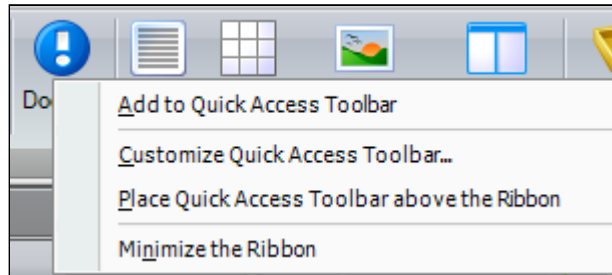


File Stream Document Management Quick Access Toolbar

File Stream uses the latest Microsoft Ribbon technology. The Quick Access Toolbar function allows you to have available, on all screens, the commands you use most frequently, without having to search through menus to find them. To make your preferred commands available, simply right click on the command icons to view the 'Quick Access Toolbar' menu. You can then choose 'Add to Quick Access Toolbar'. The icon will appear on the main screen ready for future use. Note: The Quick Access toolbar can be placed above or below the standard ribbon.



Your Quick Access Toolbar will end up looking something like the one shown below. To remove a command from this toolbar, right click on it and select the option from the list presented.

