

# GCdocs16



Job aid

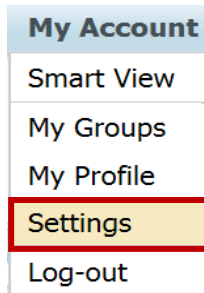
Getting started

Classic View

How to modify your display

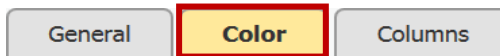
## Alternating Row Colours

- 1. Select **My Account** on the **Global Menu Bar**



- 2. Select **Settings**

- 3. Select the **Color** tab

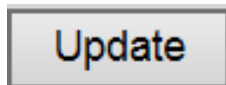


- 4. Select a colour for **Row 1**



- 5. Select a colour for **Row 2**

- 6. Select **Update**



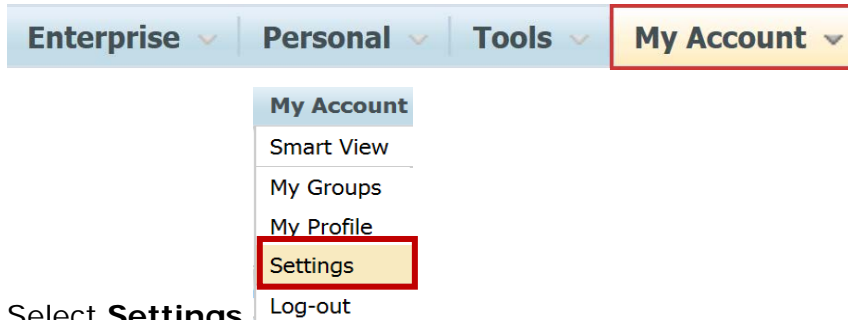
**Note:** Your settings will **preview** on the right side of your screen as you make selections.

Column Header	Column Header	Column Header	Column Header
Row 1	Row 1	Row 1	Row 1
Row 2	Row 2	Row 2	Row 2
Row 1	Row 1	Row 1	Row 1
Row 2	Row 2	Row 2	Row 2



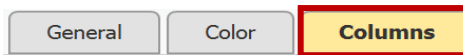
## Adding columns from the display

1. Select **My Account** on the **Global Menu Bar**



2. Select **Settings**

3. Select the **Columns** tab

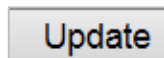


4. Select a column from the **Available Columns** field

5. Select **Add**

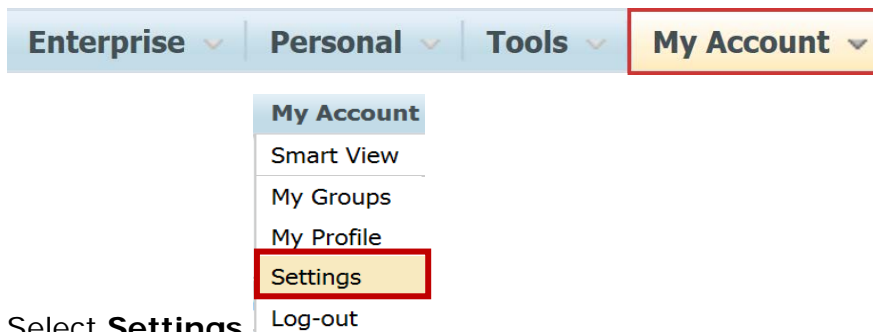


6. Select **Update**



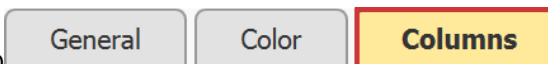
## Removing columns from the display

1. Select **My Account** on the **Global Menu Bar**



2. Select **Settings**

3. Select the **Columns** tab



4. Select a column from the **Displayed Columns** field

5. Select **Remove**



6. Select **Update**

