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

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**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 <a href="#">Containment tree</a> to select the element of the selected row.
Edit toolbar		
<div> Add New</div> <div> &gt;</div> <div> Create</div>	Insert	<p>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.</p> <div><div><b>Note</b></div><ul style="list-style-type: none"><li>• In Instance Table, expand  and select  <b>Create</b> to add a new instance. If this button is not active, the classifier is not specified for the instance table.</li></ul></div>
<div> Add Existing</div>	Ctrl+Insert	<p>Click to add an element from the model. The <a href="#">Select Element dialog</a> opens. Only elements of the type defined in a specific table will be listed.</p> <div><div><b>Note</b></div><p>In Instance Table, expand  to find this button.</p></div>
<div> Delete</div>	Ctrl+D	<p>Click to remove selected elements both from the table and the model.</p> <div><div><b>Note</b></div><p>In Instance Table, expand  to find this button.</p></div>
<div> Remove From Table</div>	Ctrl+Delete	<p>Click to remove only selected elements from the table.</p> <div><div><b>Note</b></div><p>In Instance Table, expand  to find this button.</p></div>
Layout toolbar		
		<p>Click to expand or collapse rows when the <b>Display Mode</b> under the <b>Options</b> button is selected as <b>Compact tree</b> or <b>Complete tree</b>.</p> <p>You may expand the command and select:</p> <ul style="list-style-type: none"><li>• <b>Expand Selected Recursively</b> - to expand the selected row recursively.</li><li>• <b>Expand All</b> - to expand all rows.</li><li>• <b>Collapse Selected Recursively</b> - to collapse the selected row recursively.</li><li>• <b>Collapse All</b> - to collapse all rows.</li></ul>
	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.

 Columns	N/A	Click to change the set of columns to show on the table.
<b>Publish toolbar</b>		
 Export	N/A	Click to export the contents of the table to an *.html, *.csv, or *.xlsx file.  <div><b>Note</b> In the Metric Table this button also allows you export to *.xlsm file.</div>
 Excel/CSV Sync	N/A	Click to open the Excel/CSV Sync menu: <ul style="list-style-type: none"><li>• <b>Excel/CSV File</b> - contains three commands:<ul style="list-style-type: none"><li>- <b>Select File</b> - opens the <a href="#">Excel/CSV Sync Options dialog</a> 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.</li><li>- <b>Clear Selection</b> - removes the reference between modeling tool table and linked file and syncing is turned off.</li><li>- <b>Open File</b> - opens the linked file.</li></ul></li><li>• <b>Read from File</b> - imports data from Excel/CSV file to modeling tool table.</li><li>• <b>Write to File</b> - exports data from modeling tool table to Excel/CSV file.</li><li>• <b>Sync Options</b> - opens the <a href="#">Excel/CSV Sync Options dialog</a> and allows you to customize sync and mapping options before syncing data between Excel/CSV file and modeling tool table.</li></ul>
<b>Find in Diagram</b>		
 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.
<b>View toolbar</b>		
	N/A	Click to update the contents of the table after specifying the scope.  <div><b>Note</b> In the Instance Table, this button updates data after specifying the smart package as the scope criteria.</div>
	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.
<b>Validation toolbar</b>		
	N/A	Click to validate the table against all validation rules stored in the model, except those that are ignored.
<b>Options toolbar</b>		

	N/A	<p>Click to open the Options menu. Each table contains different options under this button. Below are the meanings of all available options:</p> <ul style="list-style-type: none"> <li>• <b>Show Full Paths</b> – displays the full paths of elements (where owner information can be displayed).</li> <li>• <b>Save Filter Criteria</b> – keeps the <a href="#">filter criteria</a> unchanged after reloading the project or after restarting MagicDraw.</li> <li>• <b>Show Detailed Column Name</b> – 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.</li> <li>• <b>Show Column Type</b> – in a metric table, shows types of metric and parameter values in column headers. For example, <i>Blocks Count : Integer</i>. In an instance table, it shows types of slot values in column headers. For example, <i>Year : Integer</i> or <i>Boat.Beam : String</i>.</li> <li>• <b>Show Column Icons</b> - shows icons in the column headers.</li> <li>• <b>Show Abbreviation in Column Type</b> – in a metric table, shows abbreviations of metric or parameter names in column headers, if they are specified.</li> <li>• <b>Show Units on Values</b> - in an instance table, shows unit symbols next to values.</li> <li>• <b>Show Units on Columns</b> - in an instance table, it shows unit symbols in column headers.</li> <li>• <b>Wrap Text</b> - wraps long text in table cells. The option is disabled by default.</li> <li>• <b>Limit Row Height</b> - strips cell entries that cover more than 10 element values or plain text lines. Three dots are added at the end of the stripped cell. The complete text is available in the tooltip or in the cell edit mode.</li> <li>• <b>Load Partially</b> - limits data calculation and loading to only visible cells in tables.</li> <li>• <b>Display Mode</b> - allows selection of one of the following data visualization options: <ul style="list-style-type: none"> <li>- <b>Complete tree</b> - displays elements hierarchically with all their owners in the column header.</li> <li>- <b>Compact tree</b> - displays elements hierarchically with their direct and common owners in the column header.</li> </ul> <p>To learn more, visit the <a href="#">Hierarchy in tables</a> page.</p> <li>- <b>List</b> - displays elements in a plain list.</li> </li></ul> <li>• <b>Use Acronyms</b> - recognizes acronyms everywhere in the text. Only capitalized terms are recognized as acronyms. Lowercase words are not interpreted as acronyms.</li> <li>• <b>Specification</b>– opens the <a href="#">Specification window</a> of an appropriate table.</li>
<b>Suppress/Expand Criteria Area toolbar</b>		
	N/A	Click to hide the <b>Criteria</b> area.
	N/A	Click to show the <b>Criteria</b> area.
<b>Other buttons</b>		
	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
<b>Edit toolbar</b>			
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 <a href="#">needed command</a> .
Requirement Table	 Add Nested	Alt+Insert	Click to add a nested Requirement in the model.
<b>Layout toolbar</b>			
Metric Table	 Show Metric Suites	N/A	Click to select the metric suites whose columns you need to show on the Metric table.
<b>Other buttons</b>			

Glossary Table		N/A	Click to turn the glossary on/off in the project.
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**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](#)
- [Partial loading in tables](#)
  
- [Legends](#)