Customizing the Display of the Layout

The layouts within the Budget tool provide several ways to customize your display. These steps are applicable across the layouts and Budget tool functions.

Note: Customized layouts are not saved. You will be returned to the default layout each time you go into a layout in the Budget tool.

Hide and Show Columns

1. To hide or show columns displayed in the layout, click on the Hide/Show Columns button.

In the resulting Hide/Show Columns window:

Note: A check beside a column name indicates the column is already displayed in the layout.

2. Review the column names already checked and currently displayed in the layout.
3. **Click in the boxes** beside the column names **to check and uncheck the columns** to be displayed (in this example **Spread Code and Stage** were selected with checks to show those columns).

4. **Click OK** when done.

5. Review the extra column(s) now hidden or showing in the layout (in this example, both Spread Code and Stage were checked and displayed in the layout.

   *Note:* Some planning functions within a layout might require you to first show a column before using that function. One example is in the Budget Development Non-Position layout, you must add the Spread Code column before you can use the Enter Spread Code button.