



## Tips and tricks: Create your own floating Vision toolbar

Use the floating Vision toolbar (shortcut bar) to operate Vision easily and conveniently without having to keep the Vision console open. The shortcut bar offers quick access to the basic functions, can be "docked" at any edge of the screen and slides out of the way when not in use.

You can also customize the menu buttons in the floating toolbar to include just the important functions you would use most often in a normal school day – in keeping with the motto "simple, practical, good"!



### Ideal for interactive whiteboards and large-format touchscreen monitors

Operate Vision straight from your interactive whiteboard. To do this, simply place the shortcut bar at the bottom edge of your computer monitor. Try it – you'll be impressed!

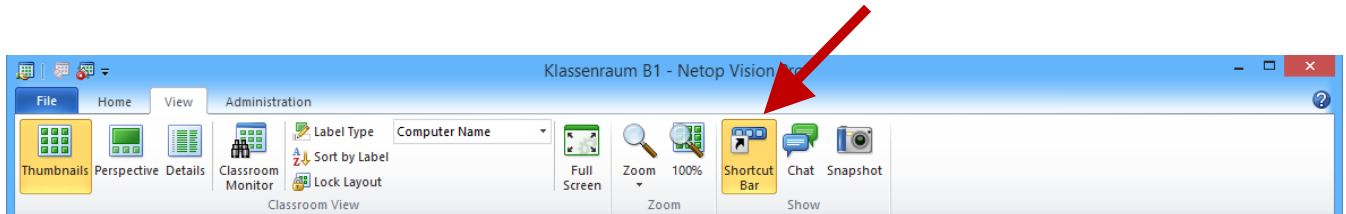
Find out in the following tips and tricks how you can:

1. **Display the Vision shortcut bar**
2. **Remove unused buttons**
3. **Add new commands to the toolbar**
4. **Change button position in the toolbar**
5. **Restore original view**

## 1. Display the Vision shortcut bar

In Vision, the floating shortcut bar is hidden by default. To display it, please do the following:

- In the Vision console, go to **tab view** and click on **Shortcut bar**.



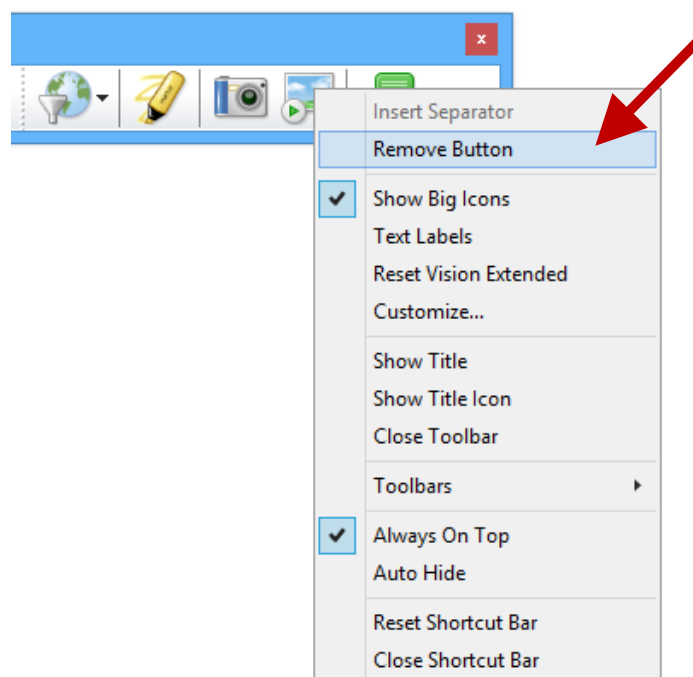
- The toolbar is now displayed at the right-hand edge of the screen.  
Note: The tool bar will automatically slide to the side when it is not used. Move your mouse to the edge of the screen to access the tool bar.
- You can place the toolbar wherever you want on your screen or "dock" it at any of the edges.



