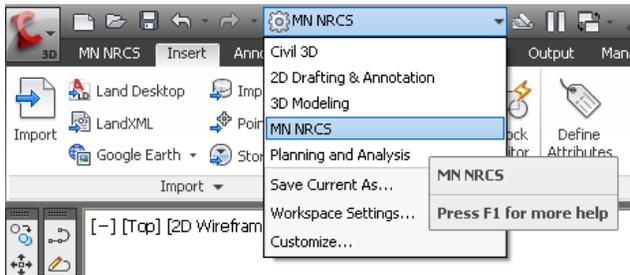


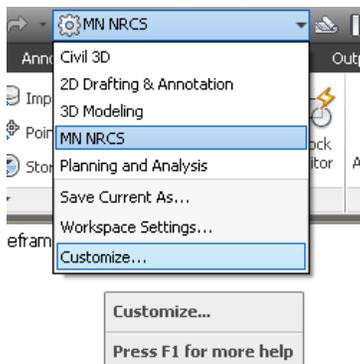
The Civil 3D software utilizes workspaces to control the display of the work area, including drop-down menus, placement of toolbars and commands included in toolbars.

Available Workspaces are selected from the drop-down list on the Workspaces toolbar. Several standard workspaces will be provided when the program is installed, and the procedure for configuring customized workspaces is covered below.

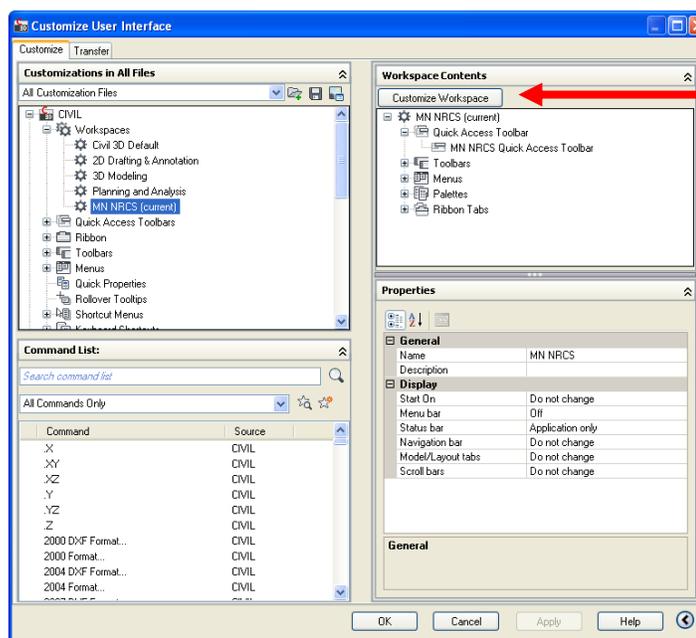


## 1. Customizing workspaces

- a. To make changes to a workspace, select the *Customize* command from the drop-down menu on the workspaces toolbar.

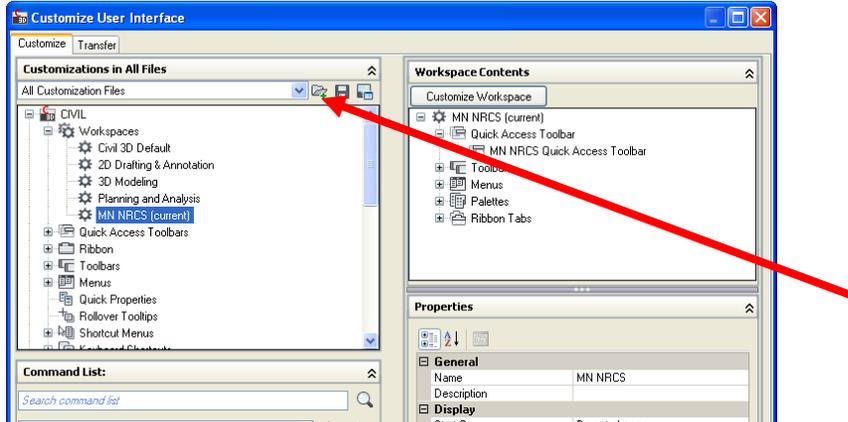


- b. This will bring up the Customize User Interface window. Selecting a workspace from the available list in the top left hand pane will display all of the setting that can be modified in the Workspace Contents pane in the upper right hand side of the window. A listing of all of the available commands is included in the lower left hand pane. Click on the *Customize Workspace* button in the Workspace Contents pane to begin modifying the selected workspace.

