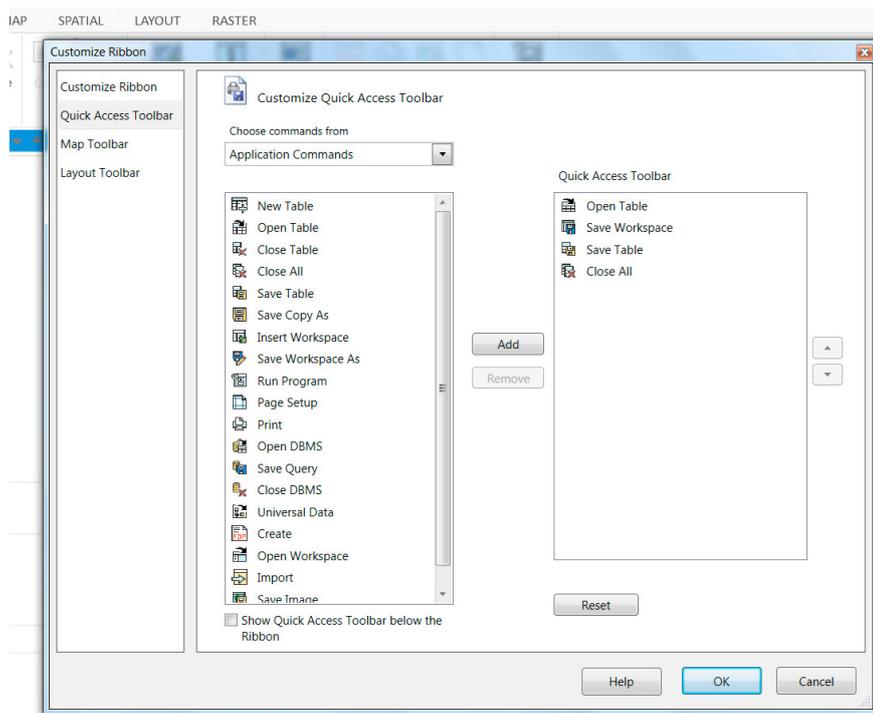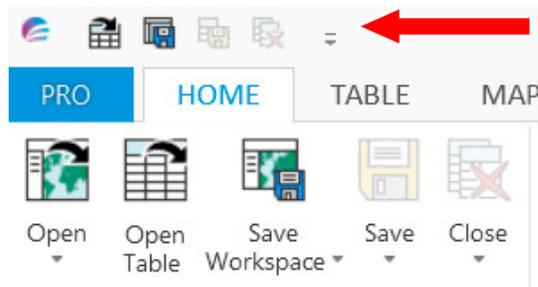# This Week's Wisdom:

The Quick Access Toolbar

Are you spending all your time clicking from ribbon to ribbon, trying to find the right tool? Why aren't you using the Quick Access Toolbar!

What's the Quick Access Toolbar (QAT)? Well for 64-bit users, it's been right under your nose the whole time! It's here, in the top left corner:
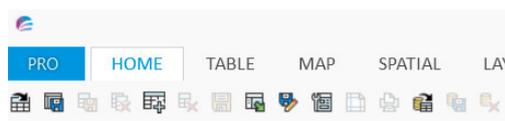
The QAT allows you to add your favourite and most used icons to a single toolbar along the top of your screen. This toolbar is fixed, no matter which ribbon tab you are viewing, the QAT will stay the same, still showing your favourites. It's easy to set up too. Click on the small black drop down arrow on the QAT and select More Commands. This will bring up the Customise Ribbon pop up (shown below).

Once open, use the Add and Remove buttons to move tools from the lefthand 'library' to the righthand 'toolbar'. Use the dropdown box at the top which says 'Choose Commands From:' to select which group of tools you wish to view. These are ordered in the same way that the ribbons are. For example, the Erase tool can be selected from the Spatial library.

If you're an old school 32-bit lover then the QAT may be your new best friend! You can add up to 45 tools (approx) to the custom toolbar - that's how many you can fit between the MapInfo logo and the Minimise/Close buttons. If you add every tool you need and select Minimise Ribbons from the same dropdown that brings up the Customise QAT toolbar, you can stop using those pesky ribbons for good and just rely on your own little toolbar. Neat, huh?

Here's another demo screenshot showing the minimised ribbon. I've also chosen to put the QAT below the ribbon. This option can be found just underneath the Minimise Ribbons option. Sadly, this still only gives you one line of tool icons but for the majority of GIS users, 45 mapmaking tools are more than enough!

Eccles House, Eccles Lane,
Hope, Hope Valley, S33 6RW
Phone: 01433 621282
Email: sales@cdrgroup.co.uk
Website: www.cdrgroup.co.uk