



## Tip of the Month – February 2002

### Shortcut Bar

You can easily add new shortcuts to the shortcut bar! Here's how:

Open a new window in Great Plains

On your shortcut bar, click add/current window

Presto! Your chosen window can now be accessed from the shortcut bar, with one click of the mouse!

Easily auto-hide your shortcut bar by clicking on the view button on the shortcut bar and choosing Auto-Hide. This will allow you to access the shortcut bar simply by moving your cursor to the leftmost portion of your screen, but it stays out of sight until you need it.