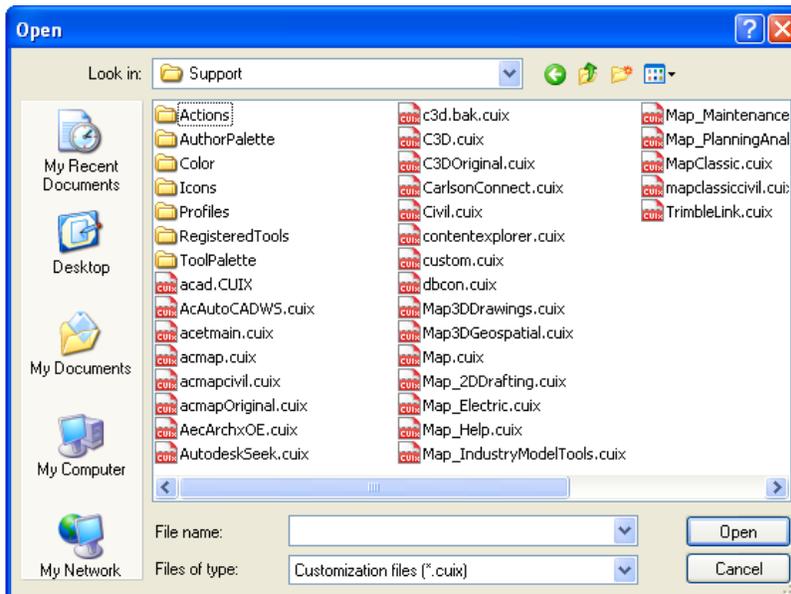


## 2. Partial customization files

- a. Additional customization files can be loaded as partial customization files, which gives you access to additional commands and menus. You can add partial customization files by clicking on the *Load partial customization file icon* next to the customization file drop-down list. This icon will be inactivated if you are in the process of customizing a workspace, so you will need to click on the *Done* button in the Workspace Contents frame (see above) to exit the customization mode before you can load a partial customization file.

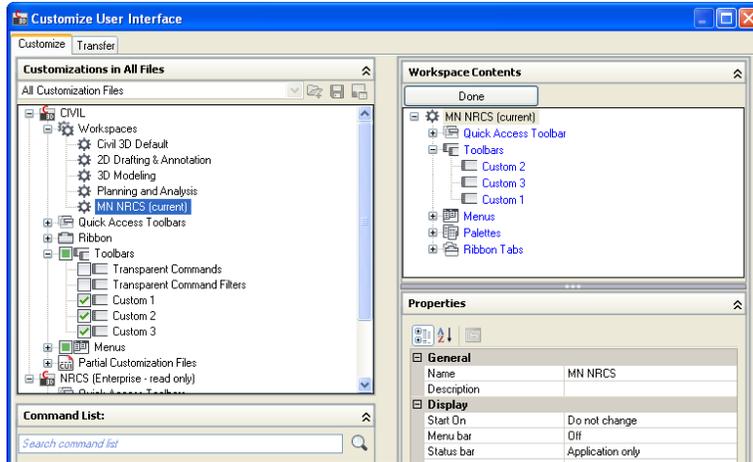


- b. Clicking on the Load partial customization file icon will open a window that you will use to select the file that you want to load. Customization files have a file extension of .cui. A selection of customization files is usually located on your hard drive, under C:\Documents and Settings\

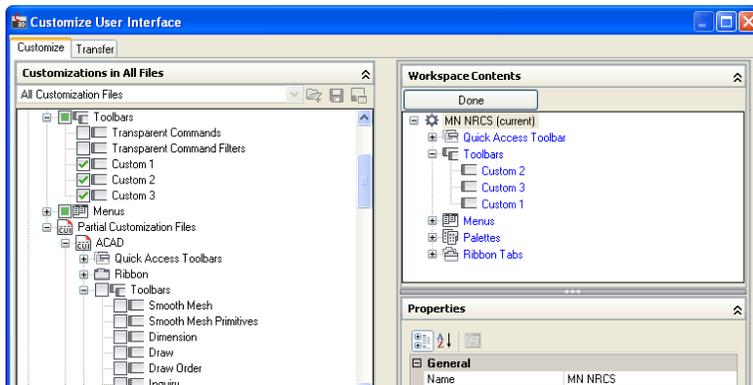


### 3. Customizing toolbars

- a. Click on the *Customize Workspace* button to begin making changes to the selected workspace. Click on the plus sign next to Toolbars in the Workspace Contents pane to display a listing of all toolbars that are automatically loaded when the selected workspace is activated. Toolbars can be added to or subtracted from the workspace by selecting or deselecting items in the Toolbars list in the upper left hand pane of the Customize User Interface window.

