Aetria Workstation

User Guide

Version Number 1.7

Engineering the world's best visual solutions

DATAPATH
EXCELLENCE BY DESIGN
Introduction

Aetria Workstation works in conjunction with the Aetria Command Center giving control room operators access to view multiple sources on a local workstation.

Single or multiple monitors can be used by individual Workstation operators to segment a desktop into specific zones, displaying any combination of sources available within the Aetria solution as well as local applications available on the Workstation.

Getting Started

This help topic provides the user with a quick summary on how to use the Workstation Application.

After logging on the user is presented with a desktop sidebar on the left. When a tool is selected from the sidebar, a flyout panel is displayed which can be resized by dragging the right edge of the panel if required.
The desktop sidebar has the following tools (top to bottom):

Pin Menu Flyout - Use the Pin Menu Flyout to lock the panel onto the workspace. The menu displayed when locking the menu flyout will be the current menu or the last menu used.

Desktop - Displays a list of sources, templates and layouts currently active on the desktop.

Sources - Displays a content tree listing all sources available to the user, locally and remotely and can be opened as windows on the wall. Sources are listed alphabetically.

Templates - Displays a list of available templates. Templates are tools designed to assist in the organization and creation of a layout for your desktop. Templates can be used to
create visual displays over your desktop enabling users to showcase specific content. Templates can be applied to the desktop by hovering the mouse over a selected template and clicking on Apply. Sources can then be applied to template cells. To create a template click on the "+" icon at the top of the template panel.

**Layouts** - Displays a list of available layouts. The layout tool enables the user to position multiple sources on a wall which can then be saved and recalled as a layout. To create a new layout, click on the "+" icon at the top of the Available Layouts panel, the icon only becomes available if sources are active on the desktop.

**Volume** - The volume slider applies to all displayed media sources containing audio. The volume slider will still be displayed if other tool panels are in use.

**Settings**

![Settings Menu]

**General** - Use the General Settings to select the language, to view/edit the Network Manager settings and select a web browser type for displaying web sources.

**About** - Displays a dialog containing details of the application name and version number.
**Application Management** - The Application Management dialog allows the user to select which applications currently running can be excluded from a layout.

**Frames** - The ability to add frames to source.

**Layouts** - The Layout Settings enables the user to select a particular layout to open automatically when the Workstation application is started. Keyboard shortcuts for layouts can also be viewed.

**Keyboard Shortcuts** - Allows the user to reassign the default Keyboard Shortcuts.

**Sources** - Enables the user to add new local sources and set the behavior of how source windows are opened and interact with template cells.

**Template Editor** - The Template Editor is used to select the colors of the template cells and the thickness of the template cell borders.

**Template Overlay** - Enables the user to select specific colors for the template overlay as well as the thickness of the overlay borders.

It should be noted that if the link between the Aetria Workstation and Aetria Network Manager becomes disconnected a warning triangle will appear on the desktop sidebar informing the user that the link is broken. All Aetria Workstation functionality linked to Aetria Network Manager will not be available.
Desktop

The desktop flyout panel displays a list of sources, templates and layouts currently active on the desktop. Active sources can be removed from the desktop by clicking on the "X" icon to the right of type of source.

Open Sources

Open sources is a list of all sources currently open and in use on the desktop. Source menu functions can be opened by clicking on the three dots to the right of the source or by right clicking on the source name. Some functions available within the menu depend on whether or not a template has been applied to the desktop:
**Send to Wall**

Click on the **Send To Wall** icon and a list of walls is displayed. Each wall (when selected) will show a list of named cells within a template currently on the wall. Select a template cell and the source will be sent and displayed within the selected cell.

To enable a source to be moved to a wall, a template with named cells must be applied on the target wall.

**Active Templates**

Active templates is a list of all templates currently open on the desktop. Click on the "X" icon to close all active templates.

**Active Layouts**

Active layouts is a list of all layouts currently open on the desktop. Click on the "X" icon to close all active layouts.

**Pin Menu Flyout**

Use the Pin Menu Layout to lock the panel onto the workspace. The menu displayed when locking the menu flyout will be the current menu or the last menu used.
Sources

Add to Favorites

Some sources may be used more than others, by adding them to a favorites list all commonly used sources can be collated in one location. There are various ways to add source to the favorites list.

