

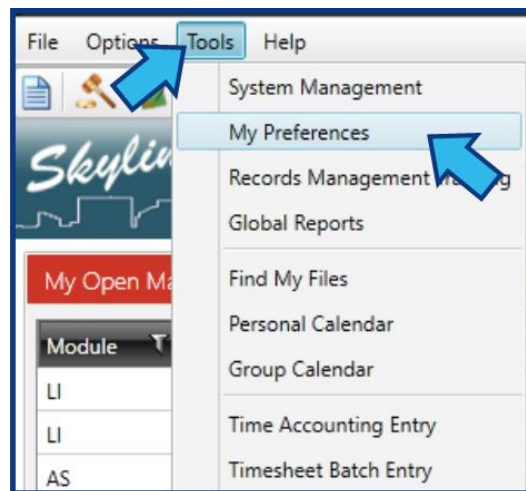
There are 6 steps to complete this task:

1. [Open My Preferences.](#)
2. [Select Skyline & Main St. View Settings.](#)
3. [Check/uncheck the section\(s\) to display/hide.](#)
4. [For the displayed section\(s\), adjust available display options.](#)
5. [Press Save.](#)
6. [Press Close.](#)

## Standard Guide

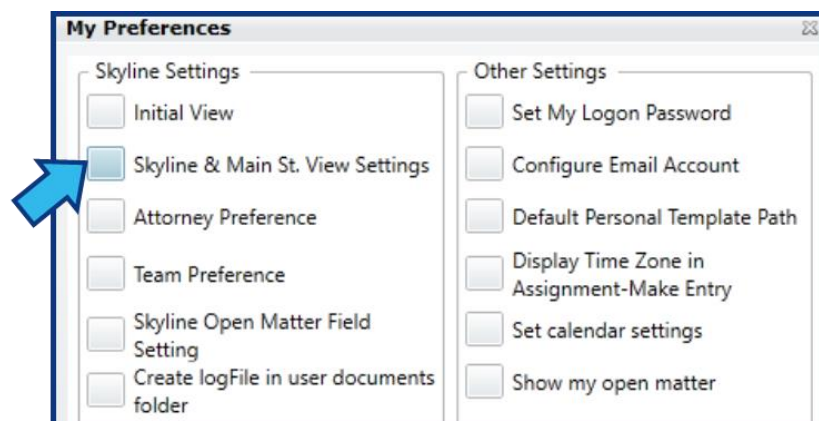
### Step 1. Open My Preferences.

To open **My Preferences**, select **Tools** on the **Menu Bar**, then select **My Preferences**. The **My Preferences** window will appear.



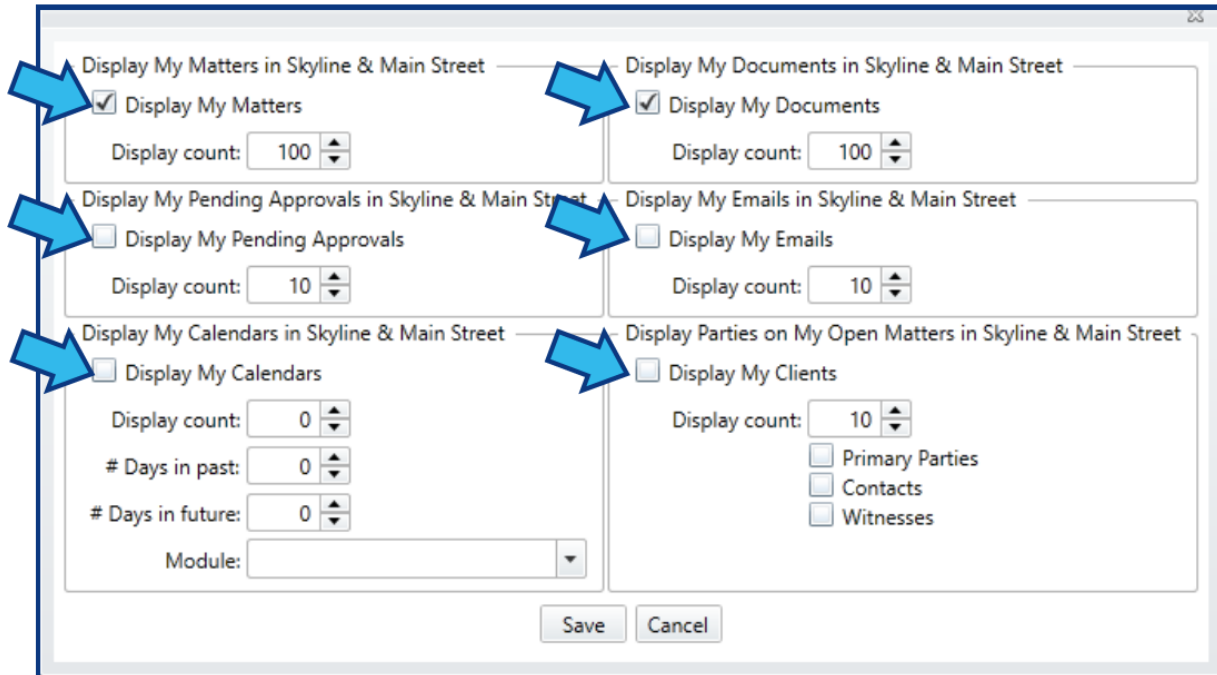
### Step 2. Select Skyline & Main St. View Settings.

Select the box beside **Skyline & Main St. View Settings** located on the left side under **Skyline Settings**.



### Step 3. Check/uncheck the section(s) to display/hide.

There are six displayable sections. Place a check next to those to be displayed.



Section Title	Checkbox	Display count	Other Options
Display My Matters in Skyline & Main Street	<input checked="" type="checkbox"/> Display My Matters	100	
Display My Documents in Skyline & Main Street	<input checked="" type="checkbox"/> Display My Documents	100	
Display My Pending Approvals in Skyline & Main Street	<input type="checkbox"/> Display My Pending Approvals	10	
Display My Emails in Skyline & Main Street	<input type="checkbox"/> Display My Emails	10	
Display My Calendars in Skyline & Main Street	<input type="checkbox"/> Display My Calendars	0	# Days in past: 0, # Days in future: 0, Module: [dropdown]
Display Parties on My Open Matters in Skyline & Main Street	<input type="checkbox"/> Display My Clients	10	<input type="checkbox"/> Primary Parties, <input type="checkbox"/> Contacts, <input type="checkbox"/> Witnesses

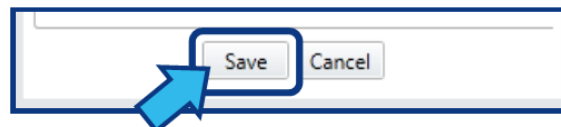
### Step 4. For the displayed section(s), adjust available display options.

Each section has one or more display options available to further customize the view.

**Display count** is the maximum amount of matters that will appear in the section. The files are sorted by date created or last modified.

### Step 5. Press Save.

Press **Save** located at the bottom.



**Step 6. Press Close.**

Press **Close** located at the bottom-right of the **My Preferences** window.