## 2. Remove unused buttons

To remove unnecessary buttons from the toolbar, please do the following:

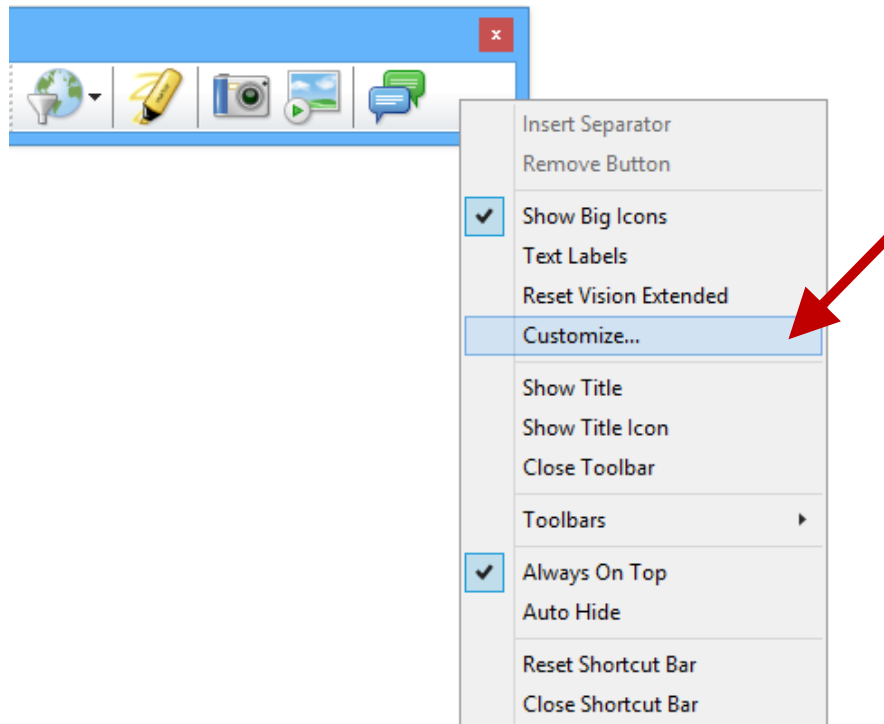
- Right-click on the button that you would like to remove and select **Remove Button**.



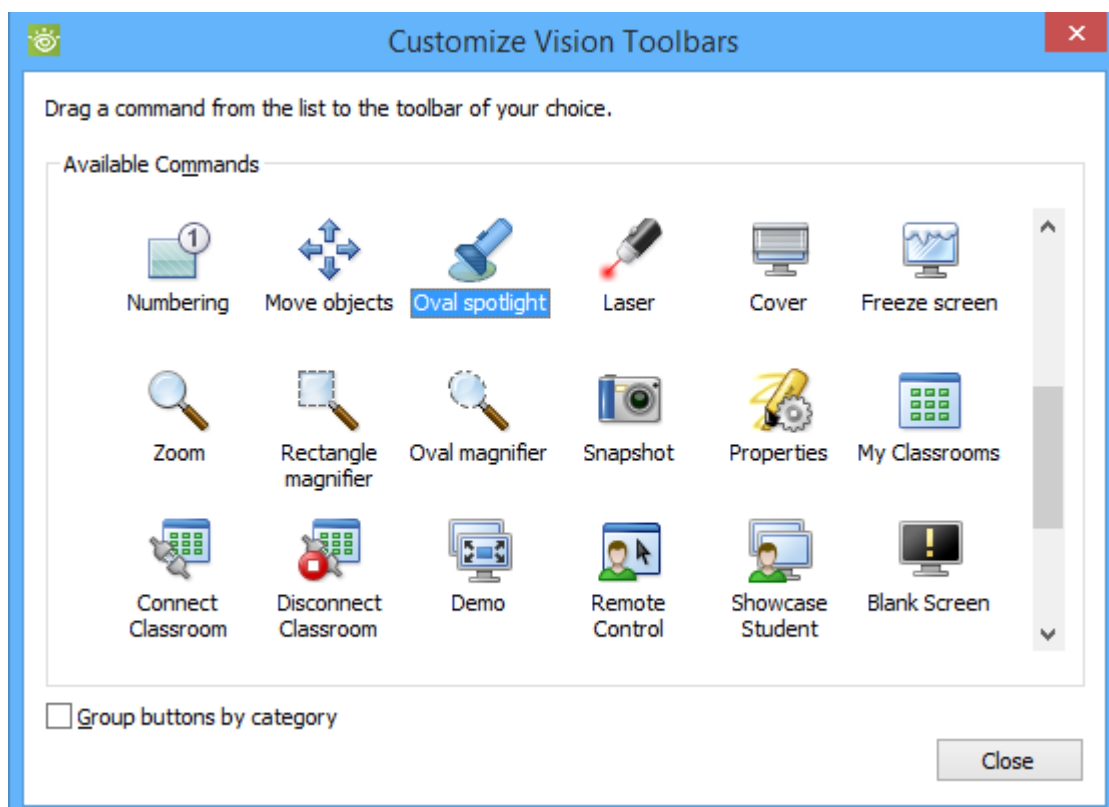
### 3. Add new commands to the toolbar

If you would like to add functions, please do the following:

