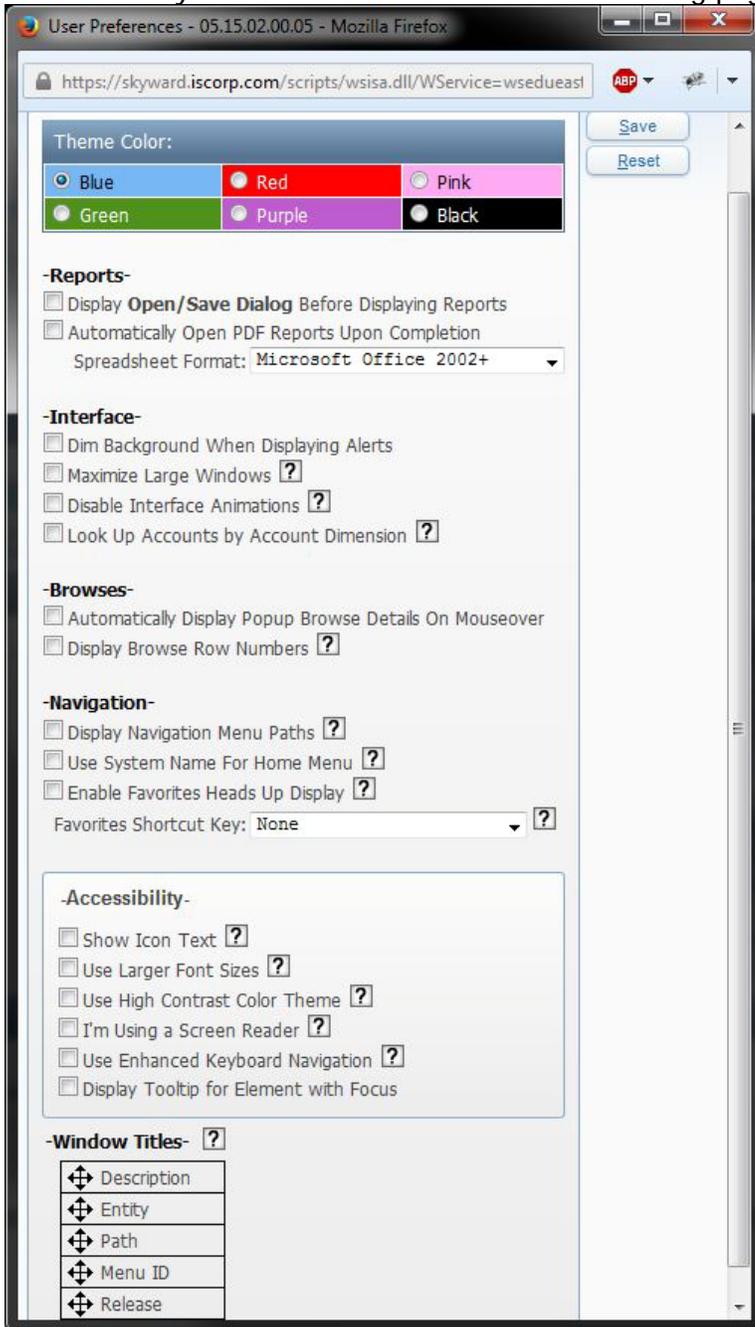


## SKYWARD DOCUMENTATION: **Preferences**

The preferences menu provides you with limited options to customize how Skyward functions. You may access this through the Preferences link in the far upper-right of the page.



This is entirety of the Preferences menu. The following pages provide descriptions of options.



**Theme Color:** The theme color simply changes the color scheme used within your instance of Skyward. There are a total of six color options available. This option has no substantive functional ramifications on Skyward, unless you count your eyes screaming at a Pink-spllosion as a functional ramification.

**Display Open/Save Dialog Before Displaying Reports:** When you run a report in Skyward a box pops up indicating this. Once the report has finished running, the dialogue box will change to inform you that the report is complete. Checking this option will suppress the completion dialogue box and automatically open the finished report.

**Automatically Open PDF Reports Upon Completion:** When a PDF report finishes running it will automatically open instead of asking if you wish to open the PDF or save it. If you have this enabled and are using the school's stock Microsoft Office programs, change the dropdown menu labeled "Spreadsheet Format" to "Microsoft Office 2002+".

**Dim Background When Displaying Alerts:** When a pop-up window generates due to an error, the background will have a darkened overlay to help call attention to the error window.

**Maximize Large Windows:** Specific windows will automatically be maximized when they open, such as template selection boxes.

**Disable Interface Animations:** Prevent the menu systems from playing their slide animation.

**Look Up Accounts by Account Dimension:** As far as I know this is an option related exclusively to Financial Management, and can be ignored by the vast majority of users.

**Automatically Display Popup Browse Details:** With this enabled, placing your mouse cursor over category headings while viewing a browseable index will provide you with the information in that category. If you don't understand that last sentence it's very likely you don't access an area where this would be used. Quite frankly I've found this option to be pointless and slow.

**Display Browse Row Numbers:** When viewing a browsable index each entry in that index is provided in a vertical, numbered list.

**Display Navigation Menu Paths:** If you don't know what this is based on the title, then don't worry about it. The chance you will ever need to use a menu path is negligible, at best.

**Use System Name For Home Menu:** This option will replace the text on the "Home" button with whatever area of Skyward you are currently in. For instance, the Home button would say "Educator Access Plus".

**Display Data Mining Favorites in General Favorites Menu:** Any data mining reports you mark as favorites will populate your Favorites list/widget. More information about the Favorites can be found in the "Favorites" Doc.

**Enable Favorites Heads Up Display:** Enables keyboard navigation using the number keys and either Control or Alt as a modifier key. You can choose which modifier key is used with the "Favorites Shortcut Key" dropdown menu located just below this option. This is also covered in the "Favorites" Doc.

**Accessibility:** The Accessibility options are either self-explanatory or provide a thorough explanation by clicking on the question mark button to their right.

**Window Titles:** These can be ignored. The Window Titles options will re-order the text provided along the window's title bar... that's really about it.

Related Docs that you may find useful include:

"Skyward Favorites"

"Dashboard Widgets"