Summary

To use a view

1. On the View bar, click a View icon.

To use a view that is not on the View bar

1. On the View bar, click the More Views icon.
2. In the More Views dialog box, from the Views list, select a view.
3. Choose Apply.

To use combination views

1. On the View bar, click the More Views icon.
2. From the More Views dialog box, from the Views list, select a combination view.
3. Choose Apply.

To switch between panes

1. Click the pane you want to make active.

   or

1. Press **F6**

To split an existing view

1. From the Window menu, choose Split.

   or

1. Drag the horizontal split bar up to the desired location in the existing view.

To change the view in a pane

1. Make sure the pane you want to change is active.
2. On the View bar, select a view to display.

To switch from a combination view to a single-pane view

1. From the Window menu, choose Remove Split.

   or

1. Double-click the horizontal split bar.

To apply a table

1. Select the view to which you want to apply a table.
2. On the View menu, point to Table.
3. From the Table submenu, select a table.

To adjust column width (To fit the widest entry)

1. Double-click the right border of the column heading.

To adjust column width (To adjust column width manually)

1. Drag the right border of the column heading to the desired width.