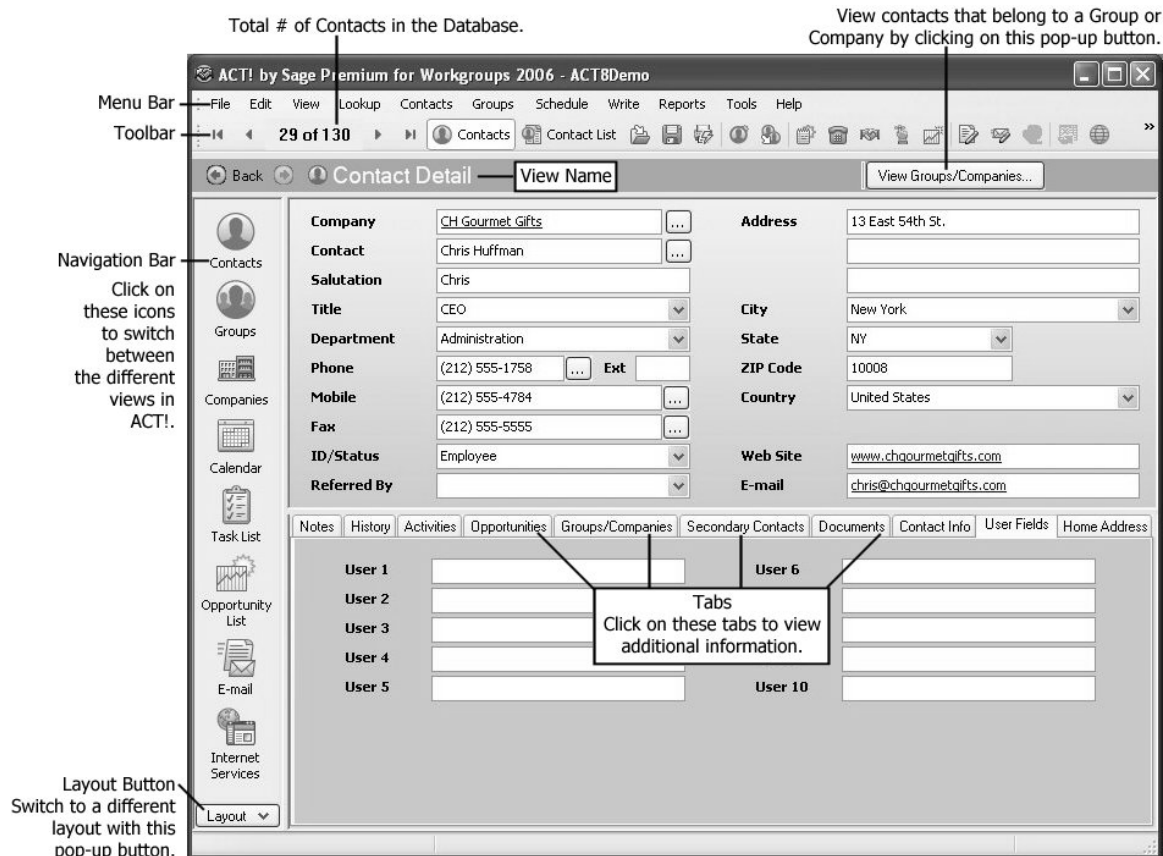


ACT! Screen Differences

ACT! runs in a Windows environment. As such, it has a similar look and feel to other Windows applications. Notice the visual similarities and differences in the look of ACT! compared to older versions.

- ✓ Tab controls have moved from the bottom of the layout to the middle of the layout and there are a few changes.



- ✓ The button that controls which layout is used moved from the bottom right side of the screen to the bottom left.



- ✓ The Group lookup button moved from the bottom of the view to the top of the layout window.



- ✓ **Title bar** displays the name of the program, (e.g., ACT! by Sage Premium for Workgroups 2006) and the currently open database name.



