Introduction

Demonstrates how to customize the GeoMedia ribbon using the customization tools available for the Quick Access Toolbar and the Ribbon bar.

Software

- GeoMedia

Data

- US Sample Data GeoWorkspace

Transcript

0:09

Hello and thank you for watching this Hexagon Geospatial eTraining module: Customizing the GeoMedia ribbon. Today we will see how to maximize your GeoMedia experience by customizing the ribbon and Quick Access Toolbar. Let's get started.

0:24

Start with GeoMedia open and the US Sample Data GeoWorkspace loaded. This project is a sample workspace that is provided with GeoMedia.

The GeoMedia ribbon is along the top of the GeoWorkspace and is a series of tabs and tools. In the far upper left corner, you can see the Quick Access tools, and below this you see the default tabs. Each tab is divided into groups with the group label along the bottom of the ribbon. Individual tools can be found within each group. As you click the different tabs on the ribbon, different tools become available to you.

1:05

Both the Quick Access Toolbar and the ribbon can be customized. You'll start by adding some basic tools to the Quick Access Toolbar.

The Quick Access tools remain constant as you work within GeoMedia and navigate through different tabs on the ribbon. It's a good idea to have your most commonly used tools along the Quick Access Toolbar.

The easiest way to add tools is to simply find the tool to add along the ribbon, right click on the tool, in this case **Add/Show Windows**, and select **Add to Quick Access Toolbar**. You can see the new tool has been added, including the embedded menu. These steps can be done with any tool from the ribbon.

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You can also right click on the Quick Access Tools and select **Customize Quick Access Toolbar**. In this dialog, you can add or remove tools and organize their display.

1. From the **Choose Commands From** list, select **Home**.

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The options in this list represent the tabs on the GeoMedia ribbon. Within the tab headings, you'll find individual tools that can be added to the Quick Access Toolbar.

2. From the Commands list highlight **Fit Legend** and click the **Add** button.

3. Next add the **Unselect All** tool.

2:22

You can repeat these steps and add any other tools you'd like to see on the Quick Access Toolbar.

4. To remove a function, you can highlight the tool on the right and select **Remove**.

2:34

You can also rearrange the order of my tools by selecting an item in the list and using the Up and Down Arrows to move it.

5. Click **OK** to close the **Customize** dialog box and update my changes.

2:48

Next let's see how to customize the ribbon. By customizing the ribbon, you can create new tabs that contain the tools needed in frequently used workflows. You'll use the organizing structure of the ribbon – tabs that contain groups and tools - as you create and organize new tabs for the ribbon.

The customize tools are found in the Application menu. You can open this from the top left corner of the GeoWorkspace.

6. Then you select **Customize** > **Customize Ribbon**.

This interface has the tools used to customize the ribbon. The left side of the dialog box has a drop down menu containing the default tabs. Underneath you'll see the individual tools found on each tab.

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Notice that in some cases, a tool is listed twice but one option has an arrow at the right hand side. When you select the option with the arrow, it provides a tool with an embedded menu – providing more options within that tool.

3:40

The right side of this dialog box shows the current tabs that can be used in the Viewer. The check boxes allow me to turn on and off tabs as you need or want them. I'll use this side to create and organize my new tabs, groups, and tools. First, you'll add a new tab.

7. Start by selecting the **Grid** tab in the right list view.

8. Then you can click the **New Tab** button.

9. With the new tab selected, you can use the **Rename** tool to assign a name.

10. For this exercise, call the new tab **Workflow 1**.

11. Now select **New** group and name it **Home Tools**.

4:24

This group will have tools from the default **Home** tab. You also want to make sure that right now, this group is highlighted. In the next step, the tools that you add will be sent to this highlighted group.

12. From the Choose commands list, select **Home** to see the tools on the default **Home** tab.

13. The first tool you want to add is the **Select** tool. Choose the second options so you have the embedded dropdown with more options in my custom tab.

14. Press **Add** to add it to the **Workflow 1** tab in the **Home Tools** group.

5:00

I have a few other tools you would like to add to the new **Home Tools** group. You can repeat the steps and add them now.

15. First, add **Display Properties**.

16. Second, **GeoWorkspace Coordinate System** and finally **Legends**.

17. Now click **OK** to see the results on the ribbon.

You can see the new tab, **Workflow 1**, with the Home Tools group and the items you added. See how the Select tool and the Legends tool both have a dropdown menu with additional functions.

5:44

Let's go back the customize tools and add a second group with Manage Data functions.

18. Expand the **Workflow 1** group and select the **Home Tools** tab, then select **New Group**.

You'll notice that a new Tab or Group is always added directly under the selected item in this list.

19. Rename this group **Manage Data Tools**.

20. On the left, select **Manage Data** from the pull down menu.

21. Add three tools using the same steps as before. First, **Warehouse Connections**, **Feature Class Definition** and finally **Images**.

To save some time, I've added new groups and functions to the Workflow 1 tab. Tabs, groups, and functions can be added at any time by opening the Customize Ribbon dialog.

7:06

Here you can see you have used the **New Tab** button to add a second custom tab and renamed it **Workflow 2**.

22. Before we start, click **OK** to see the changes on the ribbon.

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You can see the Workflow 1 tab with the added functions and the Workflow 2 tab with one empty group. You'll use these new items to show how to reorganize the ribbon.

23. Reopen the **Customize Ribbon**.

7:35

Groups can be re-ordered within or across custom tabs.

24. With the groups in the **Workflow 1** tree-view visible, select the **Manage Data Tools** group and click the down arrow until the **Manage Data** group appears in the **Workflow 2** tab.

25. Under the **Workflow 2** tab, expand the **Manage Data Tools** group and select **Features**.

26. Click the up arrow until the **Feature Class Definition** command appears in the **Home Tools** group in the **Workflow 1** tab.

27. You can now click **OK** to see the results on the ribbon.

8:14

So far, we've added tabs and functions and reorganized them. Now let's see how to remove items we don't want to see.

28. Again, open the **Customize Ribbon**.

8:23

You can remove tabs and groups from the ribbon without truly deleting them by using the checkboxes next to their titles.

29. Remove the top level checkmark by **Main Tools** – to uncheck all. GeoMedia won't let you uncheck everything – you'll need to display at least one tab.

30. Add a checkmark next to **Workflow 1**. This will now be the only tab you see on the ribbon.

31. Remove unwanted features by selecting them and clicking the **Remove** button. This can be done with any custom tab or added functions.

32. Once the setup is to your liking, you can export the customization by selecting **Export**.

33. You will be asked to save the .xml file. Call this one **Workflow1.xml**. This file can now be used again or shared with others.

9:27

Your custom ribbon by default is saved as a user preference and will automatically be loaded the next time you open GeoMedia.

34. To reset the ribbon to the default tools, simply click the **Reset All** button.

35. If you want to load a custom ribbon, you can select **Import**, find the saved .xml file, and click **Open**.

36. If a message box appears, click **Yes** to override an existing applied customization.

The custom ribbon is now reloaded. This is a great way to streamline tools needed for specific workflows and easily share them with a team.

10:03

Thank you for watching this eTraining module from Hexagon Geospatial. For more eTraining please visit hexagongeospatial.com/eTraining.