



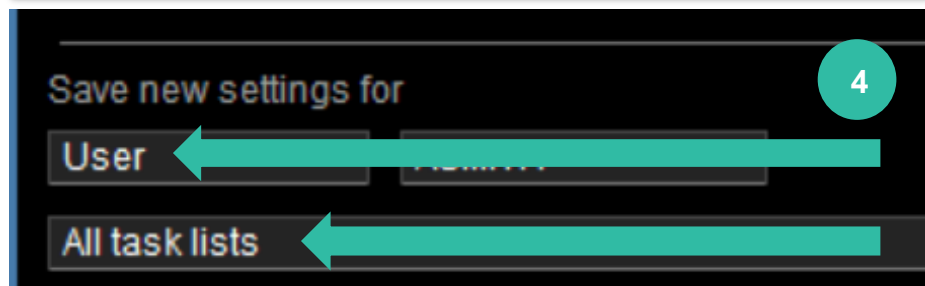
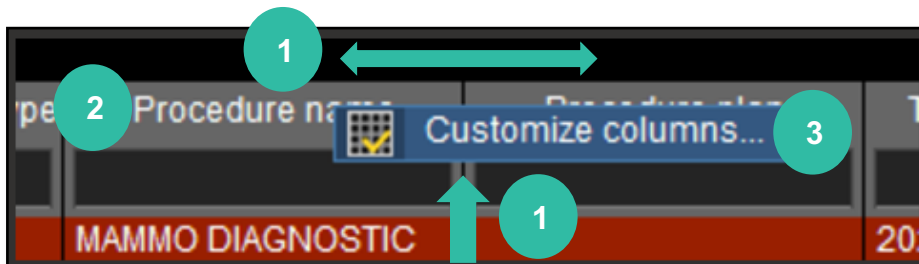
Changing the Column Width

EI Desktop

Changing the column width in the List, Text, and Image area is easy to do, but must be done for each section. For example, you can change the column width for Procedure name for all the lists in your Activities Overviews at once. However, the columns in the Search Area must be changed independently. There are two options to change the width.

First Option:

1. Left mouse click and hold on the column divider and move it left or right to get the width you desire.
2. Right mouse click on the column header.
3. Left click on Customize columns. *(If you skip this step, your settings are applied to the current session only, and will not be applied when you log in the next time).*
4. In the List area select if you want to save the changes for **This List Only** or **All Task Lists**. Note: this option does not exist in the Text and Image Area Customize Columns menu.
5. Click **OK** to save your column settings.



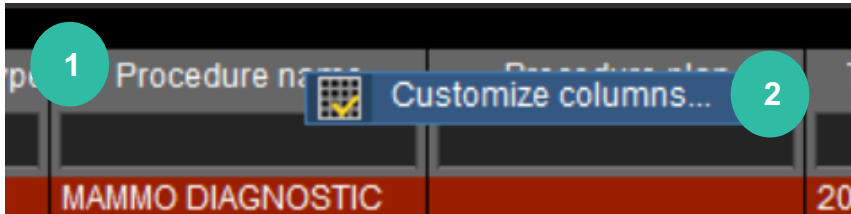
Ensure you are only saving the settings for **USER**.

Select to apply the customization to "All task lists" for "This list only".



Second Option:

1. Right mouse click on the column header.
2. Left click on **Customize columns**.



3. Left click to select the column name from the Displayed table.

4. Click on **Details for the selected column** to show the options for that column.

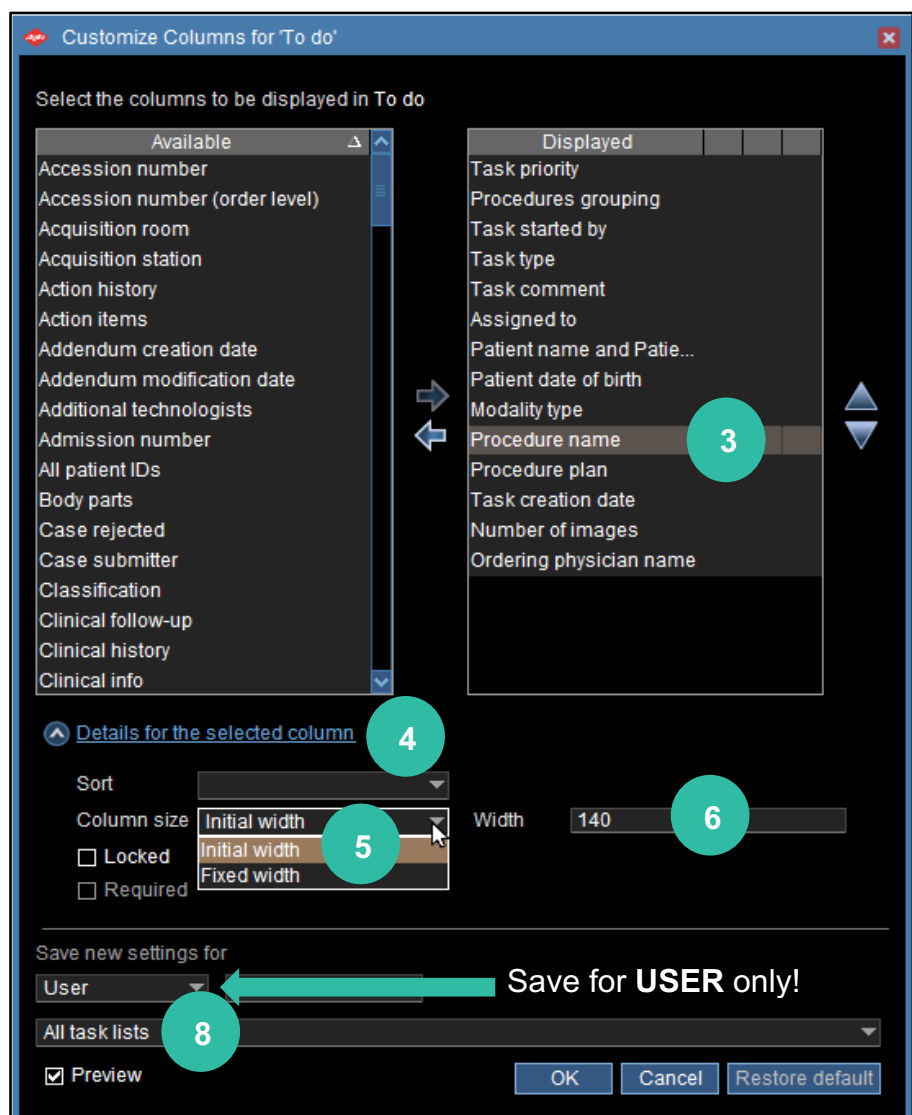
5. Select Initial width or Fixed width. *

6. Set the width for the Column.

7. Repeat steps 3-6 for additional columns.

8. In the list area select **This list only** or **All task lists** (*This option does not exist in the Text and Image Area Customize columns menu.*)

9. Click **OK** to save your column settings.



***Note:** “Initial width” will allow you to use the column divider to expand or decrease the column size. “Fix width” sets the column to a specified width.