

The NRCS-Michigan Toolbar

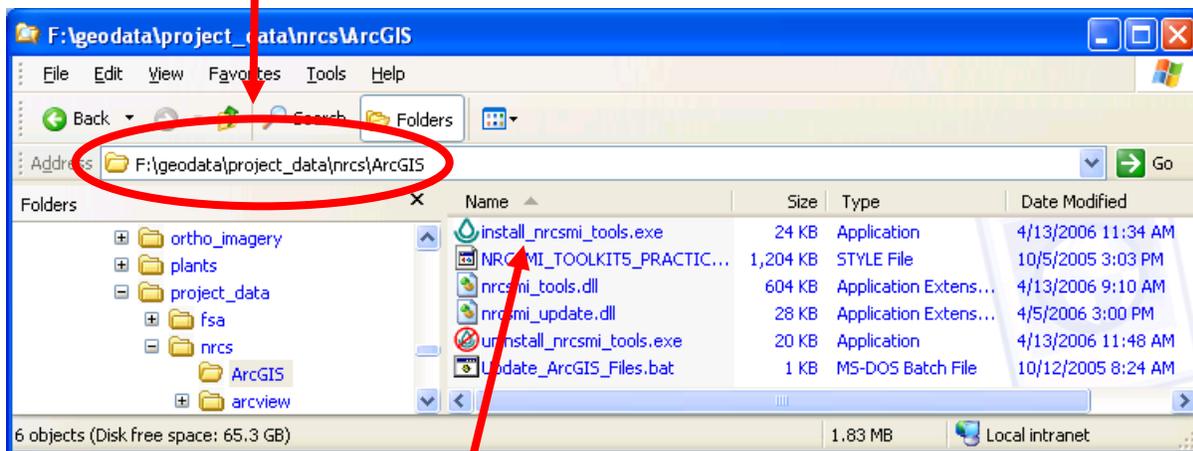
The NRCS-Michigan ArcMap utilities can be used with or without Customer Service Toolkit. This document describes the process for adding the custom toolbar in ArcMap.

Installing the NRCS-MI Toolbar (Computer administrators only)

1. Right-click on the **Start** button and choose **Explore**



2. Navigate to **f:\geodata\project_data\nrcs\ArcGIS**



3. Double-click  **install_nrcsmi_tools.exe**

4. Notification of a successful install will display. Click **OK**.



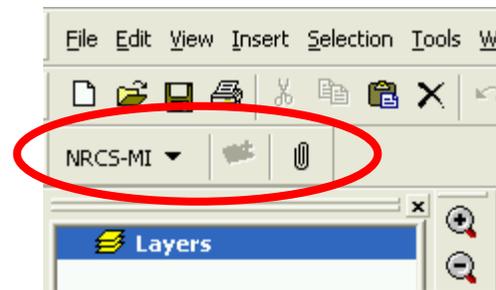
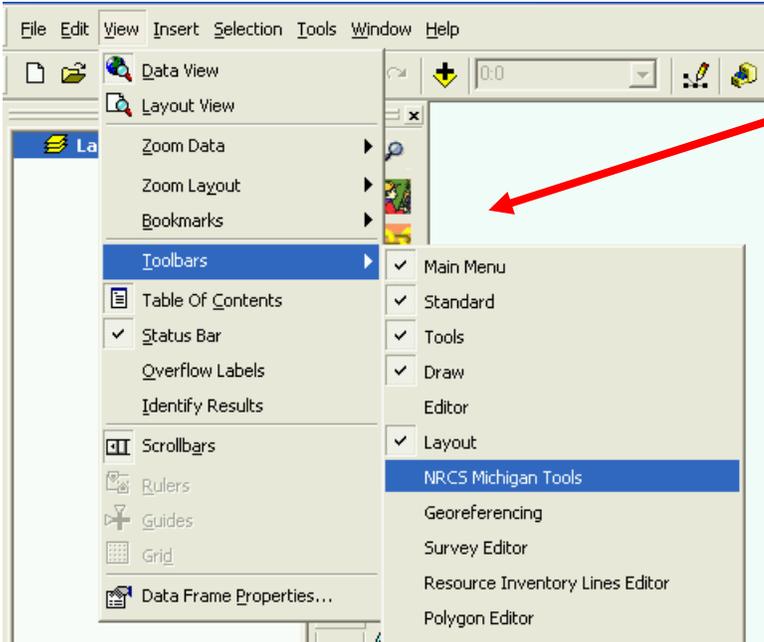
** NOTE: This installation process only has to be completed once per PC **

