

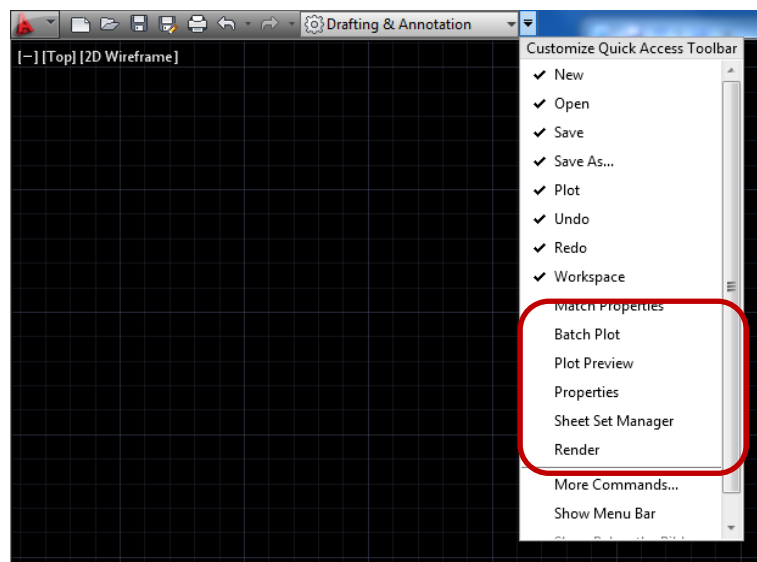
Quick Access Toolbar

AutoCAD Users

Changing the user interface

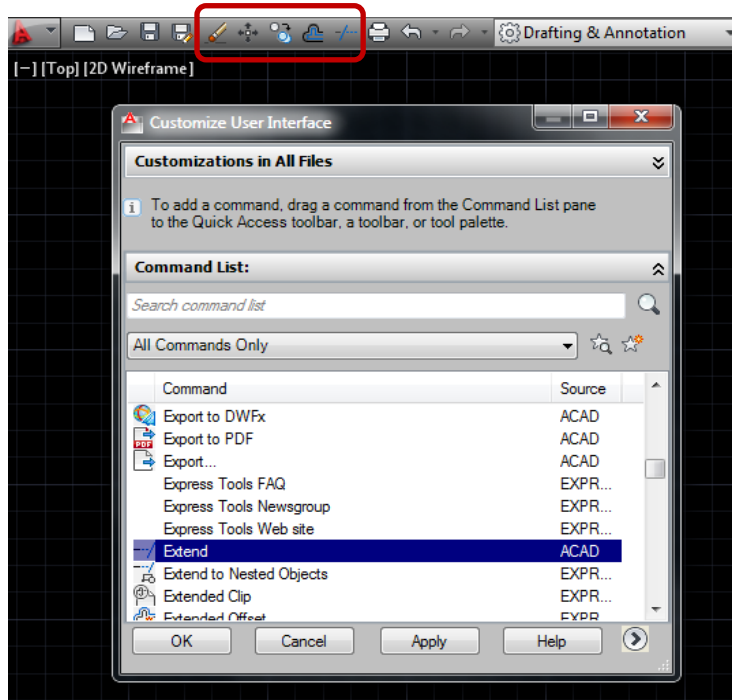
Quick Display Tip 13 – The Quick Access Toolbar

The Quick Access Menu is positioned at the top left of the screen to the right of the red letter “A”, by default it is placed above the ribbon, but by selecting the drop down arrow at the right of the Quick Access Menu, it can be positioned below the ribbon. The Quick Access Menu as its name suggests it to give quick access to regularly used commands; commands may be added or removed, commands that can be added are shown in the drop down list.



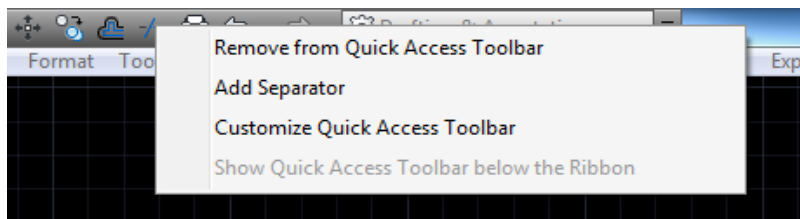
The ticked commands will appear in the Quick Access Toolbar, this however may not include all the commands used in day to day draughting, so additional tools can be added by selecting “More Commands” this gives the ability to drag commands from the list into the Quick Access Toolbar.

Just search the list for the required commands and drag them to the Quick Access Toolbar.

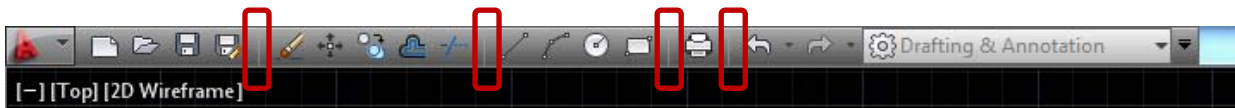


Once the commands have been added to the Quick Access Toolbar, select OK the dialogue box to accept the changes.

The image above also shows Erase, Move, Copy, Offset, and Trim commands added to the Quick Access Toolbar. Commands can be removed from the Quick Access Menu, by moving the pointer over the command and right click again a menu is displayed from the menu select "Remove from Quick Access Toolbar"



To give a more professional appearance to the Quick Access Toolbar command separators can be added.



Depending on the draughting function all regular used commands may be located in this toolbar.