UseCase.0005 (1.0)

Quick Access Toolbar

**Keywords:** quick access, icon, short cut, often use, documents
Description

• This use case demonstrates how to use the quick access toolbar for often used commands.

• The quick access toolbar is part of the ribbon concept implemented within VirtualLab.

• It allows the selection of specific commands from the ribbons to have a more direct access to the desired function.
Quick Access Toolbar

- The Quick Access Toolbar (QAT) can be found at the top of the VirtualLab window (by default).
- The Quick Access Toolbar is document specific. This means dependent on the type of the active document different items will be shown within the QAT.
Adding an Item to the Quick Access Toolbar

1. Right Click on an entry of the ribbon

2. Select Add to Quick Access Toolbar

New icon for quick access
Edit the Entries of the Quick Access Toolbar

By clicking on the QAT icon “Configure Items in Quick Access Toolbar” the edit dialog of the tool to modify the QAT is opened.
Configure Items in Quick Access Toolbar

- Within this tool the user can re-order the items within the QAT.
- It is also possible to add separators. These can be used for a better overview of the QAT icons.
- In addition the user is enabled to delete items from the QAT with this tool.
Configure Items in Quick Access Toolbar

- It is also possible to save the current configuration of the Quick Access Toolbar.
- The generated file can be loaded for example into another VirtualLab installation (e.g. for a colleague or a separate PC).
Show QAT below Ribbon
Summary

• The Quick Access Toolbar allows a user-friendly generation of short cuts of functions that are often used.

• The user can define the order of the QAT entries and add separator symbols for better overview.

• The load and save mechanism available for the QAT settings enable the user to easy exchange the QAT configuration with a colleague or move it to another computer.