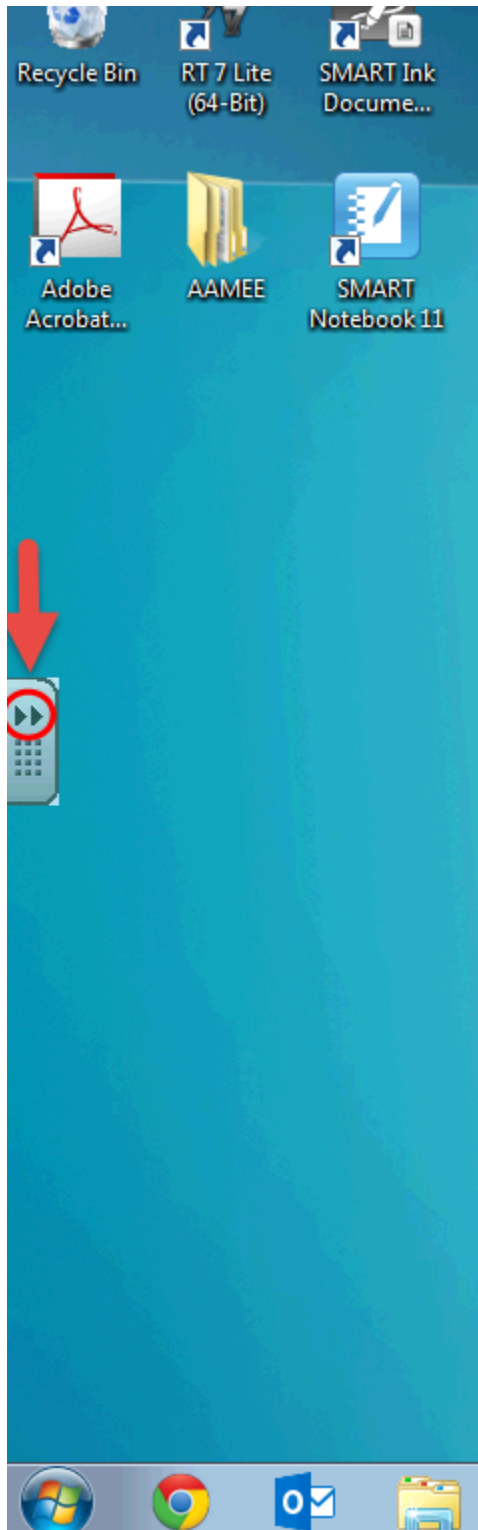


## Customize the Smart Sidebar



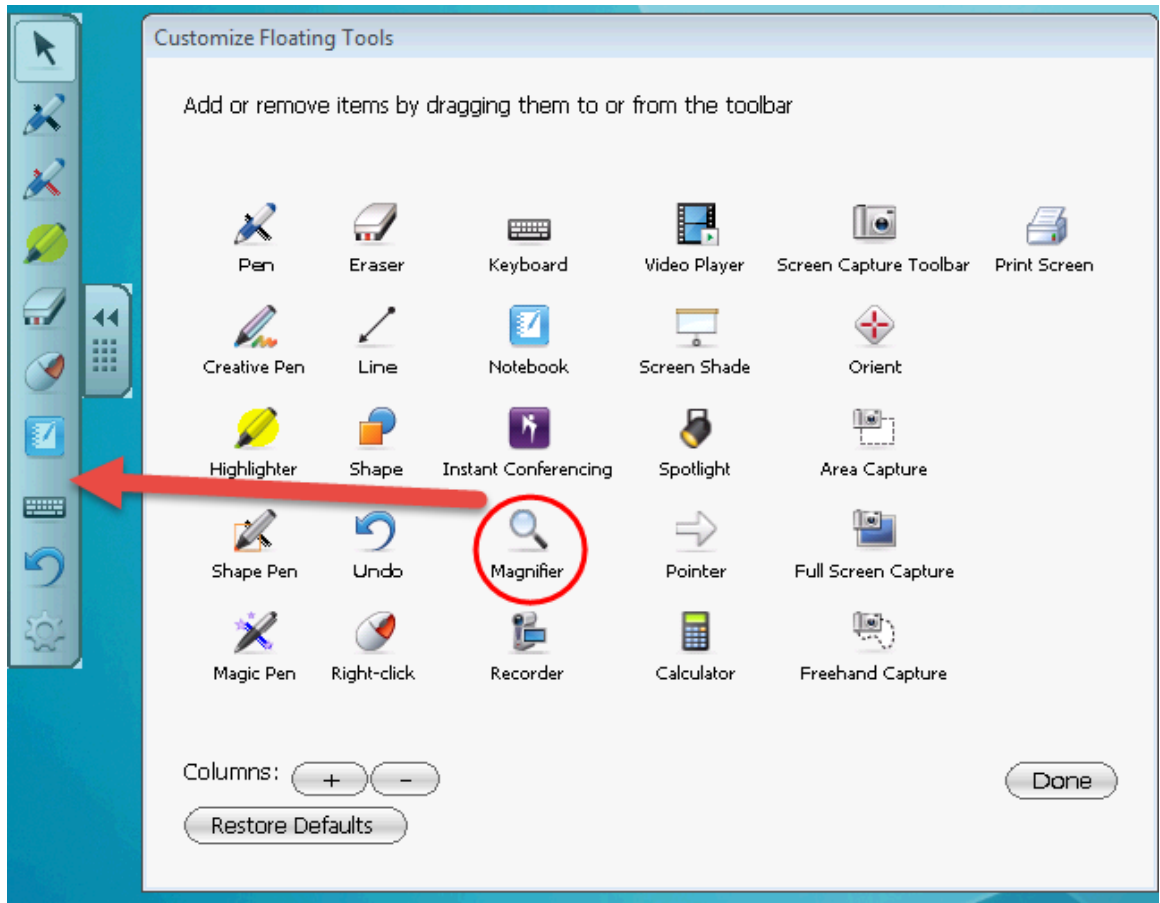
1.

