

- STEP 1:** Key-in the command CUI
- STEP 2:** Select your workspace XYZuser
- STEP 3:** Select the TOOLBARS section of the file and <Right-Click> to access the NEW TOOLBAR command.
- STEP 4:** Name the new toolbar as needed.  
XYZ\_Tools
- STEP 5:** Select the new toolbar XYZ\_Tools and use the PROPERTIES PANE located on the LOWER-RIGHT-PANE of the CUI dialog to modify settings as needed.
- STEP 6:** Define whether this toolbar should be displayed by default in the current workspace.
- STEP 7:** Define if the toolbar will be “floating” and if so, define the default pixel location on the screen. You can also define it to be docked automatically using the options top, bottom, left, and right.
- STEP 8:** Define if the toolbar will display with more than 1 row by default.