- Right click on the name of the source in the content tree and select Add to favorites.

- Hover the cursor over the name of the source and click on the star that appears on the right.
Once a source has been selected it will become available on the favorites tab in the sources panel.

For users who have access to Aetria Command Center using the same credentials, favorites are synchronized from both applications.

**Open a new window**

Selecting open in a new window displays the source on the wall. Multiple instances of the same source can be opened and placed on the desktop and windows can be resized by clicking the cursor over the corner of the source window.

Display the window menu by clicking on the small blue crescent in the center of the title bar and the following icons are displayed left to right:

**Move to Cell** - If a template has been applied to the desktop the send to wall function becomes available and can be used to direct the source to open in a specific cell within the template. Hover the cursor over, or click on the **Move to Cell** menu function and the template is highlighted on the Workstation application window and the template cells numbered. By moving the cursor up and down the list of numbered cells on the menu, each cell is highlighted for quick identification. Cells already in use by another source may not be available for selection depending on the window action selected in the **source settings**.

The colors used for the template cells can be set in the **template editor** within the settings menu.

To move the window into a different cell within the template, click on the window title bar and drag it to the required cell.

**Unlock Keyboard and Mouse Control** – When unlocked the cursor and keyboard for the workstation will control the content of the source, this function is only available for Aligo and Arqa sources.

**Send Ctrl+Alt+Delete** - Click on the send Ctrl+Alt+Del icon to send the command to open the Ctrl+Alt+Del screen on the machine the user is connected to. The command cannot be used directly from the Workstation keyboard but must be sent using the icon. This function is only available for Aligo and Arqa sources.

**Crosshairs** – Click and hold to drag the window to a preferred area of the desktop.
**Adjust Volume** - Audio from capture card sources can be adjusted using the slide bar. Click on the speaker icon on the right of the slide bar to mute the audio.

**Window Settings** - Click on window settings and a dialog is opened displaying the name of the source and options to add Borders, Frames and On Screen Display.

**Frames** - To add a frame to a source window, first ensure that frames are enabled in **Frame Settings**. The frames function is available for use with all sources. Use the dropdown list to select the color source for the frame.

- Select Workstation Color and the frame will adopt the color selected in the global frame settings.

- Select Source Color and a prominent color from the source window will be automatically selected.

- Select Specific Color and a dropdown list opens on the right and a color palette is displayed enabling the user to choose the required color.

**Borders** - To add a border to the source window click on the add border icon (+) and a list is displayed containing all the borders that have been created in Aetria Command Center. Use the scroll bar to the right of the list to browse through all available borders which can be used to highlight specific windows. It should be noted that the borders function is not available on Web or composite sources.

**On Screen Display (OSD)** - To display an OSD on the source window click on the add OSD icon (+) and a list is displayed containing all the OSD’s that have been created in Aetria Command Center. Use the scroll bar to the right of the list to browse through all available OSD’s. To remove the OSD or to select another click on the (X) icon. Only one OSD can be used on the source window at any one time. It should be noted that the OSD function is not available on Web or composite sources.
Available Sources

Search box

The search box can be used to locate specific sources, quickly. The search will start as soon as the third letter is typed.

Filter box

The filter box enables the user to select the type of sources to be displayed. Click inside the filter box and a list of available source types is displayed. Select the type of source by clicking inside the relevant check boxes.

Source Content Tree

The source content tree lists all sources available, remotely and locally. The content tree can be fully expanded or retracted using the + or - icons. The sources are all listed alphabetically, use the up/down arrow to ascend or descend the list of available sources.

Banners

Banners created within Aetria Command Center can be displayed on the workstation desktop. The types of banners available are text banners, RSS feeds, scrolling and blinking banners. To display a banner on the workstation, locate the required banner in the source panel on the left and drag it onto the workstation. Once displayed, the banner can be resized by dragging the corners/sides maintaining the scale of the banner contents. To move the banner around the workstation desktop, click on the small crescent top center of the banner window and select the crosshair icon.

Banners can added to Favorites.

To close a window either click on the cross on the top left of the source window or click on the small crescent in the center of the title bar and select the Close source icon.

