Step-by-Step Instructions: Creating a new QAT named "My QAT"

1. On the ribbon, click Manage tab > Customization panel > User Interface (see Figure 1).
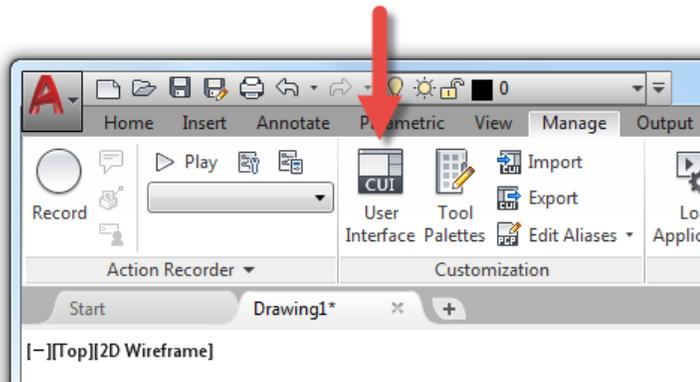
Figure 1. The User Interface tool on the ribbon displays the CUI editor

2. In the Customizations In pane, right-click over the Quick Access Toolbars node and choose New Quick Access Toolbar.
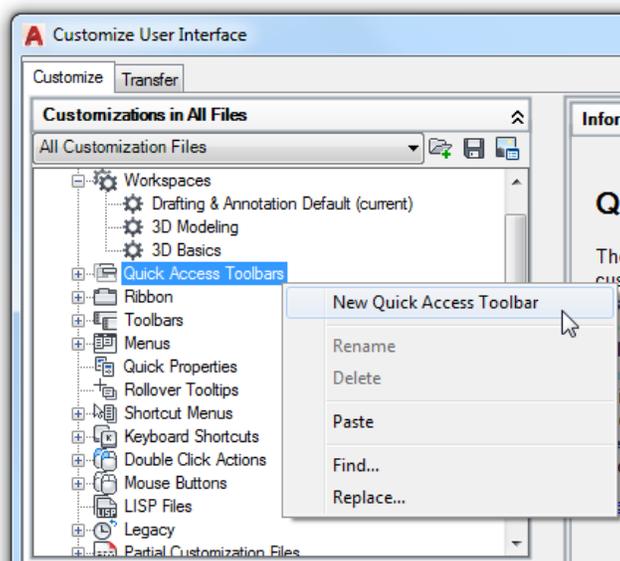
Figure 2. Creating a new QAT

3. In the in-place editor, type **My QAT** or the name you want to assign to the new QAT. The name assigned to the QAT is not displayed in the AutoCAD user interface, but used to identify the QAT in the CUI editor. The name assigned to a QAT can be changed by right-clicking the QAT and choosing Rename, or selecting a QAT node and editing its name in the Properties pane.

4. After the new QAT is created, you can assign tools to it from the Command List pane as previously explained earlier under the "Customizing the Current QAT" section.

5. Click the Apply button to save the changes and keep the CUI editor open or click the OK button to save the changes and close the CUI editor.

Tip: You can clone an existing QAT and then modify its tools without making changes to the current QAT. In the CUI editor, expand the Quick Access Toolbars node and select the QAT to clone. Right-click the QAT to clone and choose Duplicate.

Once a new QAT has been created, it must be assigned to a workspace before it can be displayed in the AutoCAD environment. These steps explain how to assign the QAT named 'My QAT' to the Drafting & Annotation workspace:

