

# How to Painlessly Access Banner Forms

There is an easier way to access Banner Forms that does not require you to key in the form name each time you want to use it. Below are the steps:

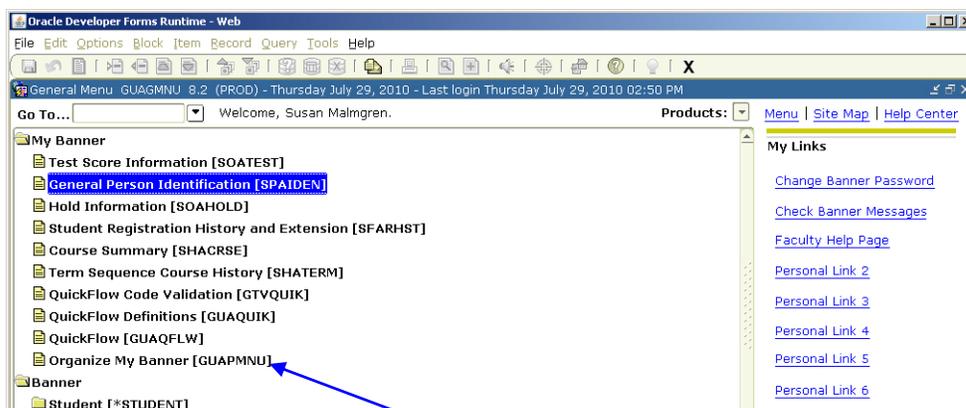
1. Display the menu screen for Internet Native Banner (INB).
2. Click on File drop-down menu and Preferences at the bottom of menu.
3. The block titled Display Options, contains on the second line, "Display Form Name on Menu" after a check box.
4. If the box is empty, check it.
5. Click on the Save Icon.
6. Close the form by clicking the **X** on the form's upper right hand corner.
7. In order to see the form name on the menu, you will need to exit INB by clicking the X on the menu's upper right corner.
8. Now when you start of INB, the form name will appear on the menu and all you need to do is find the form name and double click and it will open.



Granted searching for a form name in a menu is not much a time saver, that is why you have been keying it. This is where My Banner comes in. Using "Preferences" you can have the My Banner folder open each time you use INB. By adding your most often used forms to My Banner they will display and with a double click you are ready to do your job.

But we can make it even easier by adding the forms you use all the time to the My Banner folder at the top of the menus. The easiest way to add a form to My Banner is:

1. Key in and open a form you use a lot.
2. Locate your cursor some where on the form that is just plain white space.
3. Now, PC users right click and select "Add to My Banner".



If you can't right-click, open GUAPMNU and add your forms to the list on the right.

All of these changes will display after exiting and re-starting INB.