Click on the arrows to open the Smart Sidebar

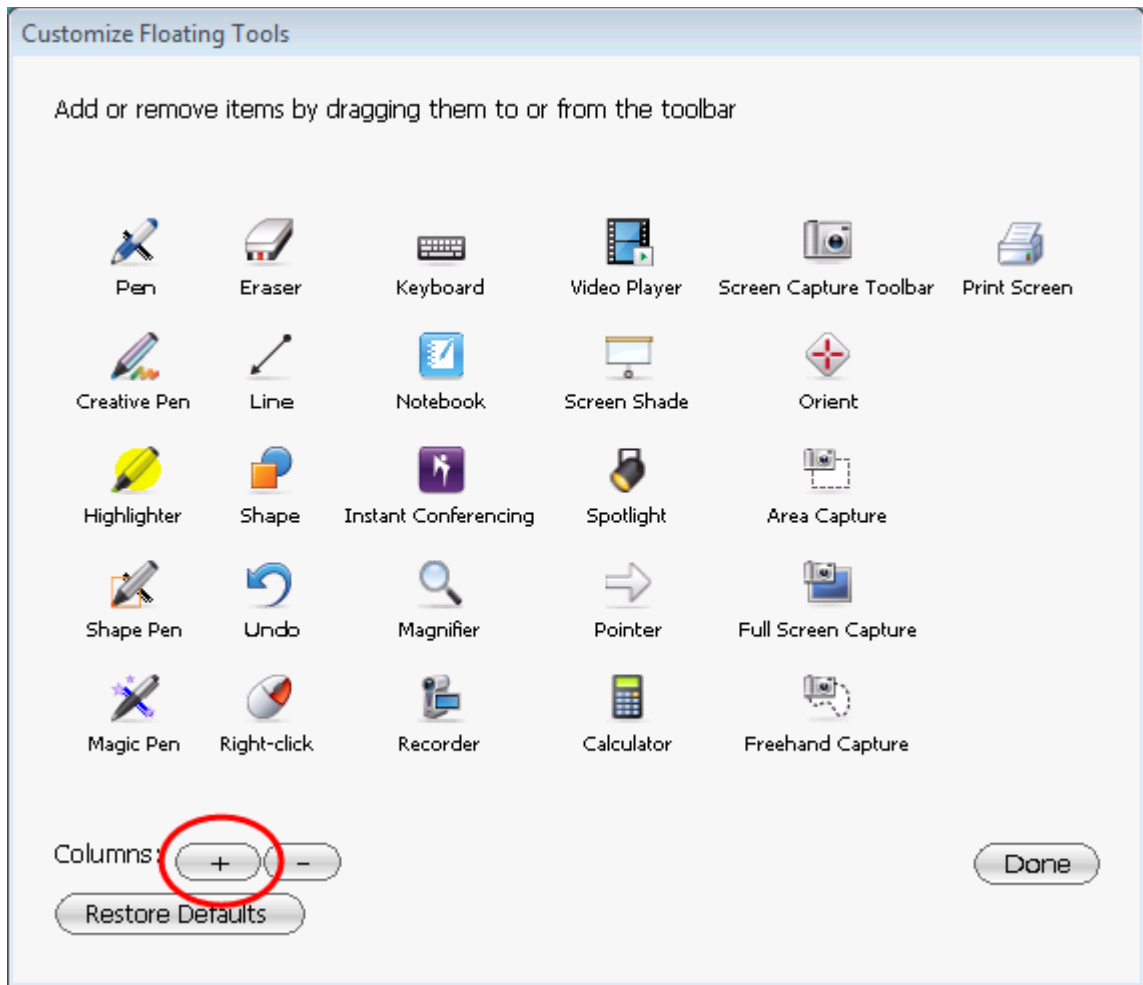


2.

Click on the gear.