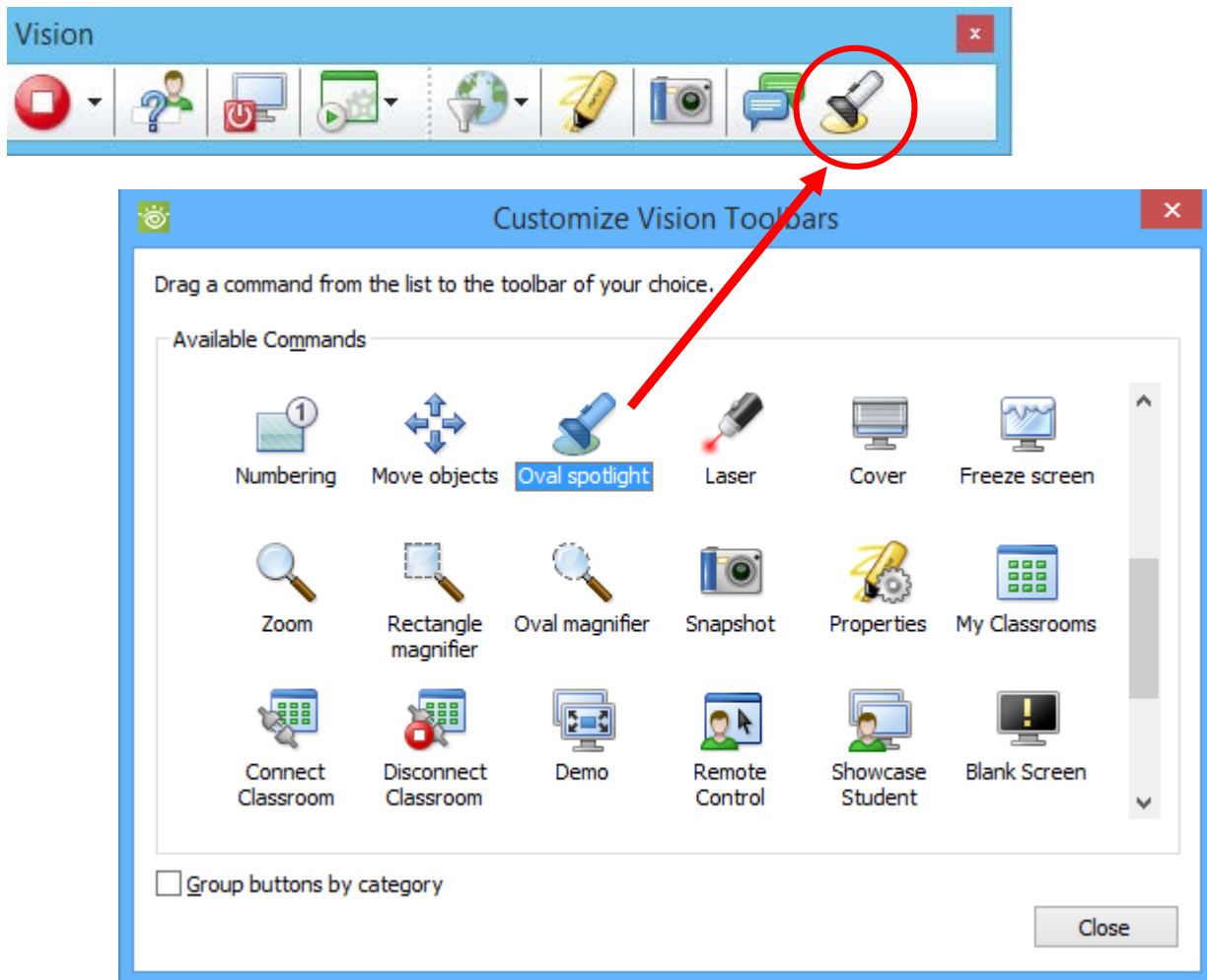
- Right-click on the toolbar and select **Customize**.