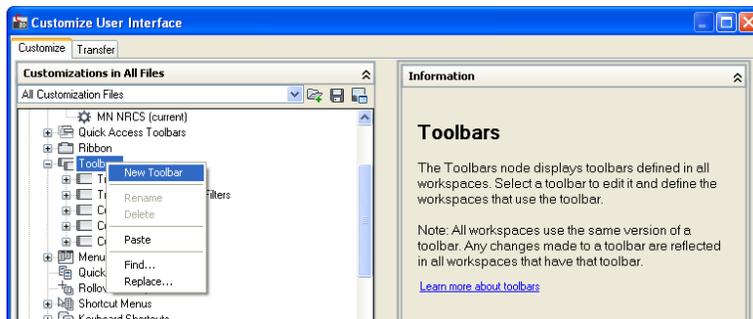


- b. Additional toolbars may also be made available in the partial customization files. To determine if partial CUI files have been loaded, look at the bottom of the list in the top left hand pane and see if there is a listing for Partial CUI Files. Clicking on the plus sign next to this option will display a list of all of the partial CUI files that have been loaded, and which may have additional toolbars or other features that you can choose.

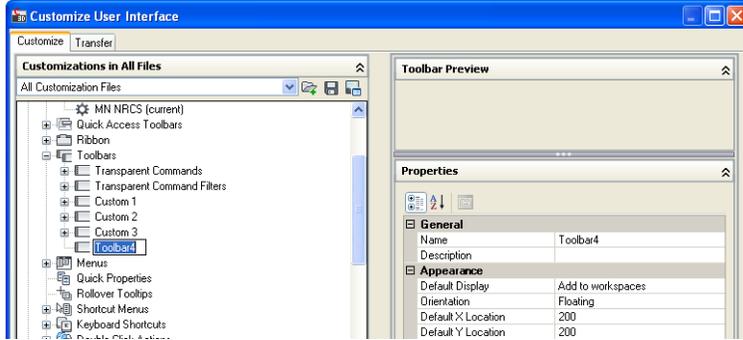


When you are finished making changes to the workspace, click on the *Done* button.

- c. The Customize User Interface window can also be used to control the icons that appear on individual toolbars or to create new custom toolbars. To create a custom toolbar, highlight the Toolbars heading in the top left had pane of the window, right click, and select *New Toolbar* from the menu.

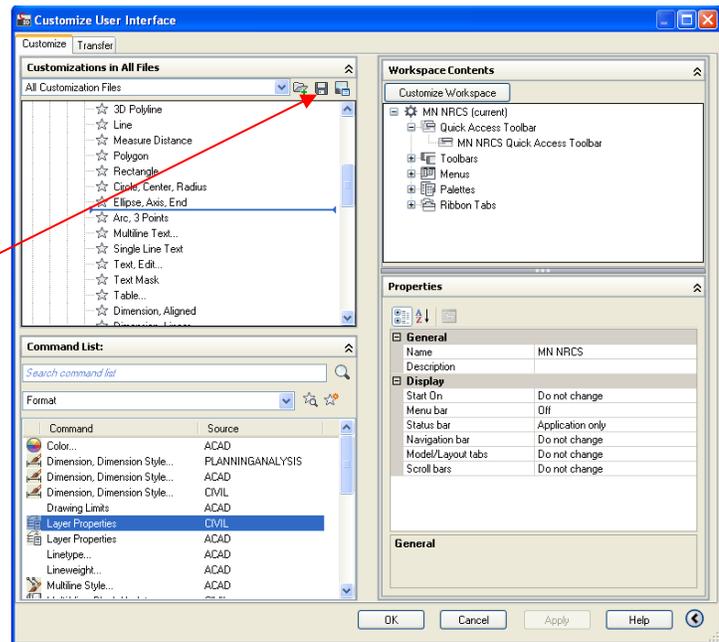


- d. The program will prompt you to provide a name for the new toolbar.

