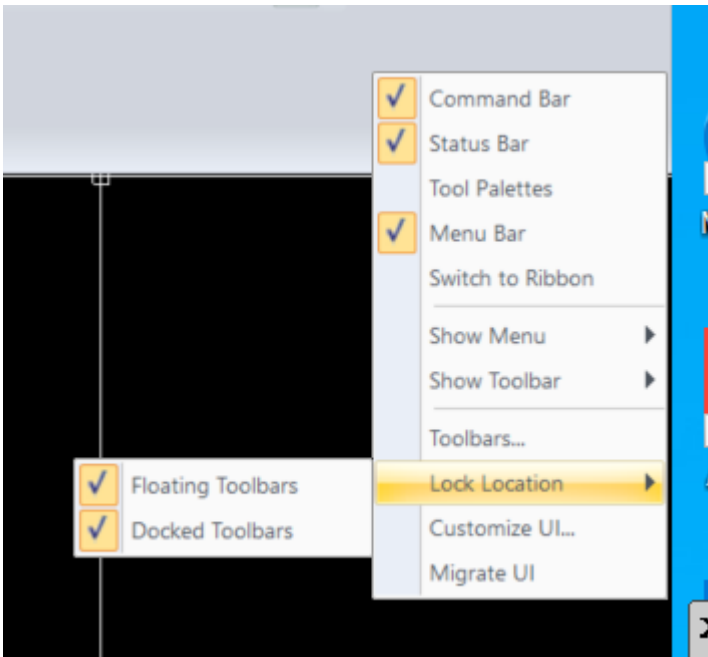
It is recommended that once all toolbars are customized that a **Workspace** is created to save these settings.

1.6 Creating a Workspace

Workspaces are sets of menus, toolbars, palettes, and ribbon control panels that are grouped and organized so that you can work in a custom, task-oriented drawing environment.

When you use a workspace, only the menus, toolbars, and palettes that are relevant to a task are displayed. In addition, a workspace may automatically display the ribbon, a special palette with task-specific control panels.

You can easily switch between workspaces.

To create a workspace in Carlson with AutoCad or Carlson OEM make sure workspace is selected via the drop-down arrow at the top left of the screen, once workspace is on then **Save Current As** and save with a new name. Any time that the tool bars are changed this workspace name should be updated.
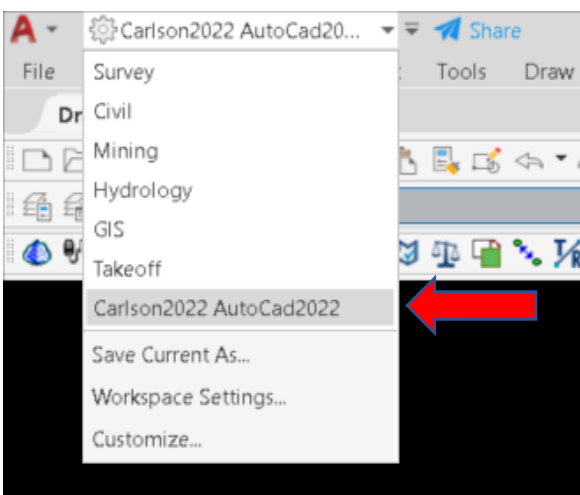
1.7 Modifying Toolbars

