Toolbars

Toolbars help to speed up your work when performing commonly used tasks. Your modeling tool has two types of toolbars:

- Main toolbars - contain commands for basic project related tasks and are located at the top of the modeling tool window, right under the main menu.
- Diagram toolbars - contain commands for working with diagram symbols and are located at the top of the diagram pane.

To show or hide different toolbars

- In the main menu, click **View**, select either **Main Toolbars** or **Diagram Toolbars**, and in the showed menu select/clear the check boxes of the toolbars that you want to show/hide.
- Right-click the desired toolbar area and in the shortcut menu select/clear the check boxes of the toolbars that you want to show/hide.

Customizing toolbars

You can customize existing toolbars by adding or removing buttons, and also create new custom toolbars.

To add a new toolbar

1. Do one of the following:
   - In the main menu, select **View** > **Main Toolbars**/**Diagram Toolbars** > **Customize**.
   - Right-click the toolbar area, and in the shortcut menu select **Customize**.
2. In the **Customize Toolbars** dialog, select the desired toolbar group and click the **Add** > **New Toolbar**.
3. Enter the name of the new toolbar and click **OK**.

After completing the above steps, a new toolbar is created in the selected toolbar group, and you can choose to show/hide it in the shortcut menu of the respective toolbar area. Note that the newly created toolbar does not have any buttons, so you need to add them after creating it.
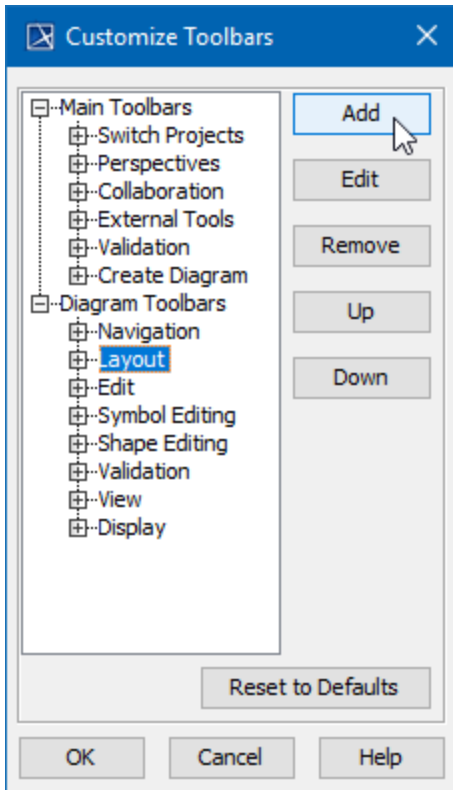
To add a new button to a toolbar

1. Do one of the following:
   - In the main menu, select **View** > **Main Toolbars**/**Diagram Toolbars** > **Customize**.
   - Right-click the toolbar area, and in the shortcut menu select **Customize**.
2. In the **Customize Toolbars** dialog, select the desired toolbar and click the **Add** > **Button**.

3. In the **Add Button** dialog, select the desired button or command and click **OK**.
4. Click **OK** one more time to close the **Customize Toolbars** dialog.

A new button is added to the selected toolbar. To add more than one button, repeat steps 2 and 3 as many times as you need.

To remove a toolbar or button

1. Do one of the following:
    - In the main menu, select **View** > **Main Toolbars/Diagram Toolbars** > **Customize**.
    - Right-click the toolbar area, and in the shortcut menu select **Customize**.
2. In the **Customize Toolbars** dialog, select the toolbar or button you want to remove and click the **Remove** button.

After completing the above steps, the selected toolbar or button is removed from the respective toolbar area or toolbar. Toolbars that have been removed do not appear in the menu for selecting which toolbars you want to show.

⚠ **Restoring default toolbars**

To undo all the actions for customizing toolbars, open the **Customize Toolbars** dialog, as described in step 1 above, and click the **Reset to Defaults** button.