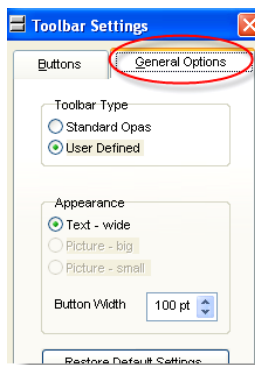
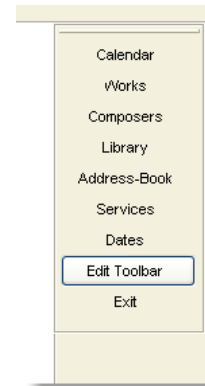


Setting the OPAS Toolbar

The OPAS **Toolbar** provides access to the areas of the program you use most.

The Toolbar can be customized to show any of the **Program Areas** found on the **Main Data** and **Background Data** menu items. To customize your OPAS toolbar, click the **Edit Toolbar** button (typically found just above the Exit button).



Click the **General Options** tab and check the **User Defined** option. Standard Option refers to the original OPAS icon set and does not allow you to select the program areas to show on the toolbar. You can also set the width of the toolbar buttons (the width of the text itself). This setting will depend on the size and resolution of your monitor, but 100 pt (as shown here) is a good place to start.

Click the **Buttons** tab and select the **Program Areas** to appear on your toolbar. Simply click the desired area, drag it to the toolbar (outlined in red) and release it.

You can also re-order items already on the toolbar by dragging them up and down within the red-outlined box.

Remove **Program Areas** from the toolbar by dragging them from the red box back into the Toolbar Settings window. When the toolbar is set to your satisfaction, click the Close button (at the bottom of the Toolbar Settings window) and **Yes** to the prompt.