- The **Customize Vision Toolbars** window will be shown. Scroll through the list of commands to select your desired command.



- Drag and drop the selected command directly into the toolbar.



#### 4. Change button position in the toolbar

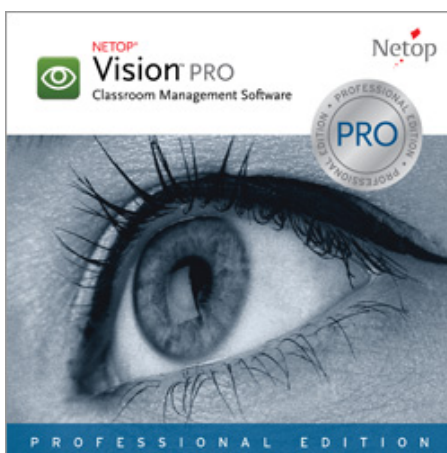
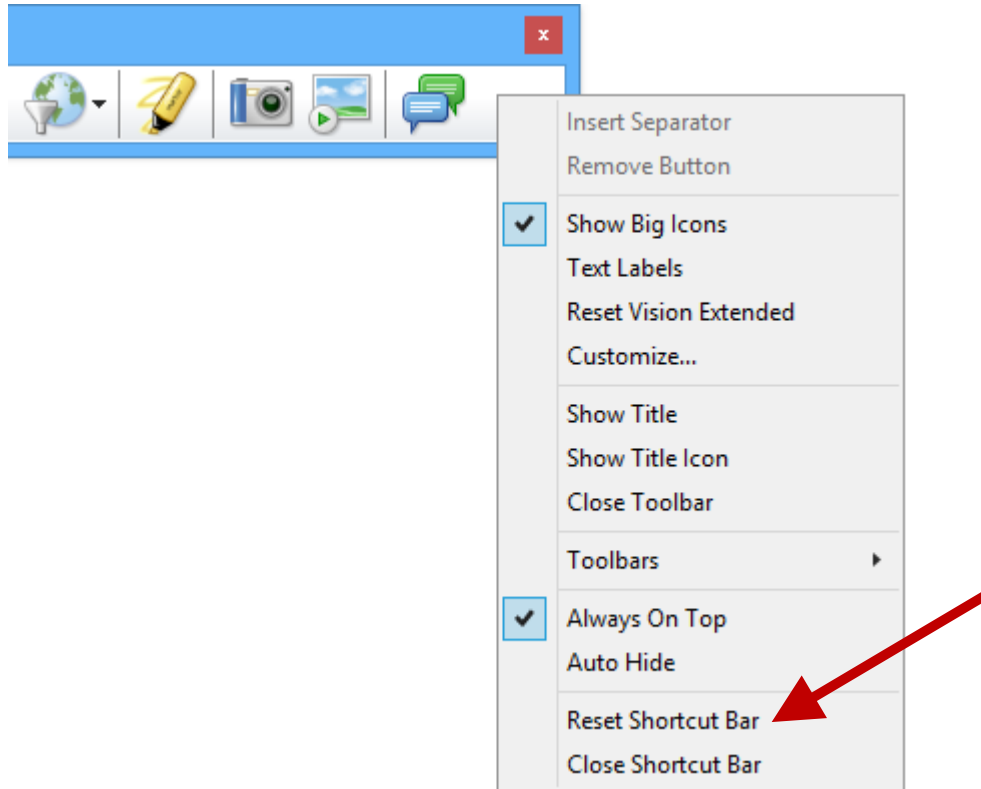
Arrange the buttons in the toolbar in the order you want them. We recommend you position the functions you use the most in the left-hand half of the toolbar.

- Holding down the alt key, use the mouse to drag the button to where you want it on the toolbar.

## 5. Restore original view

Please do the following to restore the original layout of the Vision shortcut bar:

- Right-click on the shortcut bar and select "**Reset Shortcut Bar**".



If you have questions about Netop Vision, please contact [Netop](#) or a [Netop Partner](#) in your area.