1. If the CUI editor is currently closed, open it by clicking click Manage tab > Customization panel > User Interface on the ribbon.
2. In the CUI editor, expand the Workspaces node if it is currently collapsed and select Drafting & Annotation (see Figure 3).
   The text "Default (current)" may appear after the name of the Drafting & Annotation workspace, this indicates that the workspace is both the default and current workspace.
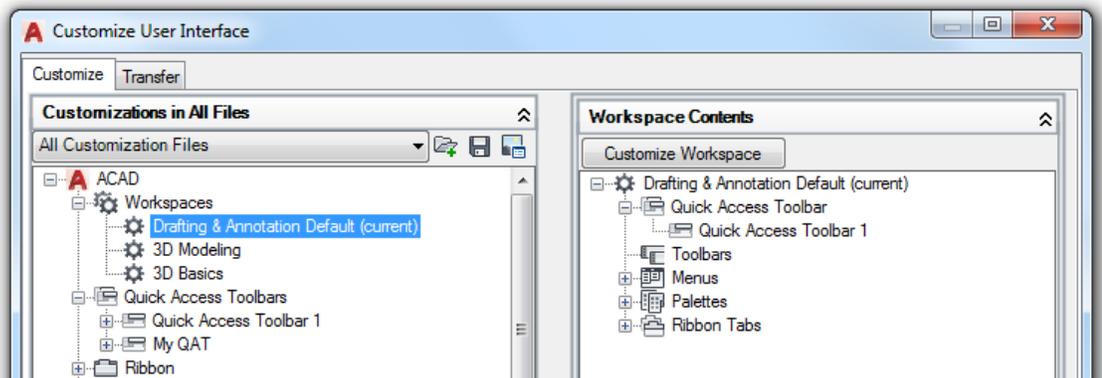
Figure 3. Selecting a workspace to modify in the CUI editor

3. In the Workspace Contents pane, on the right-side of the UCI editor, click the Customize Workspace button.

4. In the Customizations In pane, expand the Quick Access toolbars node and click the checkbox adjacent to the My QAT node or the name of the Quick Access toolbar you created earlier (see Figure 4).
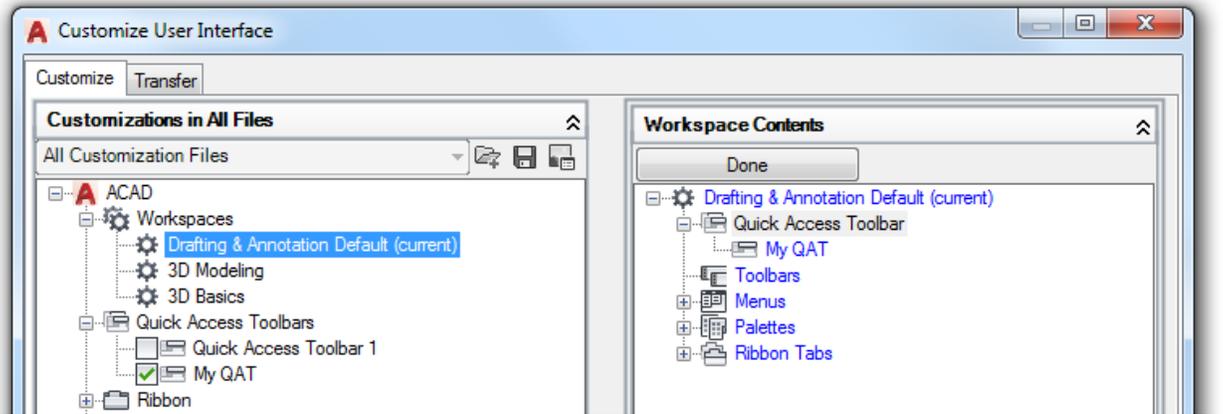
Figure 4. Choosing which QAT to display when the Drafting & Annotation workspace is current

5. In the Workspace Contents pane, click the Done button.
6. Click the Apply button to save the changes and keep the CUI editor open or click the OK button to save the changes and close the CUI editor.

If a different workspace is current other than the one which you assigned the new QAT, you can set the workspace current by:

- In the CUI editor, under the Workspaces node, right-click the workspace to set current and choose Set Current.
- In the AutoCAD environment, on the status bar, click the Workspace Switching menu and choose the workspace to set current (see Figure 5).
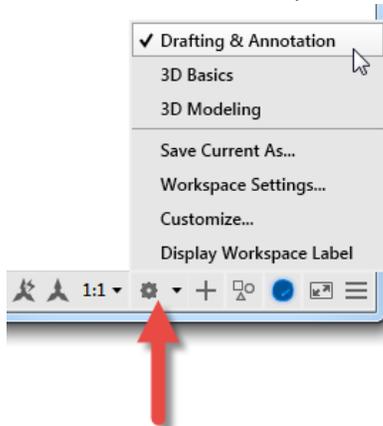
Figure 5. Setting a workspace current from the Workspace Switching menu