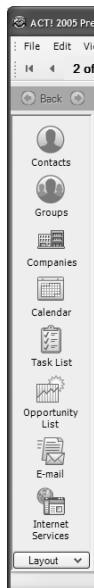
- ✓ The Navigation Bar is still on the left (or up from the bottom right if you are upgrading from version 4 or earlier.)



- ✓ The name of the current view (Contact Detail, Contact List, Group List, etc.) is now displayed below the menu line instead of in the title bar.



Changing the Navigation Bar Menu



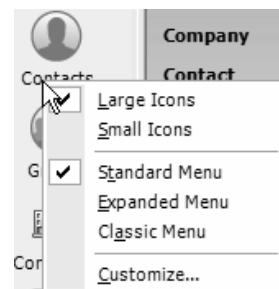
The Navigation bar displays at the left of the ACT! window. You can easily customize the Navigation bar to display any or all of the available icons to help you navigate through ACT!. By right-clicking on the Navigation bar, you can quickly switch between

- ✓ Large and small icons,
- ✓ a **Standard Menu** of only the basic icons,
- ✓ an **Expanded Menu** displaying all icons, or
- ✓ a **Classic Menu** that most closely mimics previous versions of ACT!, (but does not display the Company icons).

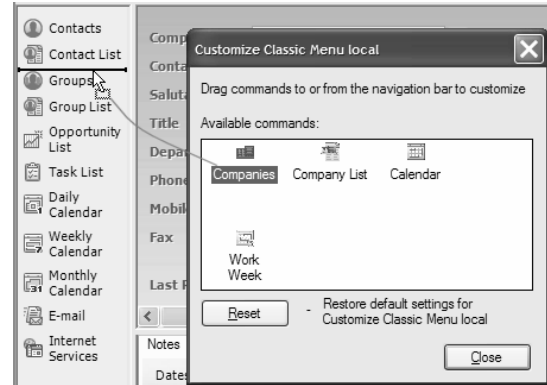
You can also easily customize the display to display only the icons you use on a daily basis.

Procedure: *To change the icons on the Navigation bar menu*

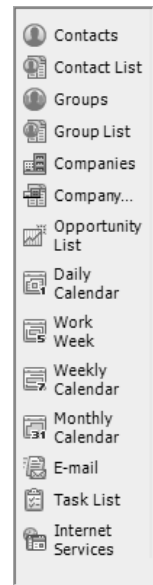
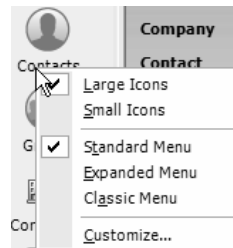
1. Right-click anywhere on the Navigation bar. A shortcut menu appears with choices related to the Navigation bar.
2. Click **Expanded Menu** or **Classic Menu** The icons displayed vary depending upon the option selected.



3. Click **C**ustomize... to add or remove icons to your liking.
4. Drag an icon from the dialog and drop it on the Navigation bar where it should display.
5. To remove an icon, drag it from the Navigation bar and drop it in the center of the Customize dialog box.



*If your screen size is small, you may not be able to see all of the Navigation bar icons on the left side of your window. You can have ACT! display smaller icons and text so that they all display at the left. Point anywhere on the Navigation bar and right-click. Click **S**mall Icons.*



Mini-Exercise: Admiring the View Bar

Step	What to do	How to do it/Comments
1.	Practice switching among the different Navigation bar options.	Right-click anywhere on the Navigation bar and select a menu option.
2.	Try customizing the bar by dragging icons on and off the Navigation bar.	Right-click anywhere on the Navigation bar and select C ustomize... Drag icons to your liking. Remember, to <i>remove</i> an icon from the Navigation bar, drag it from the bar, and drop it in the center of the Customize dialog box.
3.	Return the Navigation bar to the Standard Menu with its default display of icons.	Right-click and select S tandard Menu. If you customized the display, you can right-click, select C ustomize... and click R eset, C lose
