

ORGANIZER - SETTING YOUR VIEW PREFERENCES

1. From the Menu Bar select VIEW

2. It will probably look like Fig 1.

3. You need to click the Detail to 'ungray' options

4. Check File Names

5. Again View> Grid Lines

6. When you are working with photos you will want the Timeline selected. But not needed for supplies.

7. When done it should look like Fig. 2.

