

Side Bar

The Side Bar is an Outlook style shortcut bar allowing for easy navigation throughout the program. The Side Bar can be used in place of, or in conjunction with the Main Toolbar. The Side Bar provides a little bit more detail in navigation options exposing more menu options and working areas than the Main Toolbar. The width of the Side Bar is adjustable by moving the mouse pointer over the right edge of the Side Bar until the mouse pointer changes to an E-W sizing arrow, at which point clicking and dragging the right edge will allow the width to be modified. Figure 1 below shows the main Side Bar groups. Click an icon within the Side Bar group to navigate to the target area. If a sub-menu appears, choose an option for a more refined target area.

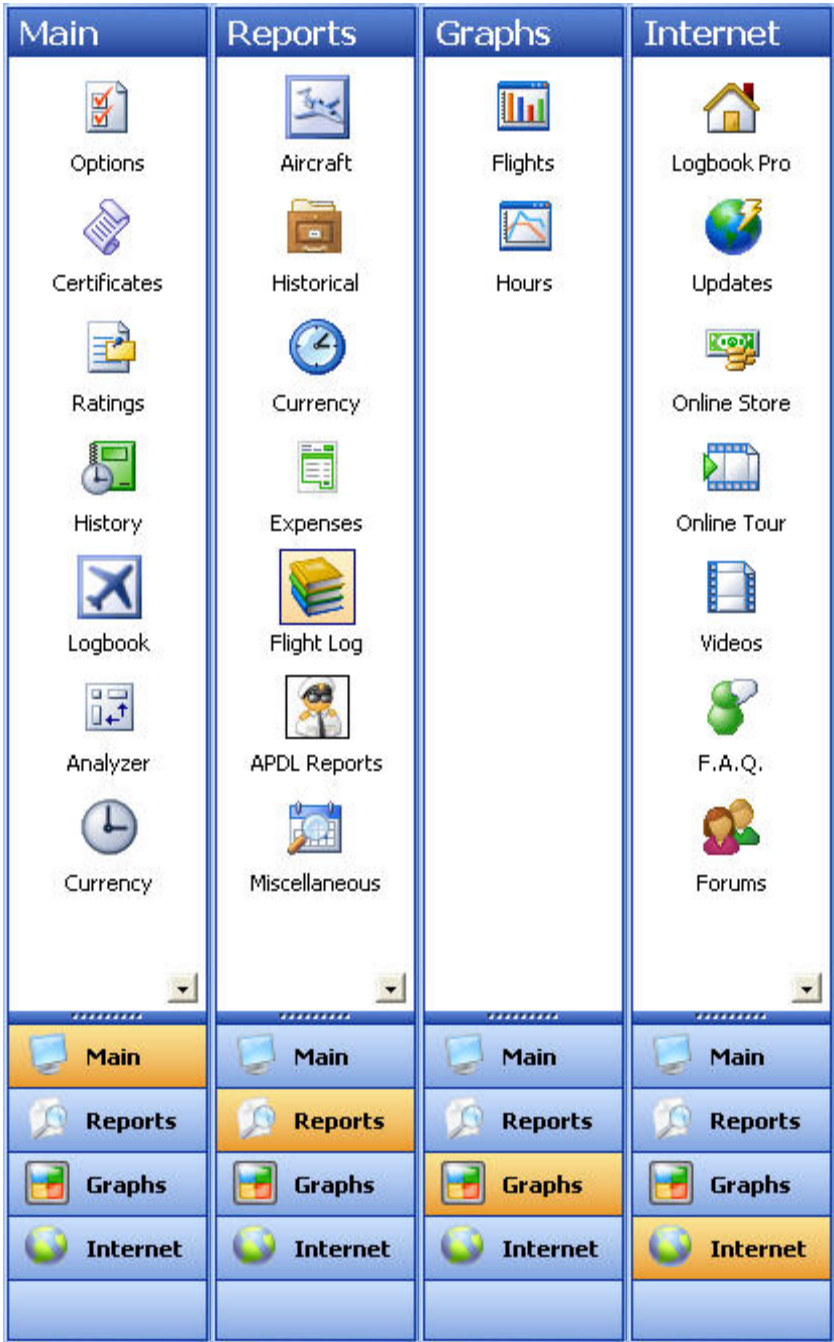


Figure 1. Side Bar Groups