

Setting OPAS screens – Rows and Columns

All OPAS Users can set display elements such as toolbars, fonts, colors, and – perhaps most importantly – column size and order.

⚠ Note that while adjusting these settings is (strictly speaking) optional, OPAS places all such settings at their default values when a new user is created. These default settings can make OPAS screens much more confusing and harder to use than they need be, so you should consider these steps mandatory, particularly when creating new OPAS users/logins.

All of these settings need be made only once – OPAS remembers the settings and stores them with your User Name and Password.

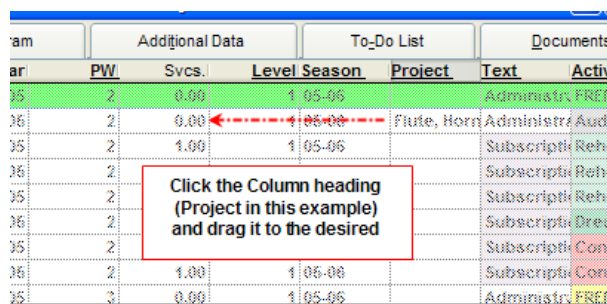
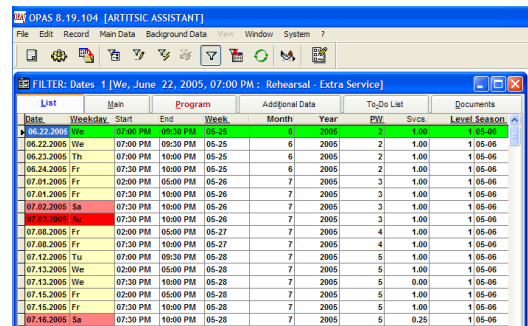
Open the OPAS program area

Open any program area – this guide uses the **Dates** area as an example – and select any record or number of records. The idea here is simply to get information on the screen; it doesn't really matter what the information is.

Re-order and Re-size columns

When a new User is created in OPAS and logs in for the first time, all **List** screens and grids will appear in a seemingly random order.

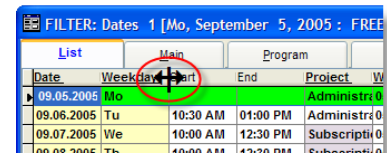
Scroll to the right (there is a scroll bar along the bottom of the window) to reveal the other available columns. It can help to **maximize** the screen by double-clicking on the blue title bar.



To **Re-order** columns, click any desired **column heading** (this is the word in grey at the top that labels the column).

The column heading will depress and the whole grid will become 'grayed-out'. Simply **drag** the column right or left to the desired location and **release** your mouse.

To **Re-size** columns, **float** your mouse over the **border between** any two **column headings**. When the mouse cursor is between two column headings, its shape will change to a double-sided arrow (shown in an exaggerated size at right).




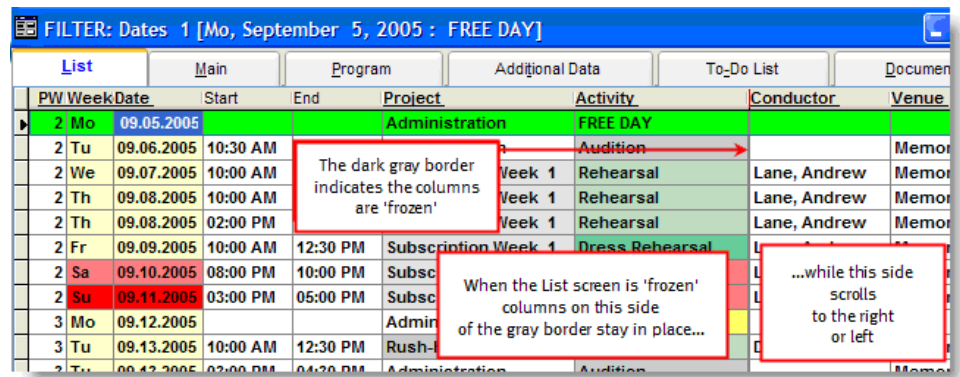
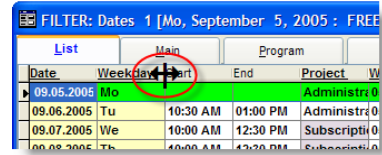
While the cursor in this shape, **drag** your mouse to the right or left to increase/decrease the width of the column.

⚠ When the mouse cursor is in the 'double-arrow' state as shown above **double-click** the mouse to **auto-size** the column to the longest field.

Freeze columns

Once the columns have been re-sized and re-ordered, there will probably be more columns (reading left-to-right) you wish to see than the screen will comfortably display. To **freeze** columns so that those on the left stay in place while you scroll to the right:

1. Click your mouse in any cell in the left-most column (you can only freeze columns when the first column is selected)
2. **Float** your mouse over the **border between** any two **column headings**. When the mouse cursor is between two column headings, its shape will change to a double-sided arrow (shown in an exaggerated size at right).
3. **Right-click** your mouse . When the mouse cursor is shaped as shown above, right-clicking your mouse freezes the screen between the two selected columns. The screen is frozen when the vertical column border turns darker grey.