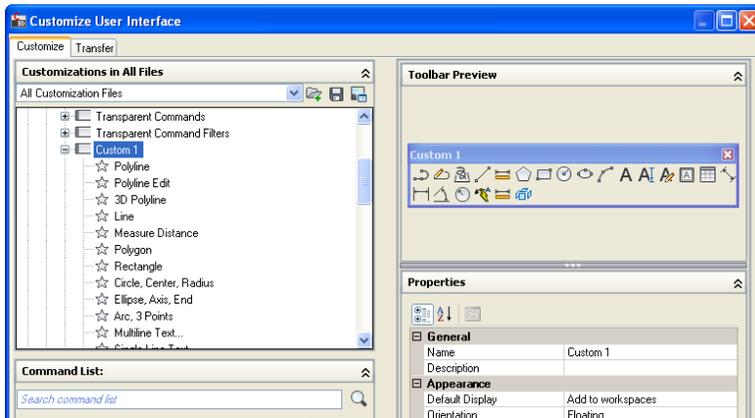


- e. Commands are added to a toolbar by dragging them from the Command List pane in the bottom left hand pane of the window into the list under the toolbar that you want to add the command to. A blue line will appear indicating where in the list that the command will be placed. The order in which icons appear on a toolbar is controlled by dragging the individual commands under the toolbar name into the order in which you want them displayed.

It is good practice to manually save changes to workspaces periodically when making changes to workspaces and before exiting the Customize User Interface window in order to ensure that workspace settings are updated.



- f. Selecting the main toolbar title will display what the toolbar will look like in a preview pane on the top right hand side of the window.



#### 4. Customizing Ribbons

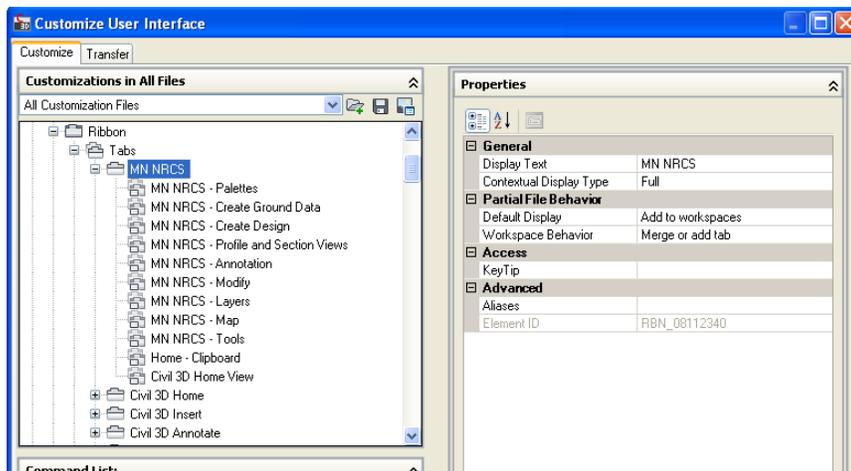
Civil 3D ribbons are organized into tabs, and each tab can contain multiple panels. Click on the plus sign next to the categories under Ribbon to display all of the tabs and panels available.



There is also a special category of tabs called contextual tabs, which are controlled using the Contextual Tab States. Contextual tabs appear when a design object such as a surface or alignment is selected or an active command is launched, such as inserting a text object. Contextual tabs contain commands unique to the type of object or command selected. Additional ribbon tabs can be added to a contextual tab state by dragging and dropping them from the Tabs listing.

##### a. Tabs

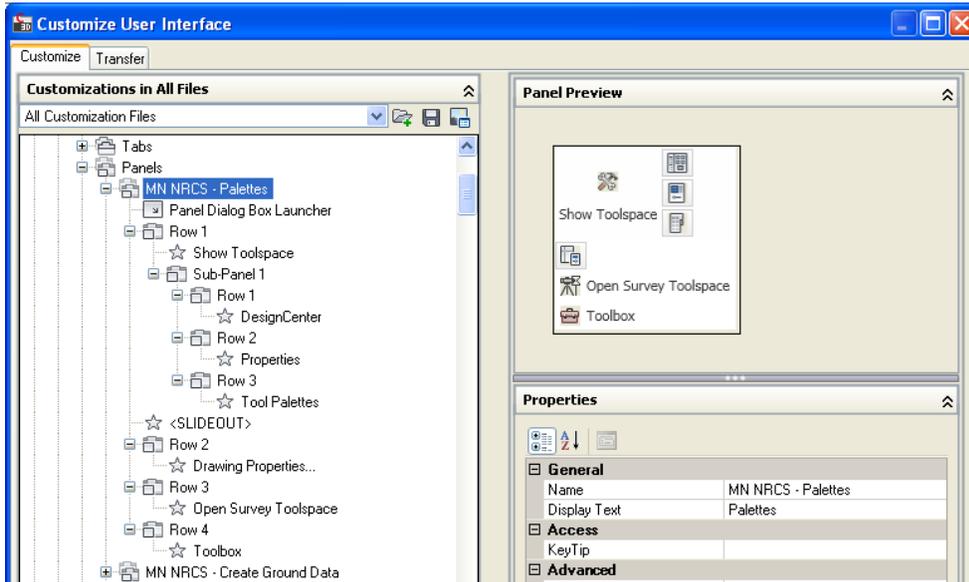
Click on the plus sign to the left of a tab name to display a listing of all of the panels included on that tab. Individual panels will be displayed from left to right across the top of the drawing window in the order that they are listed. Drag individual panels up or down to change their display order.



