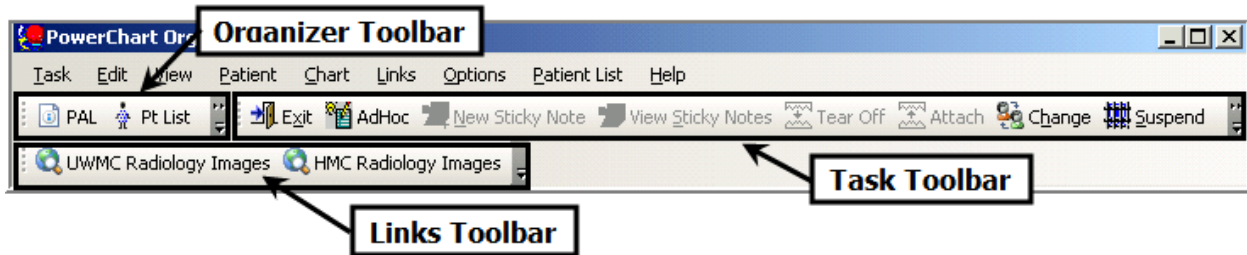


ORCA Customizing Toolbars

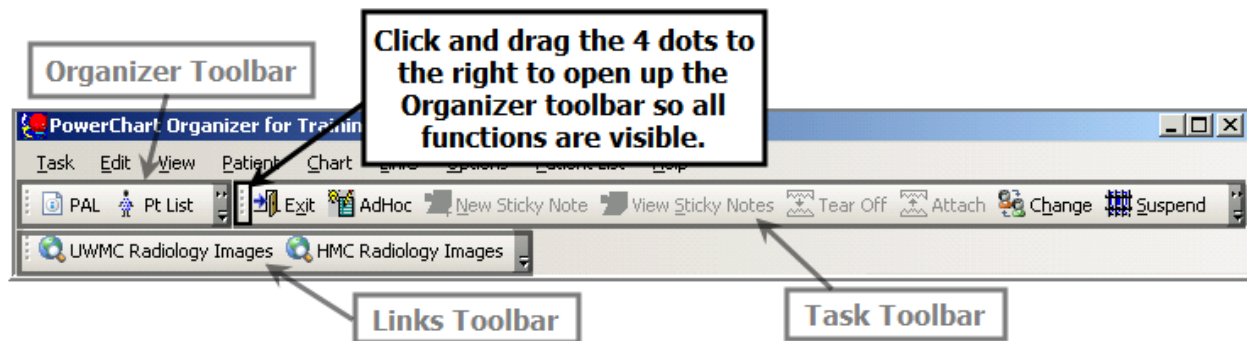
There are three toolbars which always show at the top of the screen. Toolbars can be customized in two ways to simplify work flow.

The Three Toolbars




Move and Resize Toolbars

Toolbars can be customized to be on the same or different lines from the other toolbars. They can also be set to display or hide more items. Each of the three toolbars has four vertical dots on the left and a down arrow on the right. Toolbars are moved by clicking and dragging the four dots.



*Note: The **Organizer** Toolbar cannot be customized. However, all items on the Organizer toolbar can be made visible by dragging the toolbar next to it to the right.*

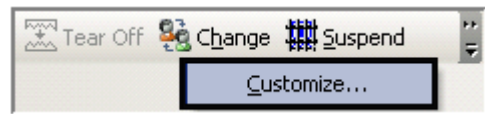
1. Click on top of the four vertical dots. Do not release the click. A  symbol appears indicating the toolbar can be moved.
2. Use the mouse to drag the toolbar to the new location and release the click.
3. Toolbars can be moved up or down so that all three toolbars are on one row or each can have its own row.

Rearrange Icons on a Toolbar

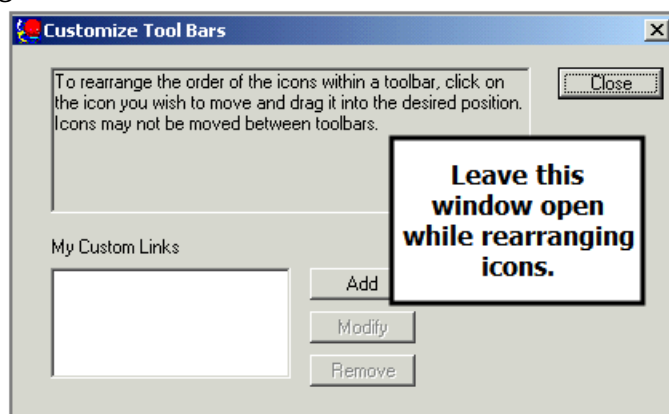
Icons can be rearranged on the Task and Links Toolbars so that the most commonly used icons are the most visible.

1. Right-click in the Toolbar

2. Select **Customize...**



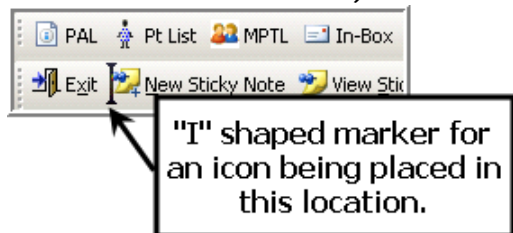
3. The **Customize Tool Bars** window opens and *must* be left open while rearranging the icons



4. Click and drag the icon to the desired location on the *same* toolbar

*Note: For RNs and MA/HAs drag **Exit**, **Ad Hoc**, **Explorer Menu**, **Change** and **Encounter Location History Viewer** to the left side of the **Task Toolbar** so they are always visible.*

5. Release mouse button when the marker (which looks like an "I") is where you want the icon



6. Repeat steps until finished, and then click **Close** in the **Customize Tool Bars** window

Note: While you are rearranging icons, the toolbars will be opened up so that all icons show on two or three rows. This will not be the final view. Move the icons you always want to see to the left side of the toolbar. On a small screen the Task icons show across two lines.