

# ArcGIS

## Adding toolboxes

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### ▼ About adding toolboxes

Toolboxes that you have created in folders and geodatabases can be added or dragged to the ArcToolbox window, providing quick access to the tools you use most often.

If you are working in a desktop application, such as ArcMap, where you do not have access to the ArcCatalog tree, you'll always use the ArcToolbox window to access toolboxes. Toolboxes can be added as shortcuts to the ArcToolbox window by using the Add Toolbox option.

If you created a toolbox in the ArcToolbox window, then closed the application without saving it, the toolbox will not be available for use in the ArcToolbox window. However, the toolbox has not been deleted from disk. You can add the toolbox back to the ArcToolbox window, if the toolbox was created from this location.

[Learn more about the My Toolboxes folder](#)

If you have set up your ArcToolbox window with appropriate toolboxes for a particular project, you can save the geoprocessing settings by right-clicking the ArcToolbox window and clicking Save Settings. Settings can be loaded in the ArcToolbox window in any ArcGIS application by right-clicking the ArcToolbox window and clicking Load Settings.

[Learn more about saving and loading geoprocessing settings](#)

### ▼ How to add toolboxes

#### ▼ Adding toolboxes to the ArcToolbox window from the ArcCatalog tree

1. Right-click the toolbox in the ArcCatalog tree and click Add to ArcToolbox.

The toolbox is added to the ArcToolbox window as a shortcut to the toolbox stored on disk.

#### Tip

- Toolboxes in the ArcToolbox window are shortcuts that point to toolboxes in folders or geodatabases on disk. When working with toolboxes in the ArcToolbox window, you are always accessing and updating the actual toolbox on disk, not a copy of the toolbox.

#### ▼ Adding toolboxes to the ArcToolbox window via the ArcToolbox context menu

1. Right-click the ArcToolbox folder inside the ArcToolbox window and click Add Toolbox.
2. Click the Look in dropdown arrow and navigate to the location of the toolbox on disk that you want to add as a shortcut.
3. Click the toolbox.
4. Click Open.

The toolbox is added to the ArcToolbox window. The toolbox that is added is a shortcut that points to the toolbox stored on disk. Use the shortcut as a fast way to access the toolbox on disk.

#### Tips

- The tools within toolboxes that are set as read-only can be run, copied or pasted but they cannot be altered. Set toolboxes as read-only if you want others to access and run your tools, but you don't want their contents to be altered.

- Toolboxes in the ArcToolbox window are shortcuts that points to toolboxes on disk. When working with toolboxes in the ArcToolbox window, you are always accessing and updating the actual toolbox on disk, not a copy of the toolbox.

#### ▼ Adding toolboxes to the ArcToolbox window from the My Toolboxes folder

- Right-click the ArcToolbox folder inside the ArcToolbox window and click Add Toolbox.
- Click the Look in dropdown arrow and click Toolboxes.
- Double-click My Toolboxes and click the toolbox you want to add.
- Click Open.

The toolbox is added to the ArcToolbox window. The toolbox that is added is a shortcut that points to the toolbox stored on disk (the default location of the My Toolboxes folder is \Documents and settings\yourlogin\Application Data\ESRI\ArcToolbox).

#### Tip

- The location for the creation of new toolboxes in the ArcToolbox window is the My Toolboxes folder. The default location for this folder is \Documents and settings\yourlogin\Application Data\ESRI\ArcToolbox.

[Learn more about changing the default location of the My Toolboxes folder](#)