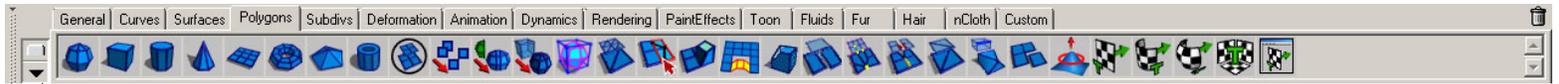


Customizing The Shelf

- **The Shelf**

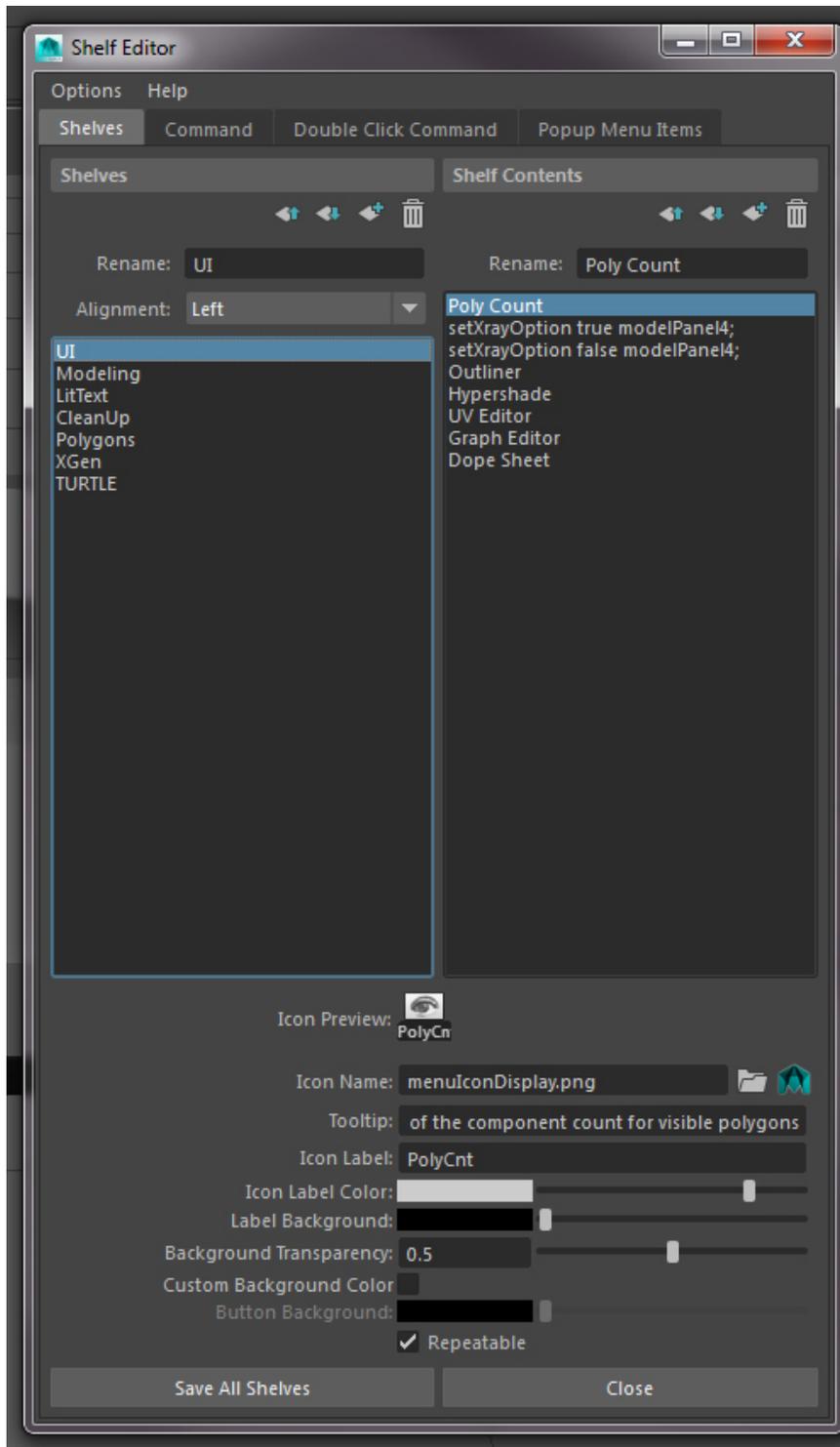
- Shelves: Along top of the interface, below status line/bar



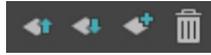
- Shelves provide quick and easy access to commonly used menu items.
- They are divided into tabs based on their function
- They are Highly customizable
- Small black arrow (or circular gear depending on maya version) on left opens menu for adjusting shelves and shelf bar.
- We will be creating custom shelves and modifying existing shelves

- Shelf Editor drop down:

- Note – This is where we can create tabs, delete tabs and assign names or icons to tab options.
- Create a new Tab:
 - Shelf editor drop down → Shelf Editor



1. Using the shelf editor let's do some clean up:
 - a. Use the following buttons to move tabs or content up and down the shelf, add tabs or content, or delete tabs or content:



1. Shelves area (Lft side): we can use the icons at the top of the panel to move the position of the shelves or delete shelves
 2. Shelf Content area (Rt side): we can use the icons at the top of the panel to move the position of the contents on a given shelf or delete content
 3. Icon Name: we can assign images to our shelf content
 4. ToolTip: we can create the description that pops up when we hover over the icon on the shelf
 5. Icon Label: we can give it a text label
 - b. Delete shelves you don't need (you can always bring stuff back via the main menu) and add shelves you want to put content to. I'm going to do the following:
 - i. Delete all but the following shelves: Polygons, Rendering, xGen
 - ii. Add: UI, Modeling, CleanUp
 - iii. Rename: Rending to LitText
 - iv. Delete or clean up content on Polygons and LitText
 - c. Hit Save All Shelves
 - d. Close the Shelf editor
1. Add to the new shelf(ves) (two ways)
 - o Way one:
 - Click on the new shelf tab we just created
 - Go so the menu item you want, but before clicking on it, hold down Cntrl Shift, then click on the item
 - Note – you'll notice this item is now on our shelf
 - Note – to delete an item simply hover over it → Rt mouse clk → delete
 - o Way two:
 - Select a command from the Script editor
 - Open Script editor
 - Edit → clear History
 - Type or copy the command you want (we will do this with our Split Polygon Tool)
 - Highlight it and mmDrag to shelf
1. To remove content from a shelf:
 - a. You can either go through the shelf editor OR
 - b. Right mouse click over the icon on the shelf and choose Delete
2. To reorder content on a shelf:
 - a. You can either go through the shelf editor OR
 - b. Middle mouse drag the icon around on the shelf

3. To Delete, copy or replace your current preferences (moving from one computer to the next):
 - a. On a MAC (to access the library folder the presets are in):
 1. In the Finder, choose **Go > Go to Folder**.
 2. In the Go To Folder dialog, type ~/Library
 3. Click **Go**.
 4. Library folder → Preferences folder → Autodesk folder → Maya folder → 2016
→ [Delete, copy or replace the folders in here (prefs, presets, scripts)]
 - b. On a PC:
 1. At the school it is found at: C:\Users\student\Documents\maya

OR if you're not sure (like on your home computer for instance):

2. Go into Maya
3. Open the shelf editor
4. Click on the folder next to the 'Icon Name' in order to see the file path (usually the path is in MyDocuments, but not always depending on your setup)
5. Navigate to the folders using that file path as your guide
6. Delete, copy or replace the folders (prefs, presets, scripts)