Table toolbars

- Basic toolbar buttons
- Specific toolbar buttons

Important
If the table toolbars are not available in a server project, lock the table for editing. Make sure you have the right to edit the model of this project.

Basic toolbar buttons

The following table describes the toolbar buttons found in tables.

Button	Shortcut keys	Description
Navigation toolbar		
	Alt+B	Click the Containment tree to select the element of the selected row.
Edit toolbar		
Add New > Create	Insert	Click to create a new element in the table. This element will also be added to the model. If several element types are available, a shortcut menu with available types will open. You will be able to select an element of the type you need. **Note** • In Instance Table, expand and select Create to add a new instance. If this button is not active, the classifier is not specified for the instance table. • In Metric Table, click Calculate Metrics and select Add New Metric with Different Parameters to create a
Add Existing	Ctrl+Insert	Click to add an element from a model. The **Select Element** dialog opens. Only elements of the type defined in a specific table will be listed. **Note** In Instance Table, expand to find this button.
Delete	Ctrl+D	Click to remove selected elements both from the table and the model. **Note** In Instance Table, expand to find this button.
Remove From Table	Ctrl+Delete	Click to remove only selected elements from the table. **Note** In Instance Table, expand to find this button.
Layout toolbar		
		Click to expand or collapse rows when the **Display Mode** under the **Options** button is selected as **Compact tree** or **Complete tree**. You may expand the command and select: • **Expand Selected Recursively** - to expand the selected row recursively. • **Expand All** - to expand all rows. • **Collapse Selected Recursively** - to collapse the selected row recursively. • **Collapse All** - to collapse all rows.
	Ctrl+Up Arrow	Click to shift selected elements (either grouped or non-grouped) up a row. The elements are automatically renumbered after moving.
	Ctrl+Down Arrow	Click to shift selected elements (either grouped or non-grouped) down a row. The elements are automatically renumbered after moving.

Show Columns / Columns	N/A	Click to change the set of columns to show on the table. **Note** In Instance and Metric tables, this button is called **Columns**. In Generic and Glossary tables, this button is called **Show Columns**.
Publish toolbar		
Export	N/A	Click to export the contents of the table to an **.html*, **.csv*, or **.xlsx* file. **Note** In the Metric Table this button also allows you export to *.xlsm file.
Excel /CSV Sync	N/A	Click to open the Excel/CSV Sync menu: • **Excel/CSV File** - contains three commands: - **Select File** - opens the **Excel/CSV Sync Options** dialog and allows you to select a file from you file system or from your model to link it with modeling tool table and enable data syncing. - **Clear Selection** - removes the reference between modeling tool table and linked file and syncing is turned off. - **Open File** - opens the linked file. • **Read from File** - imports data from Excel/CSV file to modeling tool table. • **Write to File** - exports data from modeling tool table to Excel/CSV file. • **Sync Options** - opens the **Excel/CSV Sync Options** dialog and allows you to customize sync and mapping options before syncing data between Excel/CSV file and modeling tool table.
Find in Diagram		
Find in Diagram	Ctrl+F	Click to open the search bar allowing to search for textual information in all types of diagrams, including tables, matrices and maps. Use ▲/▼ to navigate the search results.
View toolbar		
	N/A	Click to update the contents of the table after specifying the scope. **Note** In the Instance Table, this button updates data after specifying the smart package as the scope criteria.
	Ctrl+W	Click to fit the table in the active window size.
	Ctrl+Slash Ctrl+NumPad/	Click to show the actual size of the table.
	Ctrl+Plus Ctrl+NumPad+ Ctrl+Equals	Click to enlarge the table maintaining aspect ratio.
	Ctrl+Minus Ctrl+NumPad-	Click to reduce the table maintaining aspect ratio.
120%	N/A	Click to show the size ratio. Click to select the size ratio from the percentage list or enter the value.
Validation toolbar		
	N/A	Click to validate the table against all validation rules stored in the model, except those that are ignored.
Options toolbar		

	N/A	Click to open the Options menu. Each table contains different options under this button. Below are the meanings of all available options: • **Show Full Paths** – displays the full paths of elements (where owner information can be displayed). • **Save Filter Criteria** – keeps the filter criteria unchanged after reloading the project or after restarting MagicDraw. • **Show Detailed Column Name** – in a generic table, shows property group and/or stereotype names in the table header. This is helpful when the table displays several columns with the same name. In a metric table, it shows the names of metric suites in column headers but it works when the metric table represents the metrics of two or more metric suites. In an instance table, it shows classifier names in column headers. • **Strip Multiline Text** – strips the text that covers more than five rows. Three dots will be added at the end of the stripped text. • **Show Column Type** – in a metric table, shows types of metric and parameter values in column headers. For example, *Blocks Count : Integer*. In an instance table, it shows types of slot values in column headers. For example, *Year : Integer* or *Boat.Beam : String*. • **Show Column Icons** - shows icons in the column headers • **Show Abbreviation in Column Type** – in a metric table, shows abbreviations of metric or parameter names in column headers, if they are specified. • **Show Units on Values** - in an instance table, shows unit symbols next to values. • **Show Units on Columns** - in an instance table, it shows unit symbols in column headers. • **Display Mode** - allows selection of one of the following data visualization options: - **Complete tree** - displays elements hierarchically with all their owners in the column header. - **Compact tree** - displays elements hierarchically with their direct and common owners in the column header. To learn more, visit the Working with rows page. - **List** - displays elements in plain list. • **Use Acronyms** - recognizes acronyms everywhere in the text. Only capitalized terms are recognized as acronyms. Lowercase words are not interpreted as acronyms. • **Specification**– opens the Specification window of an appropriate table.
Suppress/Expand Criteria Area toolbar		
	N/A	Click to hide the **Criteria** area.
	N/A	Click to show the **Criteria** area.
Other buttons		
	Alt+Left Arrow	Click to navigate to the previously opened diagram, table, dependency matrix, or relation map.
	Alt+Right Arrow	Click to navigate to the previously opened diagram, table, dependency matrix, or relation map.

Specific toolbar buttons

The following table describes the toolbar buttons found only in specific tables.

Table name where button can be found	Button	Shortcut keys	Description
	Edit toolbar		
Instance Table	> Create with Parts	Alt+Insert	Click to create a new instance with parts.
Instance Table	> Delete with Parts	Alt+D	Click to remove selected elements both from the table and the model.
Metric Table	Calculate Metrics	N/A	Click to open the Calculate Metrics menu and then select the needed command.
	Layout toolbar		
Metric Table	Show Metric Suites	N/A	Click to select the metric suites whose columns you need to show on the Metric table.
	Other buttons		
Glossary Table		N/A	Click to turn the glossary on/off in the project.

Related pages

- Table toolbars
- Table Criteria area
- Basic tasks in tables
- Generic table
- Glossary table
- Instance table
- Metric table
- Sync with Excel or CSV files

- Legends