

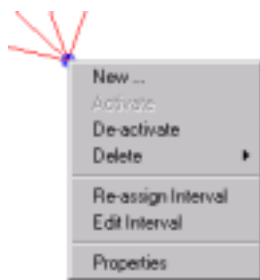
## Shortcut menus and Toolbars

This newsletter focuses on the use of the shortcut menus and toolbars within SKI-Pro and how you can use them to your advantage.

### What is a "Shortcut" Menu?

A shortcut menu is sometimes referred to as a "Pop-up" or "Context" menu. It is the menu that you obtain when clicking the right-mouse button. These menus are "context sensitive" and the menu you get will depend on where you right click.

For example, open a project and click on a point in the **View/Edit** tab view. This is the shortcut menu you will see:



### Why use a "Shortcut" Menu?

Shortcut menus provide a fast and efficient way for you to access operations. You do not have to move the pointer to the menu bar or a toolbar to find the required operation.

In addition, because shortcut menus are filled only with commands that are specific to the object and its context, the number of commands you must browse through is reduced. This will save the number of mouse clicks you must make and save time.

Whenever you're looking for a specific operation, try the short-cut menu first.

## Toolbars

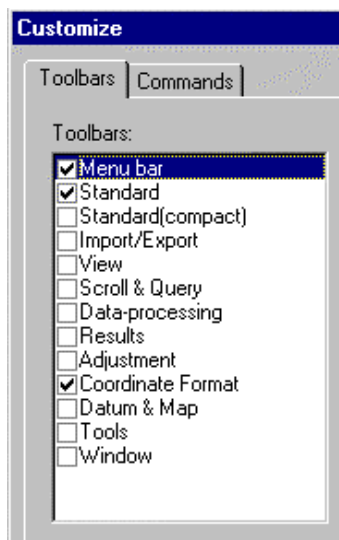
Within SKI-Pro there are a number of toolbars available for use. Two are active as default: the **Standard** toolbar and the **Coordinate Format** toolbar.

You are able to drag and drop any toolbar to any position within the menu region. In addition, you can move the toolbars away from the main menu and they become floating toolbars. For example:



You can activate and deactivate toolbars by accessing the **Customize** settings dialog box. To access this dialog box, simply right-click on any toolbar or take the alternative route via the main menu using **Tools - Customize**.

From this dialog box it is also possible to create your own toolbars.



1. From the **Toolbars** page, activate the **New** button and type in the name of your new toolbar.

2. Go to the **Commands** page. On this page, you can select a category and see its associated buttons.
3. Click on a button to see its description and then if you wish to use this button, drag the button to your new toolbar.

Note: you can also drag and drop buttons from the **Commands** page to any existing toolbar.

In addition, when the **Customize** dialog box is active, it is possible to change the position of buttons in any toolbar by dragging and dropping the buttons as required.

It can be extremely useful to design your own toolbar if you repeatedly use the same toolbar buttons. Alternatively you may wish to create a toolbar for a specific sequence of operations.

For example, the custom toolbar below is designed for the user to select the buttons sequentially from left to right which will **Import** raw GPS data, then to **Process** this data and finally **Export** the data as an ASCII file.



### Remember...

- The shortcut menus are context sensitive.
- Make use of the shortcut menus for efficiency.
- Create and configure your own toolbars to suit your own preferences.