

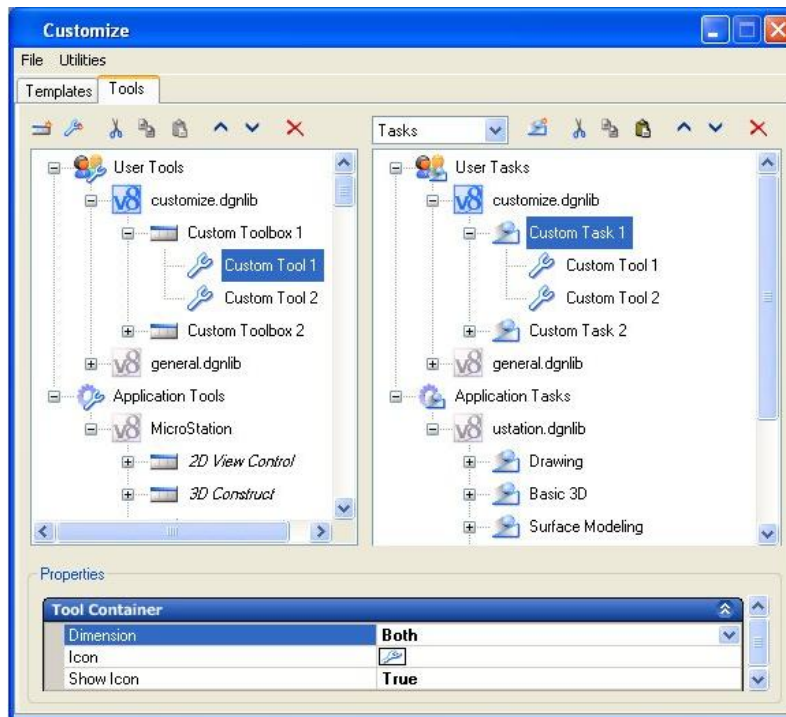
Menu's, Tools, Tool Boxes, and Tasks

MicroStation allows you to create custom [tools](#) and tool boxes. Custom tools can be copies of standard MicroStation tools or tools from [DGN libraries](#), modified to fit your needs, or they can be created by clicking the New Tool icon in the Customize dialog box. Your custom tools can be set up to help you draw elements, adjust settings, run other applications, link to Web sites, and more.

Custom tools are placed in custom [tool boxes](#), which are used to organize tools. Custom tool boxes can be copies of standard MicroStation tool boxes or tool boxes from DGN libraries, modified to fit your needs, or they can be created by clicking the New Tool Box icon. You can place custom tool boxes within other tool boxes. Custom tool boxes can be opened and used in your workspace and/or grouped into tasks.

A [task](#) is a set of tools grouped to facilitate a particular workflow. By defining and grouping tasks, you can create a task-based user interface. The tools grouped into a task can be standard MicroStation tools, custom tools, or a combination of both types. A task's tools can be grouped into standard MicroStation tool boxes, custom tool boxes, or a combination of both types. Therefore the interface will contain all the tools and tool boxes you need to complete your work, grouped the way you want them.

You create and manage custom tools, tool boxes, and tasks on the [Tools tab](#) in the [Customize dialog box](#) (Workspace > Customize)

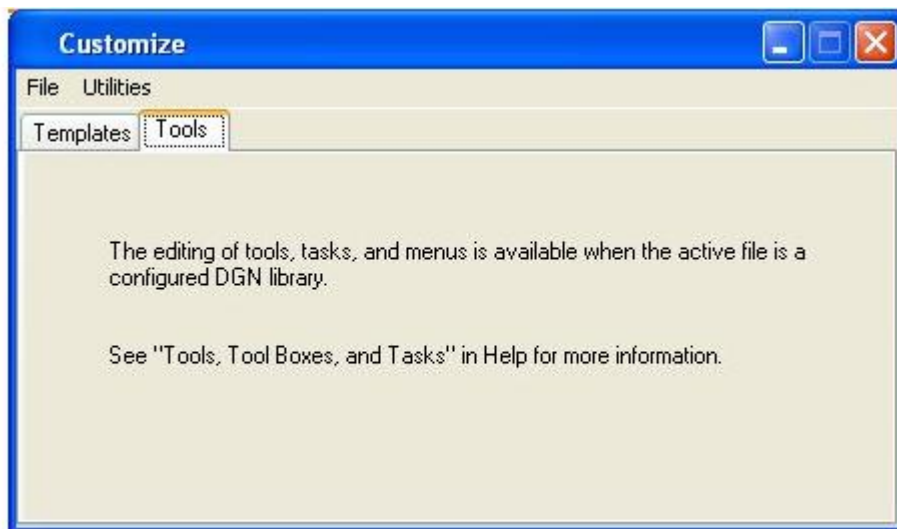


Tools tab in the Customize dialog box

Custom tools, tool boxes, and tasks are created and stored in [DGN libraries](#). This allows administrators to customize tools, tool boxes, and tasks in one place and to distribute the customizations to many users.

