**T-Bar Documentation**

T-Bar is used to shade a selected area and add lines for help in reading.

To open T-Bar use the LIBRARY ONLINE Time Management screen. You will see a shaded area once opened.

- Right click on the shaded area to enter the T-Bar Options.
- Choose Controls.
- The Colour Options tab will allow selecting a colour from the predefined options at the top, with the option to adjust the Red, Green and Blue content via the slider controls. The level of colour saturation can also be controlled from here to create the optimum viewing levels.
• The Line Options tab allows the user to select 1 or 2 lines, along with changing the height and position of these, again by using slider controls.

![Line Options Tab](image)

• Finally, the Bar Options tab allows the height and width of T-Bar to be adjusted to suit individual needs.

![Bar Options Tab](image)

• To Exit T-Bar, Right click on the shaded area
• Choose Exit