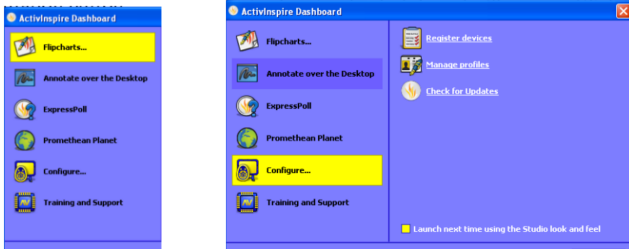


## Active Primary

If Active Primary is not currently your default active inspire program follow these steps.

1. When you first open Active Inspire the dash board will pop up. Click on the configuration button.
2. Then look at the bottom of the ride column and click on launch next time as active primary.
3. Next, exit out of Active Inspire and then reopen. You should open up into active primary. Currently the box says Launch next time using the stuiod look. If you are already using primary you don't need to mark that box. It will take your settings back to Active inspire.



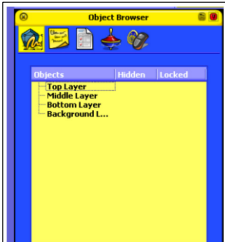
Page 1

## Modifying tool bar:

1. Click on file then settings.
2. The edit profiles box will open. Click on the commands tab, the left side are tools not currently on your toolbar. If you want to add them to your toolbar click on the item you want the click on the add button.



Page 2



Page 3



Page 4