When you open or create a DGN file you can see and use all the custom tools, tool boxes, and tasks in the configured DGN libraries. If you create custom tools, tool boxes, or tasks and do not want to make them available to others, you should save them in a “personal” DGN library, which is created when you create an [interface component](#).

If the open DGN file is not a configured DGN library, you will be unable to use the features on the Tools tab in the Customize dialog box while that DGN file is open. The configuration variable MS_GUIDGNLIBLIST (set by default to point to MS_DGNLIBLIST and to the DGN libraries in the active interface component's folder) and the configuration variable _USTN_SYSTEM_GUIDGNLIBLIST specify which files can be used for task, tool box, tool, icon, and menu customizations.



Message that appears on the Tools tab if the open DGN file is not a configured DGN library

If the open DGN file is not a configured DGN library and you want to use the features on the Tools tab, you can open a configured DGN library from the Customize dialog box.

[To open a configured DGN library from the Customize dialog box](#)

1. In the Customize dialog box (Workspace > Customize), choose File. Below the Import and Export menu items is a list of files in the configured DGN libraries.
2. Choose one of the files. The open DGN file closes and the selected file opens. Now the Tools tab is available.

There also is a “capability” available, should you need to change the default display of tools, tool boxes, and tasks. To change the default settings, add the following capability to either your user configuration file (.ucf) or your project configuration file (.pcf):

```
USTN_CAPABILITY <+CAPABILITY_UI_LOADFROMACTIVEFILE
```

This will give you access to the features on the Tools tab while working in a DGN file that is not specified by the configuration variables listed above. If this capability is set, you will see the custom tools, tasks, and menus in the open DGN file in addition to those in the configured DGN libraries.

When you are defining custom tools and tool boxes, you do not do this directly in tasks. You also should not create the same tool in multiple tool boxes. Instead, you should create one copy of a tool and place it in one tool box.

Tasks can use overlapping sets of tools. For example, you can create one custom drawing tool and include it in two tasks.

- When you need to perform task number 1, you select the task and the tool appears automatically, along with the other tools that are needed for task 1.
- When you need to perform task number 2, you select the task and the tool appears automatically, along with a different set of tools that are needed for task 2.

If you need to modify the tool you do so once, and both tasks are automatically updated to reflect the modifications.

An analogy is that tool boxes are like the drawers in a tool chest. You have one drawer for screwdrivers, one drawer for pliers, one drawer for wrenches, and one drawer for hammers. Your first task is “work on the lawn mower.” Your second task is “hang a picture.” In each task you have already defined which tools are needed from each drawer. You might need the hammer for both tasks. Whenever you are ready to perform one of the tasks, your task is automatically populated with the proper tools from each drawer. You do not have to open every drawer to find the tools you need, nor do you have to roll out the entire tool chest to perform your task.

If you used earlier editions of MicroStation to customize tools, tool boxes, and tool frames, you can [import your customizations](#) into DGN libraries to use them with this edition. Custom tool box, custom tool, and task definitions also can be [imported from](#) and [exported to](#) XML files. You can [generate HTML reports](#) of all the custom tool box, custom tool, and task available in the open DGN file.

Pull-Down Menus

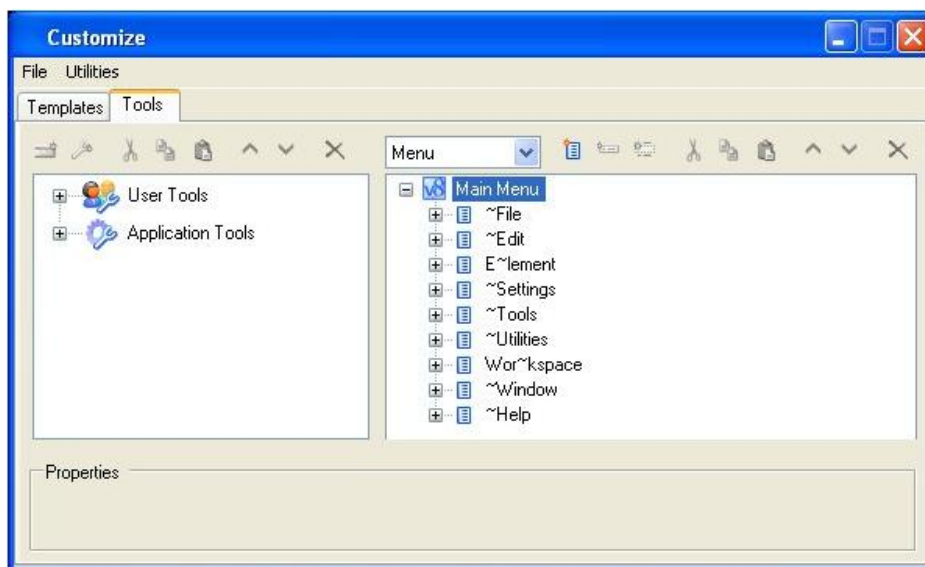
MicroStation allows you to customize its main menu bar. You can do this in several ways:

- You can change the standard MicroStation menus and menu items by deleting them or adding to them.
- You can create custom menus and menu items by copying standard ones or by creating new ones.

