



### Topic: Local Tool Bar Management

Related Topics: Wizard Properties bulletin #1

Introduction: The delivered ASDCIRC tool bar can be customized to your sites preferences and saved to workstation (computer), typically *C:\Program Files\* in the following directories.

- SirsiDynix delivered tool bar files are stored in the *\Sirsi\Workflows\Toolbar* directory.
- Locally customized tool bar files are stored in the *\Sirsi\Workflows\ToolLocal* directory.

Local Toolbar Management:

On the top menu bar select **Preference**, from the drop down menu, point to **Desktop**, point to Current tool bar, select **Local Toolbar Management**, *Figure 1*, the Toolbar Management window opens. *Figure 2*

fig 1

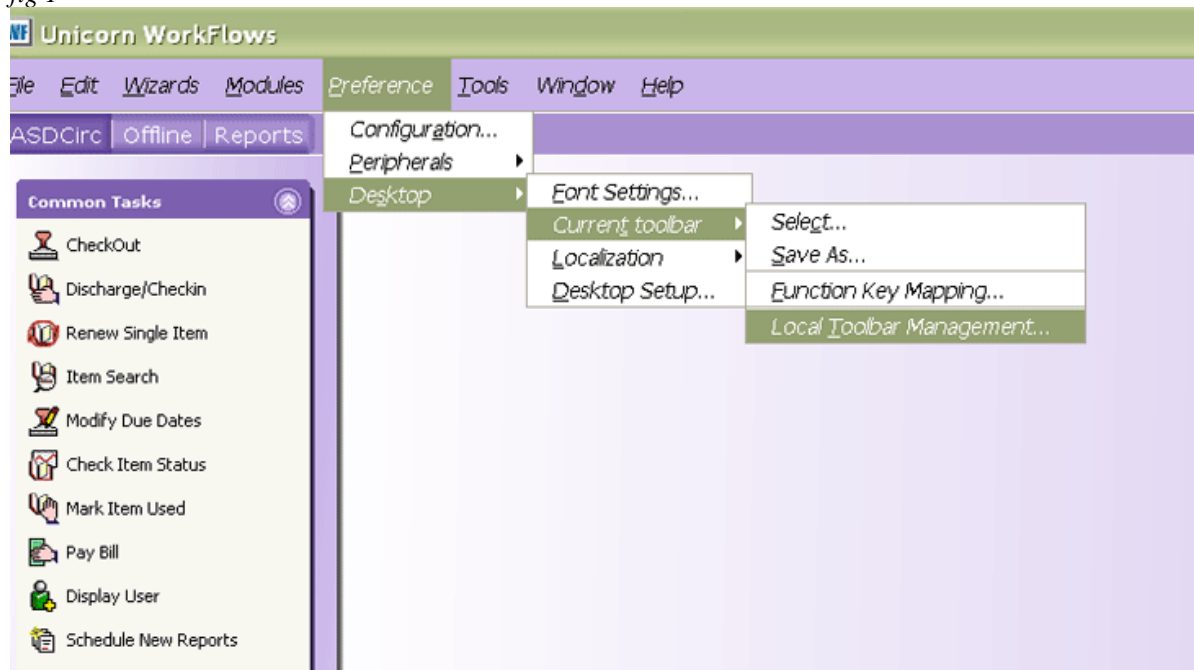
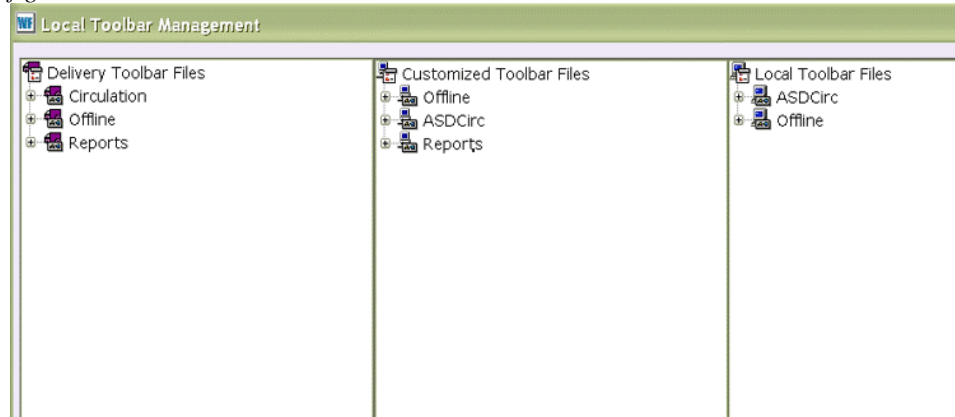


fig 2



The Toolbar Management window displays three panes: **(1) Delivery Toolbar Files**, **(2) Custom Toolbar Files** and **(3) Local Toolbar Files**. Each pane displays the toolbars (1) delivered, (2) saved to the server and (3) saved locally. Clicking a tool bar displays a tree structure of the group wizards and individual wizards that appear on these tool bars. In the Delivery Toolbar Files pane, you can do the following. Copy a tool bar file to either the Local Toolbar Files or Custom Toolbar Files panes.

- In the Delivery Toolbar pane you can do the following: Right click a wizard to copy to a clipboard and paste the wizard either in a tool bar file or group wizard node in the Custom Toolbar Files panes or Local Toolbar Files.
  - Right click single wizard or group to copy
  - Drop down menu opens
  - Select Copy
- In the Custom Toolbar Files pane you can copy tool bar files and wizards to the Local Toolbar Files pane. (You can not copy custom tool bars to the Delivery pane.)
  - Right click single wizard or group to copy
  - Drop down menu opens
  - Select Copy
- In the Local Toolbar Files pane you can do the following. Add single wizard, a wizard group, or a separator to a tool bar file.
  - Modify a tool bar file, a single wizard, a wizard group, or a separator from a tool bar file.
  - Remove a tool bar file, or a single wizard, or a wizard group, or a separator from a tool bar
  - Save a toolbar file with a different name or description. Paste a wizard, a wizard group, or separator within a tool bar file or a wizard group **using the drag and drop method.**
  - Move a wizard, a wizard group, or a separator within a tool bar file or a wizard group **using the drag and drop method, or the Remove and Paste method.**

Each time you perform any of the preceding operations, the changes are automatically saved to your workstation. For additional information about modifying tool bar, wizard groups, and wizards, use Workflows help files, search = Toolbar Management: Modifying a Toolbar.

**Note:** You can map function keys to wizards and wizard groups when using the Toolbar Management tool. For more information, use **Workflows Help files**, search = Function Key Mapping. For a listing of the default wizard keyboard shortcuts, use **Workflows Help files**, search = Toolbar Wizard Keyboard Shortcuts