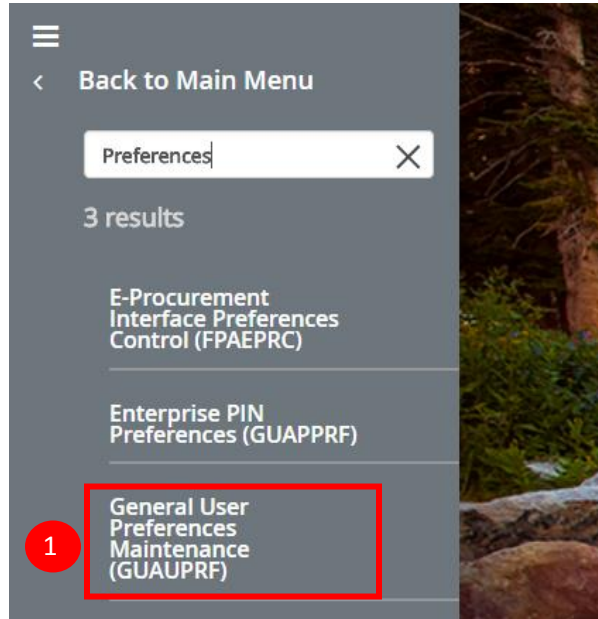


## Set Preferences

Set Your Preferences so you can:

- a) See Column Header Records when you download to Excel
- b) See the names of the screens on My Banner

1. In the search bar, type **Preferences**. Select General User Preferences Maintenance.
2. In the Display Options tab, make sure all the boxes are checked on the left side of the page. By default, the second and last ones are not checked.
3. Save
4. Close



General User Preferences Maintenance GUAUPRF 9.3.7.1 (brndev)

ADD RETRIEVE RELATED TOOLS

Options Directory Options My Links Menu Settings LDAP

4

DISPLAY OPTIONS

- Display Form Name on Title Bar
- Display Form Name on Menu
- Display Release Number on Title Bar
- Display Database Instance on Title Bar

ALERT OPTIONS

- Prompt Before Exiting Banner
- Display Additional Confidential Warning
- Display Additional Deceased Warning
- Display Duplicate SSN/SINTIN Warning
- Enable Button Accessibility Mode

2

DATA EXTRACT

- Include Header Row in Data Extract

USER INTERFACE COLOR SETTINGS

Description	Default Value	User Value
Enter the RGB color code for non iconic buttons.	r204g204b153	r204g204b153
Enter the RGB color code for the canvas.	r255g255b255	r255g255b255
Enter the RGB color code for code/description prompts.	r0g0b0	r0g0b0
Enter the RGB color code for the menu links canvas.	r255g255b255	r255g255b255
Enter the RGB color code for the menu broadcast message canvas.	r255g255b255	r255g255b255
Enter the RGB color code for the record highlighting.	r227g193b149	r227g193b149
Enter the RGB color code for the scroll bar.	r153g153b153	r153g153b153
Enter the RGB color code for the separator line.	r75g32b94	r75g32b94
Enter the RGB color code for the menu tree canvas.	r255g255b255	r255g255b255

Record: 1/1

10 Per Page

Record 1 of 9

3 SAVE ellucian