# Palettes

The palettes are located on the left (Tools) and right (Operations) of the canvas area. They can be shown/hidden by toggling corresponding button on the Toolbar. This can be helpful for with maximizing the canvas area when preparing larger scale plans.

The Tools palette includes:

* Tools
* Scratchpad; and
* Signs.

The Operations palette includes:

* Properties
* History; and
* Layers.

Each palette can be minimized by clicking the arrow icon at the top left.

The following sections describe the functions of each palette in detail.