Toolbars can be modified by right clicking on the toolbar then scrolling down to customize, alternatively you can type 'cui' into the command line, unfortunately you then have to find the toolbar you wanted to modify, the first method takes you straight to the toolbar (as shown on next page).
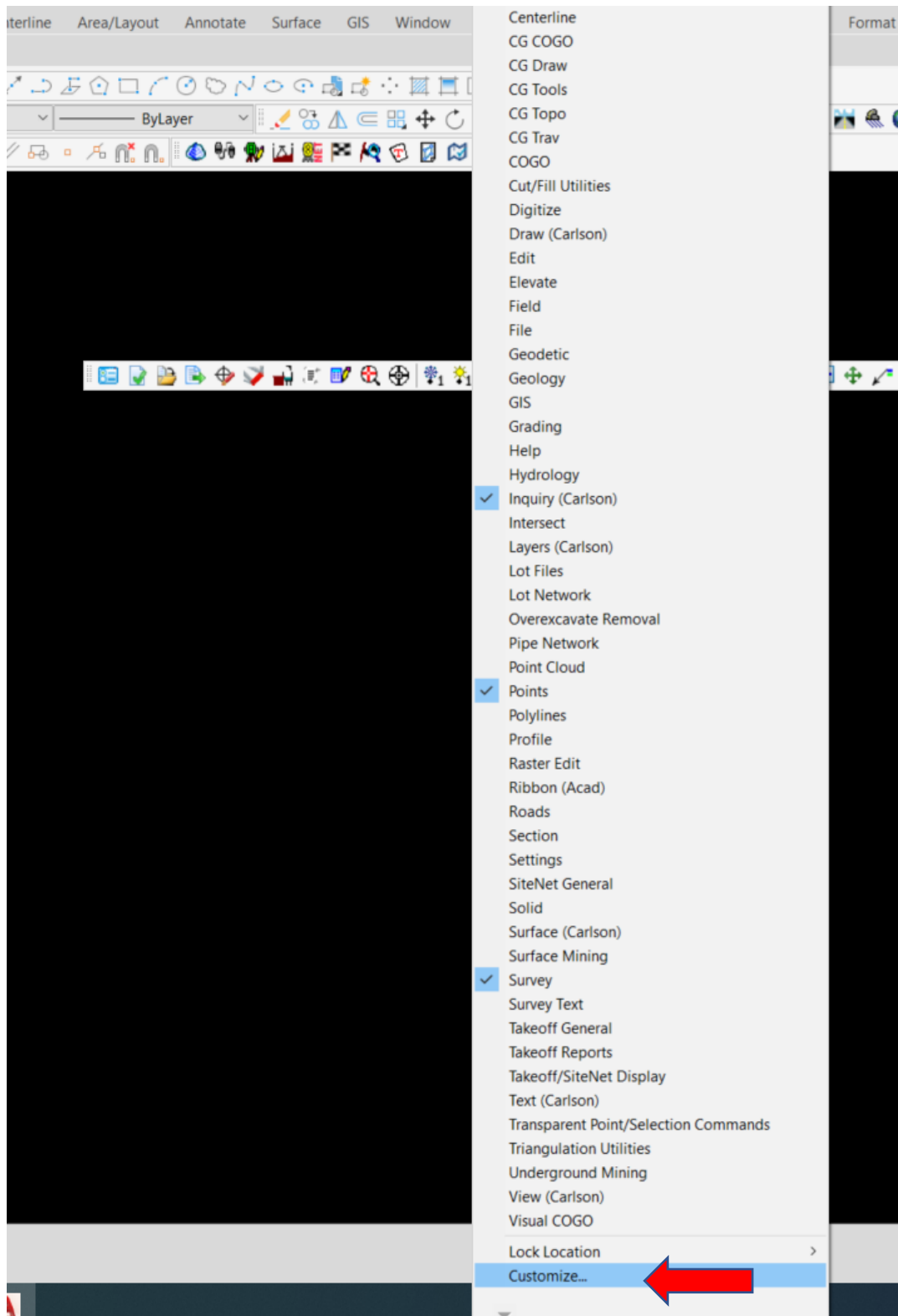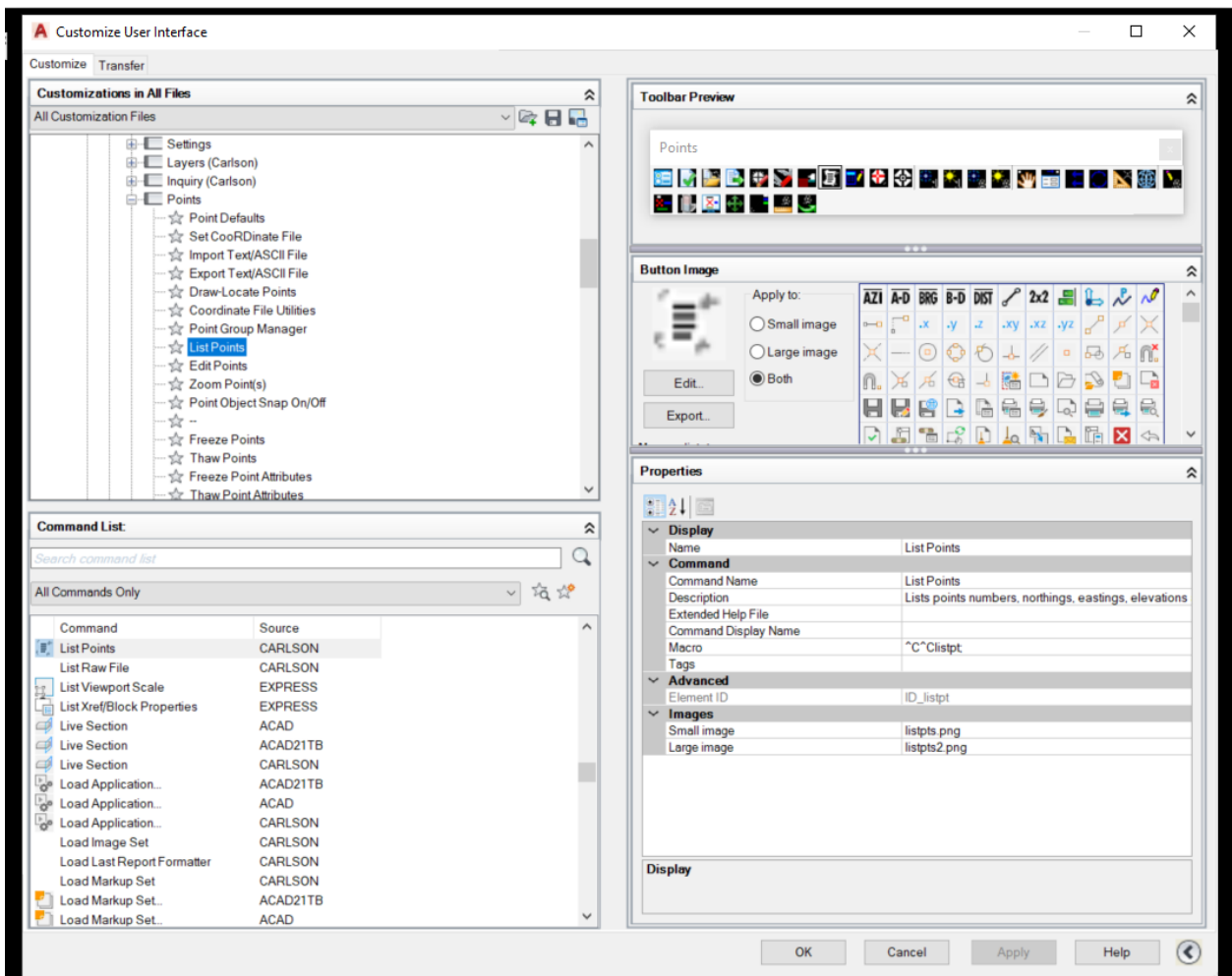
