# Workspace Quick Step Guide

Customize Workspace

There are many options for you to customize what your Workspace environment looks like and how it works. The next few pages outline some of the most popular customization features.

Toolbar Settings

Use these options to change the size, style, and transparency of the toolbar.
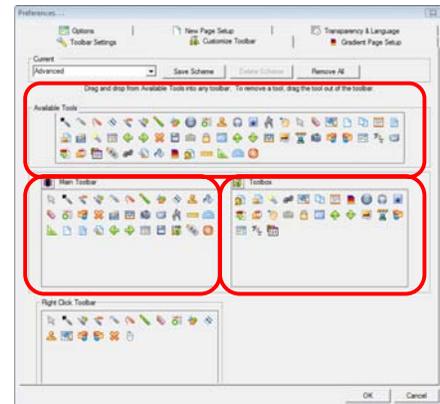
1. Go to **Menu>Preferences**.
2. Select the **Toolbar Settings** tab.
3. Select the **shape and size** you want your buttons.
4. If you would like your toolbar to become transparent after a certain amount of time; check the **Use Transparency box**, and then set the delay.
5. Click **OK**.
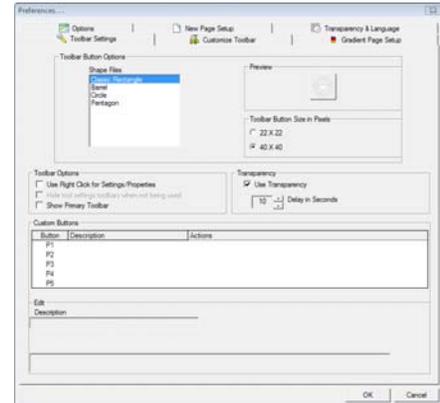
Customize the Toolbar

There may be functions that you wish to add, remove, or rearrange on the toolbar. You can also create multiple toolbars if you teach various topics.
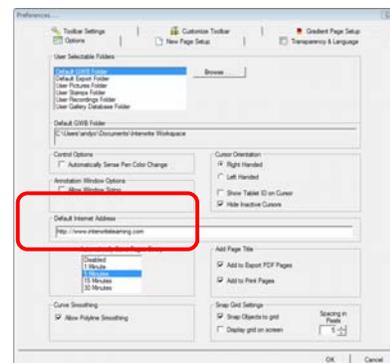
1. Go to **Menu>Preferences**.
2. Select the **Customize Toolbar** tab.
3. **Drag and drop tools** from the **Available Tools** to your toolbar or toolbox.
4. **Rearrange** tools by **dragging** them to a new location.
5. Click **OK**.
6. **Save Changes** when prompted.

Resize the Annotation Window

The Workspace annotation window appears full size by default. You can set your annotation window to be resizable like most of the other applications you use.

1. Go to **Menu>Preferences**.
2. Select the **Options** tab.
3. Check the **Allow Window Sizing** box.
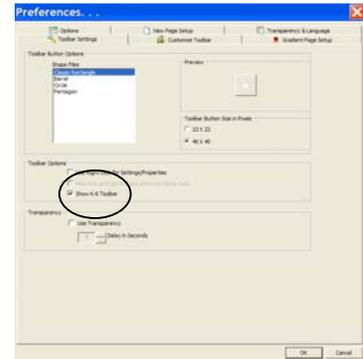4. Click **OK**.

Enable the K-6 Toolbar

Workspace has a special simplified toolbar if you work with younger students or Workspace beginners.

1. Go to **Menu>Preferences**.
2. Select the **Toolbar Settings** tab.
3. Check the **Show K-6 Toolbar** box.
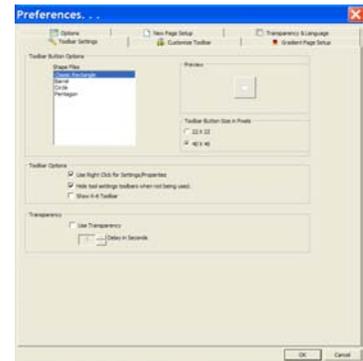4. Click **OK**.

