

### **Modifying the Nav Bar**

Not planning on using the Welcome page or the Dashboard feature and want to remove it from the Nav Bar at the left? Easy to do.

**Procedure:** *To modify the Nav Bar*

1. Click on the drop-down arrow at the lower right-corner of the Nav Bar.
2. Select **Navbar Options**.
3. Uncheck options that you don't want to see in the Nav Bar.
4. Use the **Move Up** and **Move Down** buttons as desired.

### **Creating Custom Web Info Links**

The Web Info tab (found on the Contacts or Companies Detail View) contains some great links for browsing the Internet using pieces of data from the Contact or Company record. You can also add some of your own links if you like. However, it does require that you understand how the website expects to receive search parameters.

**Procedure:** *To create custom web info links*

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|---|---|
| 1. Display the <b>Web Info</b> tab to edit.   | There is a Web Info tab in both Contacts and Companies: Detail View.  |
| 2. Click <b>Edit Links</b> .  | Edit Links displays at the top of the tab.  |
| 3. Click <b>Add</b> .   | A new line displays at the bottom of the current link list.   |
| 4. In the <b>Site Name</b> column, enter a name for your link.  |   |
| 5. In the <b>URL</b> column, type or paste the Web site address.  | Perform a search as you normally would with real data. Paste in that string.  |
| 6. Click <b>Advanced Edit...</b>  |   |
| 7. Select any search strings to replace. Select a field from the list at the right and click <b>Add</b> . | Notice the parameters in the search string to see if you could replace some of those parameters with the contents of an ACT! field. |
| 8. <b>OK, OK</b>  |   |