 You will need to expand the screen by selecting the down arrows across from 'Customizations in All Files' and the **>** right of the 'Help' at the bottom.
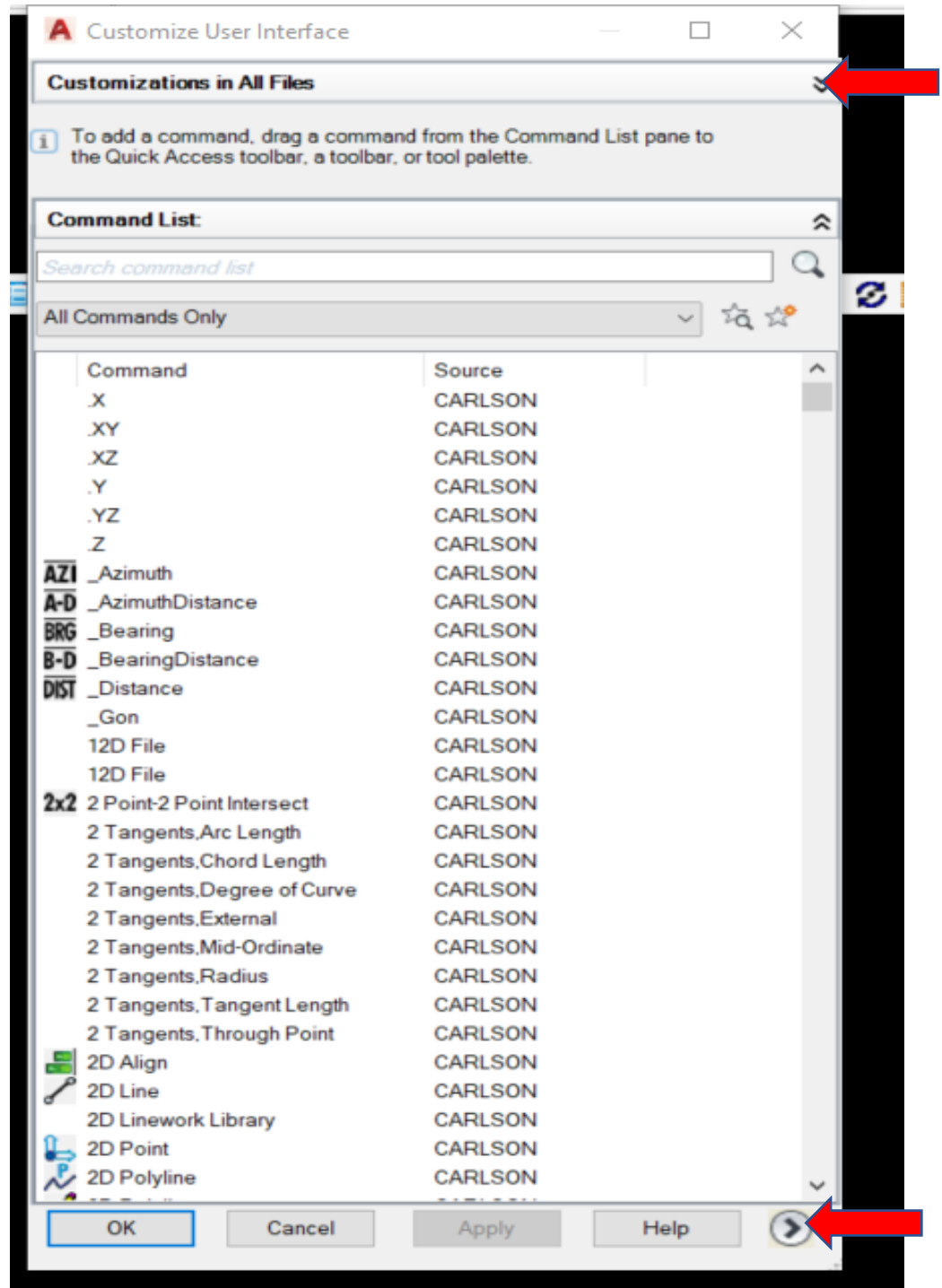
As Carlson 'Points' toolbar was selected the CUI (Customize User Interface) has opened up at that toolbar.
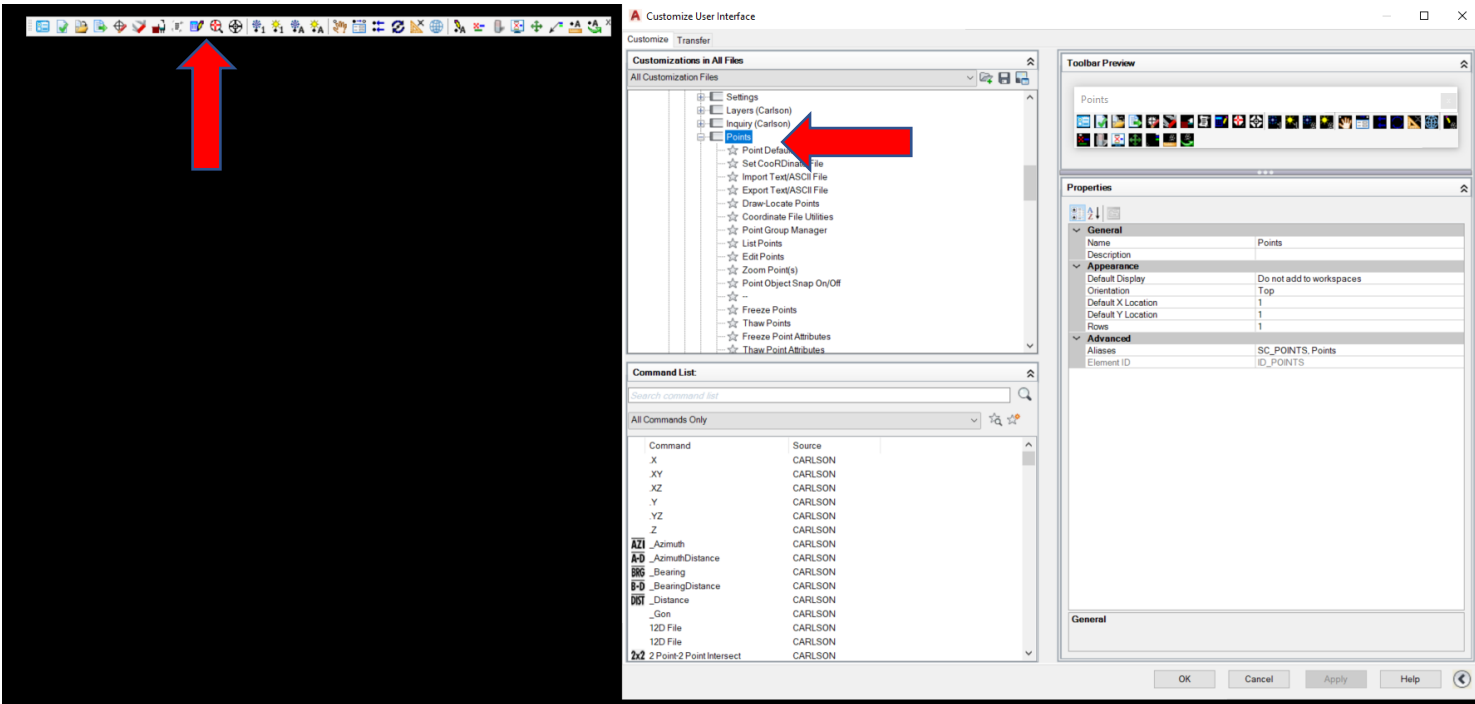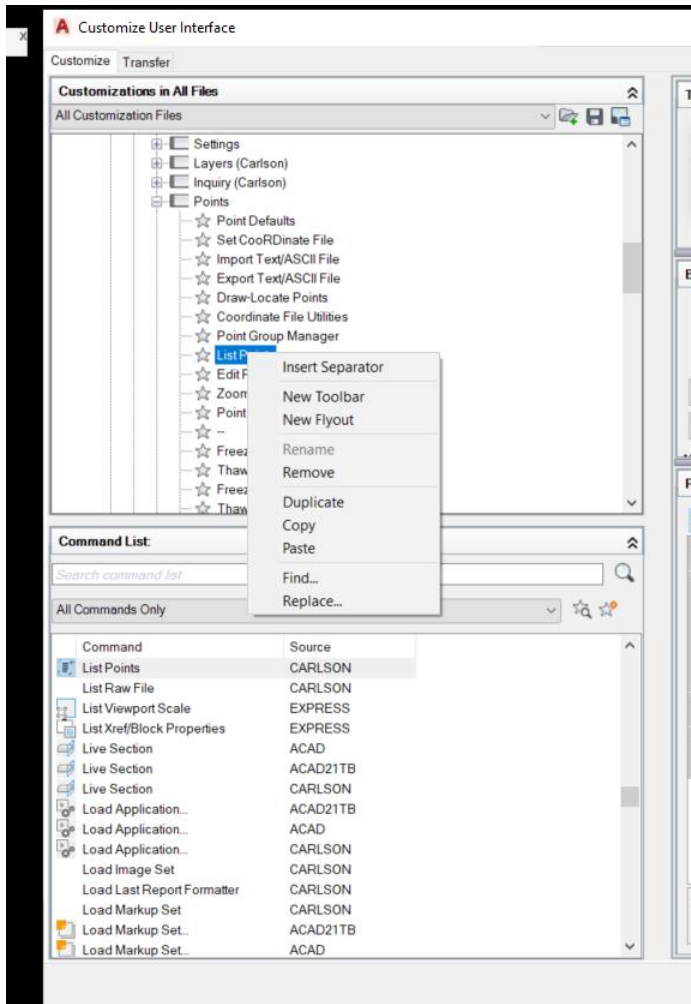

If 'List Points' was then selected then all the properties of that command are shown on the right of the screen.

Right clicking on 'List Points' allows that command to be modified in the toolbar, if you **Remove** it, it can be replaced from the list in 'All commands Only', just drag and drop.

If there is limited screen space then the '☆ - ' (separator line in toolbar display) from the toolbar list can be removed, if 3 of these are removed then another command can take their place. Commands that are not likely to be used can also be removed to free up space.
The 'All Commands Only' has all the commands available but this doesn't stop new commands from being created and adding to a toolbar or from a new toolbar being created.