To add a panel to a tab, select it in the Panels listing and drag and drop it into the listing for the tab that you want the panel added to.

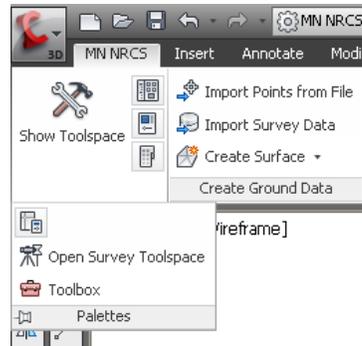
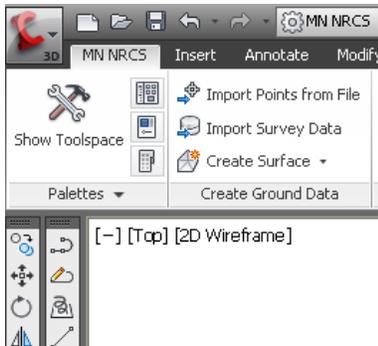
b. Panels

Individual commands are organized into ribbon panels. Panels can contain multiple columns and rows of commands, and can be further organized using drop-down boxes and slideouts.

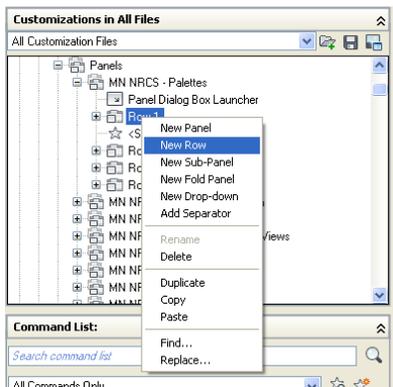


Select a panel from the listing to display a preview of how it is organized in the Panel Preview window in the upper right hand order of the Customize User Interface window.

In the example above, the MN NRCS – Palettes panel is organized into a total of four rows. Row one also includes three sub-panels, which allow you to place additional commands in a second column on the panel. Rows 2 through 4 are located below the slideout, which means that they will not be seen unless you click on the down arrow at the bottom of the panel on the tab, as is shown below.

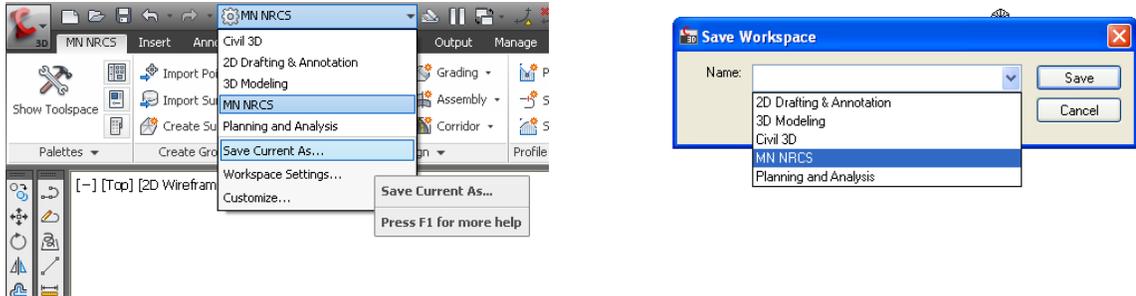


Components are added to the panel by right clicking on an element and selecting a command from the command list that appears.



## 5. Rearranging the drawing space

- a. The toolbars in the drawing space can be rearranged manually by clicking on the toolbar and moving them into position. Toolbars will revert back to their original location when you change workspaces unless you save the changes to the workspace. Changes to the drawing space layout can be saved manually by selecting *Save Current As ...* from the drop down menu on the workspaces toolbar. The program will prompt you to select a workspace that you want to save the setting to.



You can save changes to an existing workspace or create a new workspace by typing a unique name in the *Save Workspace* window rather than selecting an existing workspace.

- b. You can also have the program save settings automatically as you rearrange the drawing space. Click on the *Workspace Settings...* button to open the *Workspace Settings* window and toggle the option to *Automatically save workspace changes*. By selecting this option, you will not be required to manually save changes every time you rearrange toolbars in your workspace.