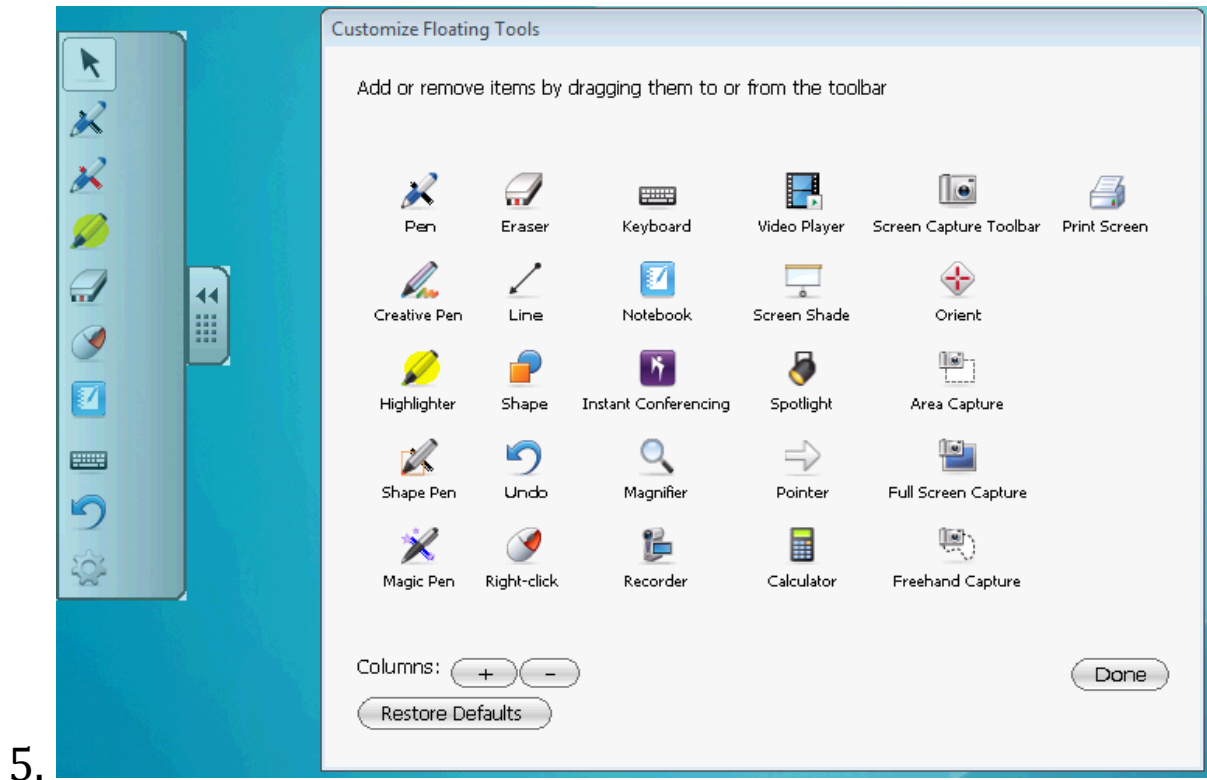


Click and drag the icon you wish to add over to the sidebar. You can add as many icons as you'd like.