One purpose of this feature is to allow you to delete or add to the standard MicroStation menus in order to streamline them and to add custom menus to meet your own needs. Another purpose is to allow CAD managers to delete or add to the standard MicroStation menus and add custom menus for their employees.

You can add to, copy, and delete MicroStation menus, menu items, and menu separators. You also can copy [tool boxes](#) and [tools](#) to MicroStation menus so that you can activate tools from menus. Custom menus, menu items, and menu separators can be added, moved, copied, reordered, deleted, and renamed. Once you add custom menus, you are able to add access keys and copy tool boxes and tools to them. Once you add custom menu items, you are able to add access keys, shortcut keys, icons, and key-ins to them.

You customize menus on the [Tools tab](#) in the [Customize dialog box](#) (Workspace > Customize). As you make changes to pull-down menus in the Customize dialog box, the changes appear immediately. There is one exception: Any dynamic menu items that were inserted by applications, such as Utilities > Connect Web Browser or Utilities > HTML Author, disappear until you close the DGN file and reopen it through MicroStation Manager or exit and restart MicroStation.



Tools tab in the Customize dialog box, with menus in the right pane

Custom menus are created and stored in [DGN libraries](#). This allows administrators to customize menus in one place and to distribute the customizations to many users. With this type of customization only additions and deletions to the MicroStation menus are stored. MicroStation does not store a copy of the entire set of menus, as it did in previous editions.

If you used earlier editions of MicroStation to customize menus, you can [import your customizations](#) into the V8 XM Edition. Menu customizations also can be [imported from](#) and [exported to](#) XML files. You can [generate HTML reports](#) of all the menu customizations in the open DGN file.

When you open or create a DGN file you see all the custom menus in the configured DGN libraries. If several files in the DGN libraries contain menu customizations, you see a union of the menu changes in these files. For example, if FileOne.dgnlib has hidden the Help menu and FileTwo.dgnlib has not hidden it, the Help menu will be hidden. If you customize a menu and do not want to make it available to others, you should save it in a “personal” DGN library, which is created when you create an [interface component](#).

If the open DGN file is not a configured DGN library, you will be unable to use the features on the Tools tab in the Customize dialog box while that DGN file is open. The configuration variable MS_GUIDGNLIBLIST (set by default to point to MS_DGNLIBLIST and to the DGN libraries in the active interface component's folder) and the configuration variable _USTN_SYSTEM_GUIDGNLIBLIST specify which files can be used for task, tool box, tool, icon, and menu customizations.

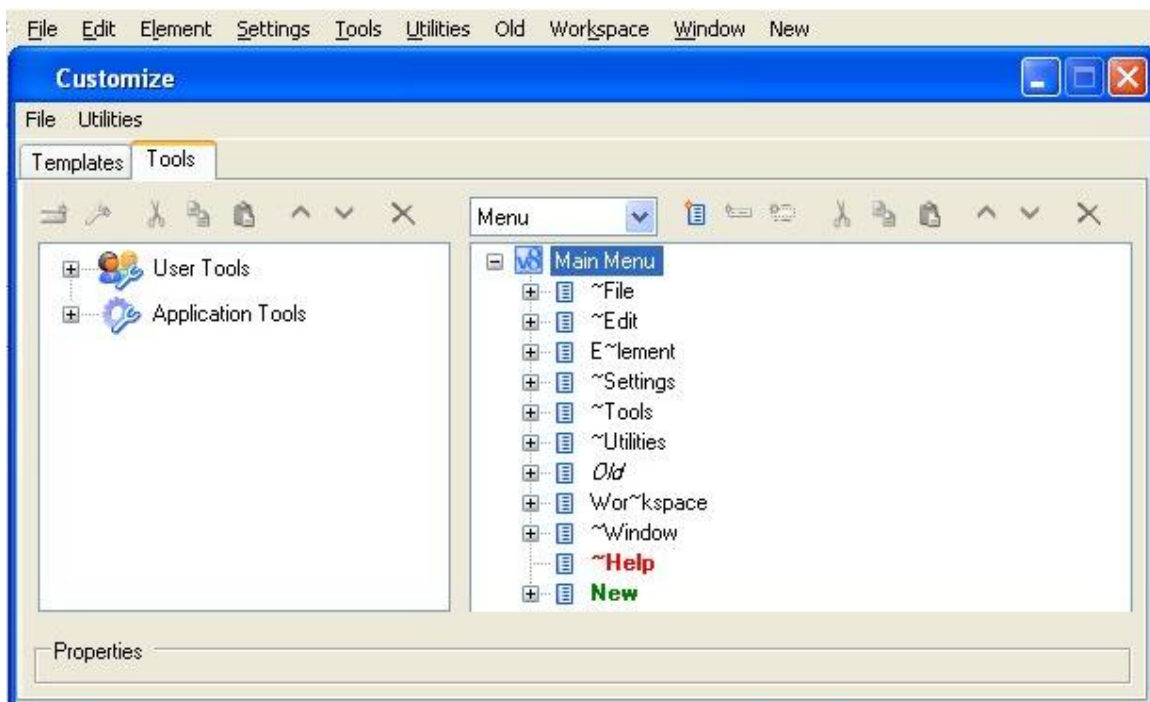
If the open DGN file is not a configured DGN library and you want to use the features on the Tools tab, you can [open a configured DGN library](#) from the Customize dialog box.