K-6 Toolbar

Enable Properties with Right Click

Some users prefer to use the Properties Bar to access tool options. If you prefer right-click to access options, Workspace can accommodate that request.

1. Go to **Menu>Preferences**.
2. Select the **Toolbar Settings** tab.
3. Check the **Use Right Click for Settings/Properties** box.
4. Click **OK**.

Right-click Options

Snap to Grid

Instructors that teach math or graphic programs tend to use the Snap to Grid feature to align objects. You can also adjust the spacing in pixels if you need more accurate alignment.

1. Go to **Menu>Preferences**.
2. Select the **Options** tab.
3. Check the **Snap Objects to Grid** box and set **Spacing in Pixels**. You can also choose to display the grid on the screen.
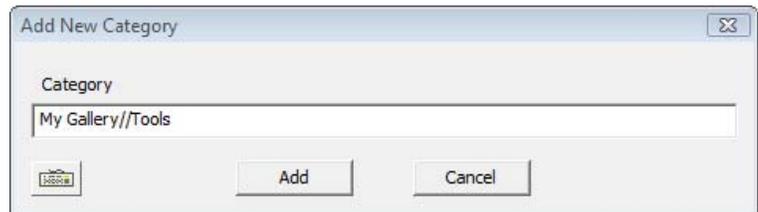4. Click **OK**.
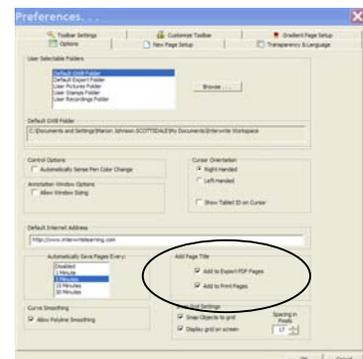
Customize the Gallery

There are many ways to add and organize content in the Gallery. This is especially helpful if you have a bank of images that you have collected or acquired through resources like a companion CD to your textbook.
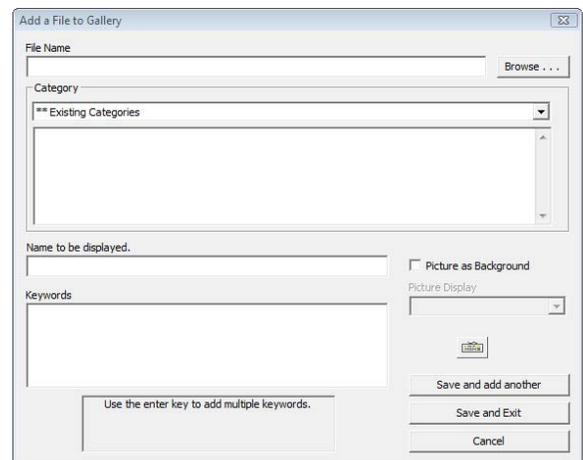
Add a New Category to My Gallery

1. Open the Gallery by clicking on the Gallery icon from the toolbar.
2. Click on the **Menu** button, and then choose **Add New Category**.
3. Type a **name** for your new category. Click **Add**.

Add Files to the Gallery

1. Open the Gallery by clicking on the Gallery icon from the toolbar.
2. Click on the **Menu** button.
   - If you want to add a **single image**, choose **Add File to Gallery**. Browse to the image you want to add and then fill in the other required information. When done click one of the **Save** options.
   - If you have a folder that contains **many images** choose **Add Multiple Files to the Gallery**. Browse to the folder you want to add. Click **Add**.

Update the Gallery

To update your Gallery with any new releases by eInstruction perform the following steps.
1. Open the Gallery by clicking on the Gallery icon from the toolbar.
2. Click on the **Menu** button.
3. Choose **Check for Updates.**