

Move and Resize Toolbars

There are 3 ORCA toolbars that are visible at the top of the screen.

- Organizer Toolbar
- Task Toolbar
- Links Toolbar



Each toolbar has a box with a downward arrow after it

- Additional options can be found by clicking on the downward arrow.
- The Task Toolbar and the Links Toolbar can be moved to separate lines.
- The Organizer cannot be moved.

Toolbars can also be set to display or hide more items

- Each of the three toolbars has four vertical dots on the left and a downward arrow on the right.
 - Toolbars are moved by clicking and dragging the four dots.
1. Click on top of the four vertical dots. Do not release the click. A symbol appears indicating the toolbar can be moved.
 2. Use the mouse to drag the toolbar to the new location and release the click.
 3. Move the Toolbar to the right or up or down so that the desired icons are visible.
 4. Close out of ORCA by clicking the Exit icon to save your Toolbar settings.

Note: ORCA Rounding (CORES) can be found on the Organizer Toolbar