List All Sources

Select the All tab and all available remote and local sources are displayed in the sources panel.
List Favorite Sources

Select the favorite tab and all sources that have been selected as a favorite source are displayed within dedicated remote and local sources folders.

Local Sources

Local sources are sources which are available on the machine on which Workstation is installed. These sources can include MS Office documents. Details on how to set up local sources can be found in Source Settings.

Remote Sources

Remote sources are sources available over the network via the Aetria Network Manager and controlled by Aetria Command Center.

Pin Menu Flyout

Use the Pin Menu Layout to lock the panel onto the workspace. The menu displayed when locking the menu flyout will be the current menu or the last menu used.
Templates

Templates are tools designed to assist in the organization and creation of a layout for your desktop. Templates can be used to create visual displays over your desktop enabling users to showcase specific content.

Templates can be applied to the desktop by hovering the mouse over a selected template and clicking on Apply.

Active Template

The active template shows a representation of the template currently being used on the desktop. When a different template is applied, it replaces the current active template on the desktop.
Available Templates

The list of available templates are templates that have been created and made available for use on the Workstation.

Create a New Desktop Template

To create a new desktop template, click on the "+" icon at the top of the Available Templates panel and the Create New Desktop Template dialog is displayed.

Number of Cells

Select the number of cells you require in your template and the designs with the correct number of cells are displayed below. The designs are imported from Aetria Command Center with the exception of the basic Grid, Row and Column designs which are incorporated within the Workstation application.

Desktop Template

Drag a template up into the workspace where it can be customized if required. If customization is not required, give the new desktop template a name at the bottom of the dialog and select Save Desktop Template. If the template is not to be shared with other Workstation users the Shared button should be disabled.

Customize Desktop Template

When a template has been dragged and dropped on the workspace, the customize desktop template feature becomes available. Click on the Customize Desktop Template button at the top right of the desktop template dialog and a customizable template is opened on the desktop.

Right clicking the mouse inside the template cells reveals an on screen menu:

Rename Cell - Cells are automatically allocated with a number by default, select rename cell and an edit box is displayed. Enter the new name for the cell and click OK.

Create a Work Zone - When Create a Work Zone is selected the cell is populated with diagonal hatched lines. The work zone is an area of the template which is excluded from the normal template control.
Cell borders can be moved by clicking on and dragging the round, blue icon located in the middle of each cell border both horizontally and vertically.

**Splitting cells** - Cells can be split to create additional cells within the template. Move the cursor to a point in the cell where the split is required, as the cursor is moved around the cell a vertical split guide can be seen and used to establish where the split will be located. To change the guide to a horizontal split, press and hold the shift key.

To create a split, click the left mouse button. When a split occurs the additional cells will be allocated a cell number automatically.

To save any changes, click the **Finish** icon at the top of the Workstation taskbar, to discard the changes click on **Cancel**.

**Search Templates**

Use the search function to quickly locate a specific template, this is particularly useful when many templates exist on the Workstation. Filters can be applied using the drop down arrows; select **Date Last Modified** or **Date Created**. The search function begins as soon as the user starts to type text in the search box.

**Usable Templates**

Usable templates refers to templates that can be used with the Workstation, these could include templates created on other workstations and saved with Shared enabled.

**Unusable Templates**

Unusable templates refers to templates that are not compatible with the Workstation. For example, the template may have been created for a desktop spread over three monitors whereas the workstation in use may have four monitors.

**Template Options Menu**

Each template has an Options menu which can be opened by clicking on the three dot icon to the right of the template name. The following options are available:
**Apply/Remove**

Select **Apply** and the template will be placed on the desktop and become the active desktop. When the template is active it can be removed by selecting **Remove**. When a template is applied it will replace any other template currently being displayed on the desktop.

**Rename**

Select the rename option and the template name becomes editable. Enter the new name and press **Enter** on the keyboard to apply the change. The template name can also be renamed in the Edit option.

**Edit**

Select **Edit** and the Edit Desktop Template dialog is displayed. Edit the template as required by adding more cells or use the customize desktop template function to split and reorganize the cells. Once editing is complete click on **Save Desktop Template** to retain the edits.

