SET UP YOUR FAVORITES BAR

Description: All of the menus and tools that you have access to appear under the main Menu. You can easily select your most-used items from the main Menu and add them to the middle of menu bar to create a “favorites” bar.

CUSTOMIZE THE FAVORITES BAR

1. Click on the main Menu icon.
2. Click the star next to any menu or item listed to add it to your Favorites Bar.
3. Once you have items in your Favorites Bar, you can drag and drop the items to reorder them.

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