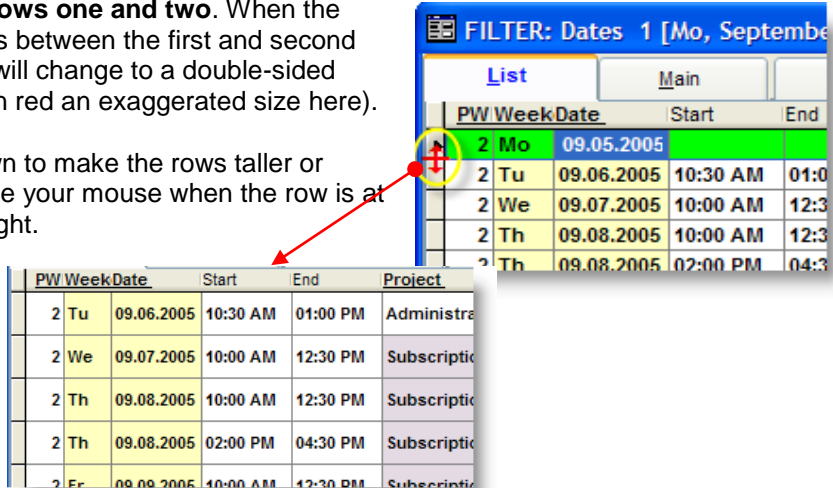


To **un-freeze** the columns, simply right-click between the column headings again.

Re-size rows

Rows can be **resized** for ease of viewing by clicking the row **border** (the gray part at the left) **between rows one and two**. When the mouse cursor is between the first and second row, its shape will change to a double-sided arrow (shown in red an exaggerated size here).

Drag up or down to make the rows taller or shorter. Release your mouse when the row is at the desired height.



Other Notes and Suggestions

[1] Grids within OPAS can be formatted using the same technique as those shown above for **List** screens.

The **Program** screen in the Dates area often looks like this when a new User first opens it:

Order	Composer	Title	Print Title	Alt. Title	Duration	Arrangement
1	Stravinsky	SCHERZO A	<Scherzo à		00:05:00	
2	Prokofiev,	CONCERTO	Concerto I	Piano Cto.	00:28:00	
3	Intermissi	INTERMISS			00:20:00	
4	Brahms, J	SYMPHONY	Symphony		00:40:00	

But can be re-arranged and made more legible using the techniques above:

Order	Composer	Arrangement	Title	Print Title	Duration
1	Stravinsky, Igor		SCHERZO À LA RUS	<Scherzo à la russe> (symphonic version)	00:05:00
2	Prokofiev, Sergei		CONCERTO, PIANO,	Concerto No. 3 in C major for Piano and Orches	00:28:00
3	Intermission,		INTERMISSION		00:20:00
4	Brahms, Johannes		SYMPHONY NO. 2, C	Symphony No. 2 in D Major, Op.73	00:40:00


[2] You cannot remove columns from a grid screen, but if there are elements you do not need or want to see you can either drag them off the visible part of the screen (to the far right) or resize them to a zero width.

Date	Time	End	Project	Activity	Performance	City
11.11.2006	08:00 PM	10:00 PM	Subscription Week 5	Concert	✓	Arlington
11.20.1987	08:00 PM	10:00 PM	Subscription Week 2	Concert	✓	New York
11.19.1987	08:00 PM	10:00 PM	Subscription Week 2	Concert	✓	New York

Date	Time	Project	Activity	Performance	City	Venue
11.11.2006	08:00 PM	Subscription Week 5	Concert	✓	Arlington	Memor
11.20.1987	08:00 PM	Subscription Week 2	Concert	✓	New York	Imperia
11.19.1987	08:00 PM	Subscription Week 2	Concert	✓	New York	Imperia

In this example, we don't need to see the End Time on the **Work** area **Performance History** screen, so that column has been "re-sized" to a width of nearly zero. Note

that OPAS displays that column border in red to remind you that something is hidden there, should you want to re-instate it.

[3] When a screen has been 'frozen', columns can be re-sized but *not* re-ordered. You must un-freeze columns (right-click  between the column headings) before re-ordering them.

[4] If columns within a **Grid** are hidden or inaccessible, float your mouse right on the border between the end of the last field and the start of the scroll bar. \

The Mouse Cursor will turn into a double-headed arrow as shown at right. Click and **hold** the mouse and drag to the left. This narrows the column and reveals any other columns to the right.

Order	NumbeCode	Instrume
1	1 BD	Bass D
1	1 CV	Claves
1	1 ob	Orches
1	1 sd	Snare
1	1 SK	Suspen