**Save Copy**

Copies of templates with a commonly used cell structure can be saved, removing the need to create multiple copies of the same template. Click on **Save Copy** to open the template editor and enter a new desktop template name for the copied template. To make the saved copy of the template unavailable to other Workstations click on the **Shared** button to disable the sharing functionality.

**Delete**

If the template is no longer needed, click on **Delete** to remove it from the list of available templates.

**Pin Menu Flyout**

Use the Pin Menu Layout to lock the panel onto the workspace. The menu displayed when locking the menu flyout will be the current menu or the last menu used.
**Layouts**

Layouts enable the user to create a means of quickly displaying commonly used content on the desktop or a single monitor. Sources can be placed in specific positions on the desktop or monitor using templates which can then be saved as a layout. When applied, the layout will open all sources in the positions and sizes they were initially saved in, providing all sources are available. When a new source is added to an existing layout, the layout will need to be saved to include the new source when the layout is deployed in future.
**Active Layouts**

An active layout is a layout that has been applied and is currently in use on the desktop or monitor. If a different layout is applied it replaces the current active layout being displayed. When a layout is active an Update and Clear button are added to the layout representation.

**Updating Layout Properties.**

Clicking on **Update** enables the user to update certain properties of the layout including the Layout name, sharing the layout and selecting a folder where to store the layout.

**Available Layouts**

The list of available layouts are layouts that have been created and are available for use on the Workstation.

**Search Layouts**

Use the search function to quickly locate a specific layout, this is particularly useful when many layouts exist on the Workstation. Filters can be applied using the drop down arrows; select **Date Created, Date Last Modified** or **Name**. The search function begins as soon as the user starts to type text in the search box.

A search can also be made for layouts which are designated locked or unlocked. User roles created in Aetria Command Center can be set to allow specific roles/users access to certain layouts.

**Unlocked** - An unlocked layout is one that has been created and is available for use by all users.

**Locked** - A locked layout can be viewed but is not available for use. Access to a locked layout can be granted by the system administrator.

**Creating a new Layout**

To create a new layout, click on the "+" icon at the top of the Available Layouts panel, the icon only becomes available if sources are active on the desktop. Once selected, the Create a Layout dialog is displayed.
**Layout Name**

Click inside the layout name text box and enter a name for the layout. This is Mandatory.

**Shared**

Layouts can be shared with other Workstations within the same location. When **shared** is selected, the layout can be stored in a layout folder in the content tree where all users have access.

**Select Folder**

If a layout is to be shared with others it needs to be saved into a folder where users have access. Click on **Select Folder** and the Content Folder dialog is displayed. Use the search function to quickly locate a specific folder, the search function begins as soon as the user starts to type text in the search box.

New sub folders can be created by right clicking on an existing folder and selecting **Add New Sub Folder** from the displayed menu. Enter a name for the new sub folder and click off the folder or press enter to save the new sub folder then click on **Select**. The select button will be greyed out until the new sub folder has been saved.

To create a new layout open the sources you wish to be included in the layout and place them on your desktop. Users may find it useful to use a template to organize how the sources appear on the desktop.

**Desktop Layouts**

When a desktop layout is saved, the whole desktop is captured, therefore if a Workstation has four monitors, the desktop layout will save the content on each monitor. The content displayed on each monitor will also be saved separately as a monitor layout.

**Desktop Layout Options Menu**

The desktop layout options menu can be accessed by clicking on the three dot icon to the right of the layout name.

**Apply** - Select Apply and the layout will be applied to the desktop, any layouts already being displayed will be closed.

**Preview** - Select Preview and preview of the desktop layout is displayed.
**Rename** - Select Rename and a text box becomes available over the layout name enabling it to be edited.

**Delete** - Select Delete and the layout will be removed from the layout library.

**Monitor Layouts**

Monitor layouts can be used within the Aetria Command Center and applied to a wall. Layouts created within the Aetria Command Center are created as a composite window source and become available as a monitor layout within Aetria Workstation.

**Monitor Layout Options Menu**

The monitor layout options menu can be accessed by clicking on the three dot icon to the right of the monitor layout name.

**Open in Window** - Select Open in Window and the layout will open on the current window.

**Open in Cell** - The Open in Cell function is made available if a template has been applied. A list of available template cells is displayed enabling the user to select a specific cell in which to display the layout.

