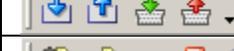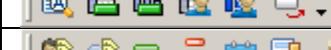# Primavera P6 Rev. 8.1 Toolbar Map

Tool Group Identifier

Shows default buttons only.

Most Tool Groups have additional buttons for selection in the **Add or Remove Buttons** drop-down menu available in all tool groups.

All buttons for these Tool Groups are represented in the Toolbar Map.

Tool Group	Name
	Project
	Assign
	Edit
	Layout
	Enterprise
	Print
	Action
	Administrator
	Bottom Layout
	Dictionaries
	Display
	Find
	Publish
	Reports
	Standard
	Tools
	Top Layout
	Move

Toolbar Map

Tool Group Name	Icon	Description	Function Key
Project		Activities	
		WBS	
		Resource Assignments	
		WPs & Docs	
		Expenses	
		Risks	
		Thresholds	
		Issues	
		Risks	
		Assign Baselines…	
		Maintain Baselines…	
		Set Default Project…	
Edit		Add	
		Delete	
		Cut	
		Copy	
		Paste	
		Dissolve	
		Link Activities	
		Undo	Ctrl+Z
		Fill Down	Ctrl+E
		Select All	Ctrl+A
		Spell Check	F7
		Private Documents…	
		Public Documents…	
		Discuss Issue	
		Send Issue	
		Monitor Selected Thresholds	

Move	⬆	Move Up	
	⬇	Move Down	
	⬅	Move Left	
	➡	Move Right	
Print	🖨	Print	Ctrl+P
	🔍	Print Preview	
	📄	Page Setup…	
	🖥	Print Setup…	
Top Layout	▦	Table	
	⬛	Gantt Chart	
	🔲	Activity Network	
	⬛	Relationship Lines	
	⬛	Chart View	
	⬛	Activity Usage Spreadsheet	
	▷⬛	Hide Left Column	
	⬛	Hide Top Window	
	⬛	Resource Usage Spreadsheet	
	⬛	Arrange Children	
	⬛	Align Children	
	⬛	Chart Box Template	
Bottom Layout	⬛	Details	
	⬛	Activity Usage Spreadsheet	
	⬛	Activity Usage Profile	
	⬛	Resource Usage Spreadsheet	
	⬛	Resource Usage Profile	
	⬛	Trace Logic	
	⬛	No Bottom Layout	
Layout	⬛	Bars	
	▦ ▾	Columns	
	⬛	Timescale	
	▽ ▾	Filter By	

		Group and Sort By	
		New Layout…	
		Open Layout…	
		Save Layout…	
		Save Layout As…	
		Table Font and Row	
		User Preferences…	
Tools		Timescale Logic Diagram	
		Schedule	F9
		Level Resources	
		Progress Spotlight	
		Progress Line	
		Update Progress	
		Disable Auto-Reorganization	
		Global Change…	
		Apply Actuals…	
		Summarize	
		Job Services…	
		Store Period Performance…	
		Monitor Thresholds…	
		Recalculate Assignment Costs…	
		Issue Navigator…	
Display		Zoom In	
		Zoom Out	
		Zoom to Best Fit	
		New Horizontal Tab Group	
		Merge All Tab Groups	
		New Vertical Tab Group	
		Hint Help	F3
		Contents	
		Reset All Toolbars	

	🔒	Lock All Toolbars	
		Expand All	
		Collapse All	
		Collapse To…	
	📎	Attachments	
Standard		New…	Ctrl+N
		Open…	Ctrl+O
		Close All	Ctrl+W
	💾	Commit Changes	F10
		Refresh Data	F5
Action		Import…	
		Export…	
		Send Project…	
		Check In…	
		Check Out…	
		Select Project Portfolio…	
Assign		Resources…	
		Resources by Role…	
		Roles…	
		Activity Codes…	
		Predecessors…	
		Successors…	
		Steps	
Enterprise		Projects	
		Resources	
		Reports	
		Tracking	
		Enterprise Project Structure…	
		Project Portfolios…	
		Roles…	
		OBS…	
Administrator		Users…	
		Security Profiles…	
		Admin Preferences…	
		Admin Categories…	

		Currencies…	
		Financial…	
Dictionaries		Resource Codes…	
		Project Codes…	
		Activity Codes…	
		User Defined Fields…	
		Calendars…	
		Resource Shifts…	
		Activity Step Templates…	
		Cost Accounts…	
		Funding Sources…	
		Resource Curves…	
Find		Find	Ctrl+F
		Find Next	F3
		Replace	Ctrl+R
Publish		Project Web Site…	
		Activity Layouts…	
		Tracking Layouts…	
Reports		Run Reports	
		Run Batch Reports	
		Modify	
		Import…	
		Export…	
		Report Wizard…	
		Report Groups…	
		Batch Reports…	