



AppBar Customization

If you are unsure of whose appbar is in use, place the cursor over the  icon. Doing so reveals the AppBar's Username.




1. Right-click on the AppBar to reveal options. The following menu appears:



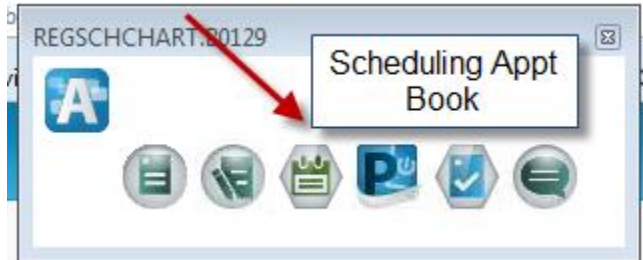
- **Suspend**: When you step away from the terminal for a period of time and do not want another user to open applications during your absence
- **Change User**: If the previous user has left and you want to log in under your own Username select this option
- **Auto Hide**: Selecting this option “hides” the AppBar when it is not actively used. Moving the cursor to the area of the screen where the AppBar resides will reveal the AppBar again. To “undo” this option, right-click on the AppBar and re-select the Auto Hide option
- **Always on Top**: Selecting this option causes any other application open to not cover the AppBar. Attempts to “Maximize” application screens will maximize around the AppBar, not cover it. To “undo” this option, right-click on the AppBar and re-select the Always on Top option
- **Allow Floating**: (I WOULD USE THIS ONE) Selecting this option allows you to move the AppBar to various locations on the screen. To “undo” this option, right-click on the AppBar and re-select the Allow Floating option. This “locks” the AppBar into one place on the screen.
- **Large Buttons**: Selecting this option increases the size of the icons on the AppBar. To “undo” this option, right-click on the AppBar and re-select the Large Buttons option.

2. Clicking on the  icon reveals more options, some of which are repeated from the steps mentioned above. The following menu appears:



- **Change Password:** Should not be used unless otherwise specified. Changing passwords frequently increase the chance of not remembering it!
- **Applications:** Selecting this option allows you to view applications for which you currently have security to access.
 - Double-clicking on the  icon reveals more information regarding applications you have access to.
 - Double-click on the  icon to reveal all applications for which you have access.
 - Double-click on any one of the  icons to open that particular application on-demand.
 - When finished, click “Cancel” or click on the “X” button in the upper-right corner of the screen.
- **Customize:** Selecting this option allows the user to choose Launch Bar States previously described in the above steps.
 - Click on the **Buttons** tab. This tab allows you to add/remove icons from your AppBar by clicking on the open box next to the application name.
 - Once you select the desired applications, you can arrange those applications in any order using the “Move” arrows.
 - The “Insert Space” option allows you to spatially separate icons on the AppBar according to how you choose to separate them. You can insert as many spaces as desired.
 - When finished, click “OK” to save changes. To exit without saving, click “Cancel.”

App Bar



1. Click (single) on the Scheduling Book Appointment Icon
2. Scheduling Book Appointment opens, click on the Appointment tab or Bookshelf tab if you are choosing a book.