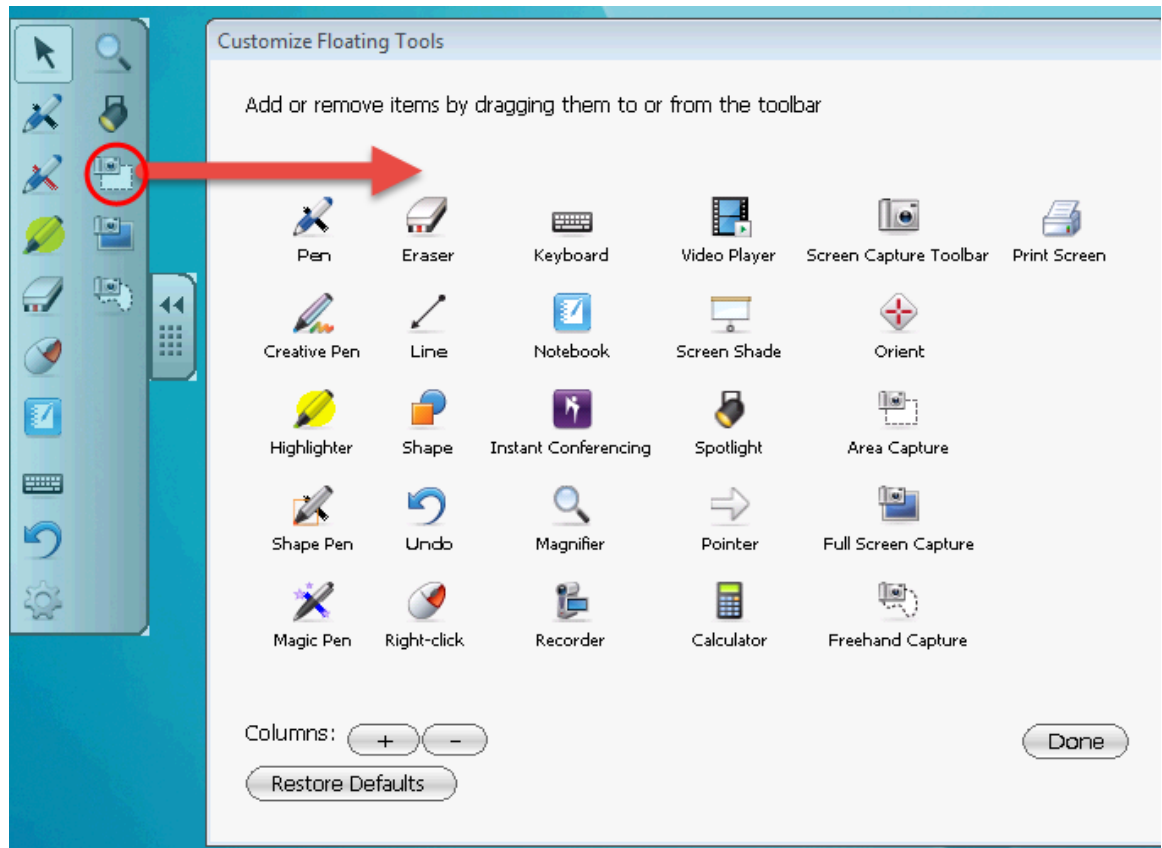
4.

Click the plus icon to add an additional column



View of what an additional column looks like

6.



This view shows an additional column and icons. You can click and drag any icon towards the icon window, regardless of the column and remove it from the sidebar.



7.

Use the dots to drag and relocate the sidebar. The default is on the left hand side of the board. It can be placed anywhere, top, bottom, or right.