

Customizing ArcGIS settings for improved productivity: Creating and Customizing Toolboxes

Welcome to the Essential ArcGIS Task Sheet Series. This series supplements the Iowa State University GIS Geospatial Technology Training Program short course series, "Essential ArcGIS Tutorial Series." The task sheets are designed to provide quick, easy instructions for performing specific tasks in GIS.

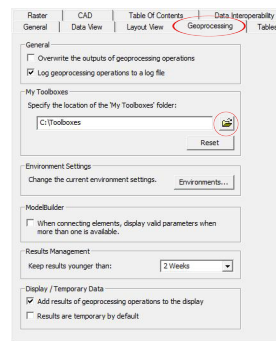
ArcMap's default options make it difficult to share custom toolsets and models. By customizing toolbox options within ArcMap, migration of custom toolsets and models between maps and workstations can be made more easily.

1. Creating a Folder for 'My Toolboxes'

1. In Windows Explorer navigate to **My Computer** > **C:**.
2. Create a new folder named **Toolboxes**.

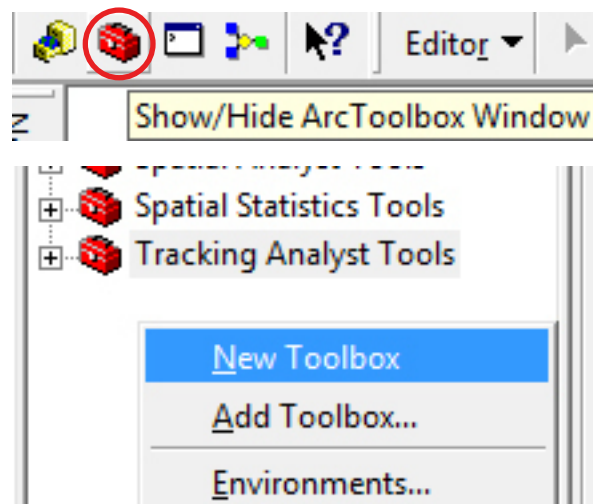
2. Specifying 'My Toolboxes' Folder

1. Open ArcMap.
2. In the **Options** window click the **Geoprocessing** tab.
 - Under **My Toolboxes** click the folder icon.
 - Browse to **C: > Toolboxes** and click **OK**.
3. Click **OK** in the Options window.



3. Creating Toolboxes

1. Enable the ArcToolbox by clicking on the **ArcToolbox** icon.

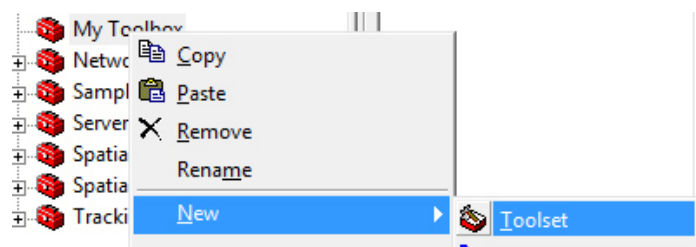


- Right click on any open space within the ArcToolbox menu and select **New Toolbox**.
- Give the toolbox a new name.

2. Right click on the newly created Toolbox and select **New > Toolset**.

- Name the toolset **Favorite Tools**.
- Expand **Analysis Tools > Extract**.
- Click and drag the **Clip** tool into the **Favorite Tools** toolset.

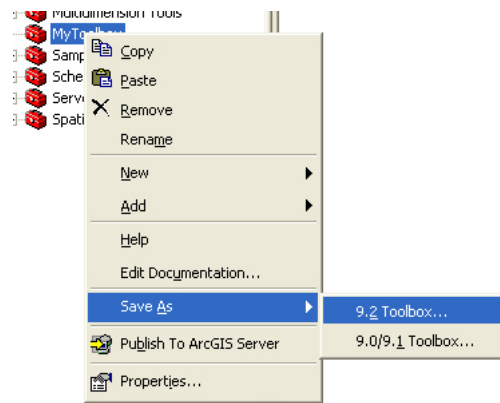
3. Repeat to create a new toolset named **Project XYZ**.



4. Sharing Toolboxes

1. First, save the toolbox.

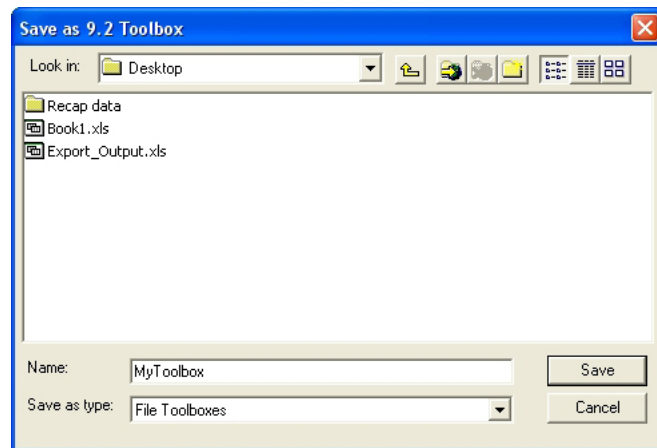
- In ArcMap, right click the toolbox to be saved and select **Save As > 9.2 Toolbox...**



- Name and click save in a directory that can be found later, such as the desktop or the C: drive.

This file can be transferred to a different workstation by email, flashdisk or any other means.

- Alternatively, the same toolbox file can be found in the directory created in step 2 of this tutorial.



2. Load the toolbox.

- In ArcMap, right click **ArcToolbox** in the ArcToolbox window and select **Add Toolbox...**
- Locate and select the toolbox file and click **Open**.



Contacts

For more information about ArcGIS Explorer, contact:

Christopher J. Seeger, ASLA, GISP
cjseeger@iastate.edu.

For information about the ISU Extension Geospatial Technology Program, contact:

Alan Jensen, AICP
adjensen@iastate.edu or 515-294-2073.

This task sheet and more are available for free download at www.extension.iastate.edu/gis.

... and justice for all

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Many materials can be made available in alternative formats for ADA clients. To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914 in cooperation with the U.S. Department of Agriculture. Jack M. Payne, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.