**Open on a Monitor** - Select Open on Monitor and the user is able to select a specific monitor on which to open the layout.

**Delete** - Deleting a monitor layout function is only available once the desktop layout has been deleted.

**Pin Menu Flyout**

Use the Pin Menu Layout to lock the panel onto the workspace. The menu displayed when locking the menu flyout will be the current menu or the last menu used.
**Volume**

Use the volume slider to increase or decrease the volume of media sources containing audio. It should be noted that currently the volume control will apply to all windows containing audio feeds.

**Pin Menu Flyout**

Use the Pin Menu Layout to lock the panel onto the workspace. The menu displayed when locking the menu flyout will be the current menu or the last menu used.
**General Settings**

**Select Language**

The Workstation application can be viewed in a number of different languages. Use the dropdown arrow and select the required language from the list of those which are available. Any changes made to the language setting will prompt the application to restart when the changes are saved.

**Web**

**Clear Cache**

Clicking on Clear Cache to remove the browsers cache and temporary internet files. This can free up memory space and help load web pages.

Click on **Reset to Defaults** to return all settings to the default.

**Save/Save and Close**

Click on **Save** to save any changes to the settings. Click on **Save and Close** to save any changes and close the settings dialog.
About

Selecting the About settings displays a dialog containing details of the application name and version number. Click on Third Party License Notices to display any notices from third party software vendors.

Reset to Defaults

Click on Reset to Defaults to return all settings to the default.

Save/Save and Close

Click on Save to save any changes to the settings. Click on Save and Close to save any changes and close the settings dialog.
Application Management

The application management dialog enables the user to select which applications currently running on the machine can be excluded from a layout.

Exclude from Layouts

To exclude applications from layouts click on the "➕" icon and an Add Excluded Application dialog is displayed. Use the dropdown arrow to display a list of applications currently running on the machine, click on the application you wish to be excluded from any layouts. The selected application is then added to the Excluded from Layouts list.

To remove an application from the excluded list, select the application by clicking on it, then click on the "➖" icon. The application is then removed and becomes available to use on a layout.

Reset to Defaults

Click on Reset to Defaults to return all settings to the default.

Save/Save and Close

Click on Save to save any changes to the settings. Click on Save and Close to save any changes and close the settings dialog.
Frames

The ability to add frames to source windows.

Enabled

Frame setting must be enabled to allow frames to be incorporated into the Aetria Workstation functionality. When enabled the frame settings affect all displayed windows.

Thickness

The thickness of the frame is determined by using the drop down list to select the required frame thickness. It should be noted that when a thickness is selected, it is applied to all frames displayed on the wall.

Workstation Frame Color

To select a frame color, click on the dropdown to display a color palette enabling the user to choose the required frame color. The same color will be used on all Workstation frames unless a specific color is selected in the individual window settings.

Reset to Defaults

Click on Reset to Defaults to return all settings to the default.

Save/Save and Close

Click on Save to save any changes to the settings. Click on Save and Close to save any changes and close the settings dialog.
Layouts

Start up Layout Option

Layouts can be selected and set to open when the Workstation application is opened.

Options

Click on the Startup Layout dropdown list and the following options are available:

None - Selecting none results in no layouts being displayed automatically when the Workstation application is started.

Apply Last Active Layout - If selected, the last layout used will automatically be loaded when the Workstation application is started.

Apply Specific Layout - When selected a new option, Specific Startup Layout becomes available. Use the dropdown arrow to display a complete list of layouts and select the layout to be displayed automatically when the Workstation application is started.

Layout Keyboard Shortcuts

Keyboard shortcuts are key strokes or combinations of key strokes that provide an alternative way to do something that would typically be done with a mouse.

Remove Active Layout

Set a keyboard shortcut to remove an active layout from the desktop or monitor. To assign the shortcut, click inside the edit box then type in the preferred shortcut.

Quick Load

The quick load feature enables the user to set quick load shortcuts for up to ten different layouts. Use the saved shortcuts to immediately launch layouts to the desktop or monitor.

Use the dropdown arrow to select a layout which is to be associated with the chosen shortcut.
**Reset to Defaults**

Click on **Reset to Defaults** to return all settings to the default.