Customizing standard MicroStation menus

Standard MicroStation menus, menu items, and menu separators can be customized in some ways but not in others.

- Standard menus, menu items, and menu separators appear in black typeface and cannot be cut, reordered, or renamed. When you select them their properties appear in the Properties pane, but you cannot change their properties.
- You can add menus, menu items, and menu separators to standard menus. Custom menus, menu items, and menu separators appear in bold green typeface. When you add a menu, menu item, or menu separator to a menu, it appears at the bottom of the list of items belonging to the selected menu. When you add a menu, menu item, or menu separator to a menu item, it appears below the selected menu item.
- You can copy standard menus. When you copy one it appears in bold green typeface because it has become a custom menu. Copied standard menus cannot be

- renamed and their properties cannot be changed, unless they are made into sub-menus.
- You can copy standard menu items. When you copy one it appears in bold green typeface because it has become a custom menu item. When standard menu items are copied along with a standard menu, they cannot be renamed and their properties cannot be changed, unless the copied standard menu is made into a sub-menu.
 - You can delete standard menus, menu items, and menu separators. If you delete one it appears in bold red typeface but does not disappear from the Customize dialog box. It disappears from the MicroStation main menu bar. To restore a deleted MicroStation menu, menu item, or menu separator, click the Delete icon a second time. It turns from red to black in the Customize dialog box and reappears in the MicroStation main menu bar.
 - When you delete a standard menu its menu items are also deleted. The deleted menu appears in bold red typeface and its menu items disappear from the Customize dialog box. When you restore the menu its menu items are also restored.
 - You can reorder standard menus and menu items by copying them to a new location and then deleting the original menu or menu item. The copied menu or menu item appears in bold green typeface because it has become a custom menu or menu item. Copied standard menus, and the standard menu items copied along with them, cannot be renamed and their properties cannot be changed.
 - You can copy tool boxes and tools to standard menus. The tool box or tool appears in bold green typeface because it has become a custom tool box or tool.



A deleted Help menu in red, an added New menu in green, and an Old menu loaded from a user interface modification file in black italics, with these changes reflected in the main menu bar

To add a menu to the MicroStation main menu bar

1. In the Customize dialog box (Workspace > Customize), click the Tools tab.
2. Choose Menu from the list box above the right pane.
3. Click the plus sign to expand Main Menu and select Main Menu.
4. Click the New Menu icon.

The menu appears at the bottom of the list of menus on the Main Menu. It has the name “New Menu” and its name is selected.

5. Key in a name for the new menu.
The menu's name appears in bold green typeface.
6. (Optional) Drag the menu to a new location.
A line appears, showing you where the menu will be placed when you release the mouse button. If you drag the menu to a collapsed menu, a rectangle appears around the menu and the menu will be placed on it.

add a menu to a standard menu or menu item

1. In the Customize dialog box (Workspace > Customize), click the Tools tab.
2. Choose Menu from the list box above the right pane.
3. Click the plus sign to expand the Main Menu.
4. Expand menus as needed to get to the location where you want to add the menu.
5. Select the menu to which you want to add the menu.
or
Select the menu item to which you want to add the menu.
6. Click the New Menu icon.

If you added the menu to a menu, it appears at the bottom of the list of items belonging to the selected menu. If you added the menu to a menu item, it appears below the selected menu item. In both cases it has the name “New Menu” and its name is selected.

7. Key in a name for the new menu.
The menu's name appears in bold green typeface.