Activating the NRCS-MI Toolbar in ArcMap

1. Within ArcMap, click **View, Toolbars**, and scroll downward through the list to highlight **NRCS Michigan Tools**.

(Note: the toolbar may not display at the same position in the “Toolbars” list on every PC.)

The first time the toolbar is activated, it will sometimes display directly above the Table of Contents.



Otherwise, it will display as an undocked “floating” toolbar.



Positioning the Toolbar

Once activated, the toolbar can be used within the ArcMap session as a floating toolbar, as shown above...

Or the user may choose to drag and drop the toolbar into a docked position...

...either horizontally ...



or vertically ...



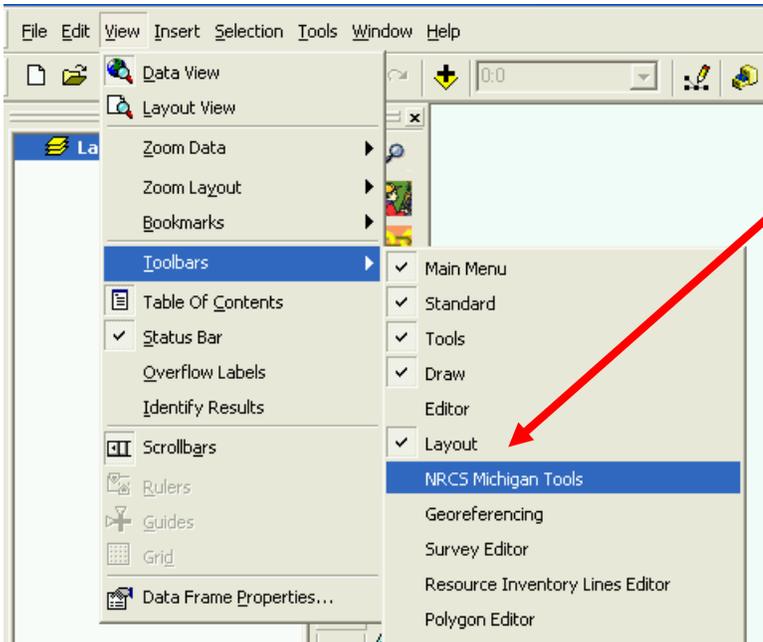
To move a docked toolbar, click and hold the “control bar” at the left or top of the toolbar, (as indicated by the red circles above), then drag and drop it wherever you want.

Turning Off the Toolbar

You can turn the toolbar off by either clicking its “x” button,

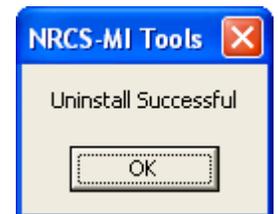


or by “unchecking” the toolbar under **View, Toolbars**.



Uninstalling the NRCS-MI Toolbar (Computer administrators only)

If you wish to uninstall the NRCS-MI Tools from your PC, the toolbar and all of its related programming may be removed by following the procedures listed in “Installing the NRCS-MI Toolbar”, except that the user would double-click  **uninstall_nrcsmi_tools.exe**.



A Persistent Toolbar

If the NRCS-Michigan toolbar is “checked on” when ArcMap is closed, it will automatically reappear the next time ArcMap is opened. There are two exceptions...

1. The toolbar was manually turned “off”. Solution: Click **View, Toolbars**, and highlight the NRCS-Michigan toolbar to turn it back “on”.
2. Major software revisions on a PC may cause the NRCS Michigan toolbar to disappear from the Toolbars list entirely. Solution: First uninstall (just to be safe), then reinstall the toolbar software as described in the “Uninstall” and “Install” sections of this document.