**Save/Save and Close**

Click on **Save** to save any changes to the settings. Click on **Save and Close** to save any changes and close the settings dialog.
Keyboard Shortcuts

Keyboard shortcuts are keys or combinations of keys that provide an alternative way to do something that would be typically done with a mouse. The following shortcuts are the default shortcuts associated with the Workstation application. The default shortcuts can be reassigned by clicking in the text box and recording a new key stroke for the selected action.

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<td>Ctrl + Alt + P</td>
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Reset to Defaults

Click on **Reset to Defaults** to return all settings to the default.

Save/Save and Close

Click on **Save** to save any changes to the settings. Click on **Save and Close** to save any changes and close the settings dialog.
Sources

Local Source Locations

The local source locations lists the locations of saved local source repositories. To add a new source location, click on the "➕" icon and a File Explorer dialog is displayed. Use the explorer window to browse and locate the folder you wish to add to the local source locations and click on Select Folder.

The new source folder will be added to the list of local source locations.

To remove a folder from the Local Source Locations list, select the folder by clicking on it, then click on the "➖" icon.

Opening And Moving Windows to Cells

Auto-Snap to Cell Zones

Select Yes to turn on the auto snap function on and when selected, sources will automatically snap and fit into cell zones.

Toggle Cell Zone Snapping

Enter a keyboard shortcut to toggle the cell zone snapping. The default is Shift.

Replacing Celled Window Action

When applying a source to a template cell there are a number of actions that can be selected to determine what happens to the source window. To select an action click on the down arrow to display the list of available options.

Disable Taken Cells - When selected, a cell will not be available to display a source if it is already occupied by another.

Close Existing Window - When selected, if a cell is currently occupied with a source, it will be closed if a new source is allocated to the cell.
**Move Existing Window to Work Area (If Assigned)** - When selected, if a cell is currently occupied with a source, it will replace the current source which in turn will be moved to a [Work Zone](#) providing the work zone has been assigned.

**Keep Existing Window Placement** - When selected, if a cell is currently occupied with a source, a new source will be layered on top. Therefore, if the top level source is moved to another cell, the original source will still remain in the cell.

**Minimize Existing Window** - When selected, if a cell is currently occupied with a source, a new source will be added to the cell and the original source will be minimized to the taskbar.

**Interacting With The Source**

It should be noted that any interaction with the source cannot take place whilst the window settings box is open.

**Reset to Defaults**

Click on [Reset to Defaults](#) to return all settings to the default.

**Save/Save and Close**

Click on [Save](#) to save any changes to the settings. Click on [Save and Close](#) to save any changes and close the settings dialog.
**Template Editor**

The Template Editor is used when a template is created or edited using the [Customize Desktop Template](#) feature.

**Keyboard Shortcut**

Toggle the Cell Editor split Orientation (vertical to horizontal) - Enter a keyboard shortcut or use the default, Left Shift

**Colors**

The Template Editor has two sets of colors, one set for the normal cells, which are displayed when no activity within the editor is taking place and a second set of colors to highlight the cells when the cursor is placed over them.

Use the dropdown arrow and a color picker is displayed enabling the user to select the desired colors for normal and highlighted cell border and cell fill.

**Cell Border Thickness**

The thickness of the cell borders can be set for both normal and highlighted cells. Use the dropdown arrow and select the required thickness between 0.25pt and 8pt.

**Reset to Defaults**

Click on reset to defaults to return all settings to the default.

**Save/Save and Close**

Click on Save to save any changes to the settings. Click on Save and Close to save any changes and close the settings dialog.
Template Overlay

The Template Overlay is displayed when templates are applied and sources are selected to be displayed within the template cells.

Colors

The template overlay settings enables the user to select specific colors for displaying unavailable cells, cell borders, cell fill and text displayed within the cells.

Use the dropdown arrow and a color picker is displayed enabling the user to select the desired colors for unavailable, normal, highlighted cell border and cell fill.

Cell Border Thickness

The thickness of the cell borders can be set for both normal, unavailable and highlighted cells. Use the dropdown arrow and select the required thickness between 0.25pt and 8pt.

Reset to Defaults

Click on **Reset to Defaults** to return all settings to the default.

Save/Save and Close

Click on **Save** to save any changes to the settings. Click on **Save and Close** to save any changes and close the settings dialog.
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