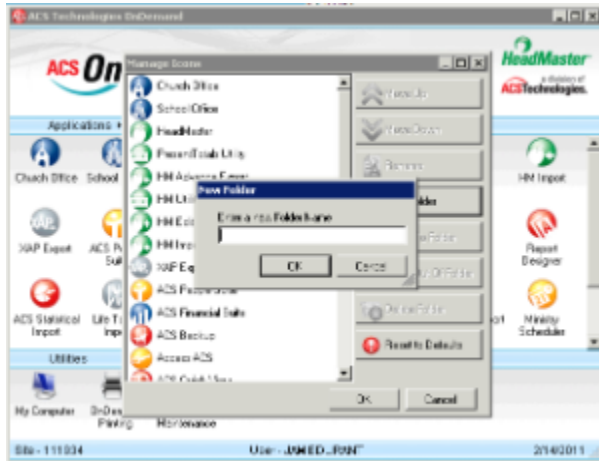


Customizing OnDemand

Work smarter by customizing these features in OnDemand:

- [Manage files between the OnDemand server and your personal computer.](#)
- Rearrange or rename your icons.
- Select to use a single or double click on your mouse.
- [Add printers you want to use.](#)
- [Schedule times to upload data to Access ACS or HeadMaster Online.](#)
- [Turn Windows® themes on or off.](#)

1. Click **Settings**.
2. Under Icon Settings, click **Manage**.
3. Click **New Folder**.
4. Enter a name for the new folder. Click **OK**.
5. Click **OK**.



1. Click **Settings**.
2. Under Icon Settings, click **Manage**.
3. Highlight the icon you want to sort.
4. Select from the buttons on the right how you want to sort the icon. You can move the icon up, down, or move it into a folder.



Tip

If you find that the way you've sorted your icons doesn't work for you, you can always restore the default settings by clicking **Reset to Defaults**. Selecting this option will delete all folders and return any sorting or renaming you've done to the default settings.

5. Click **OK**.



1. Click **Settings**.
2. Under Click Settings, select the **Single-Click** or **Double-Click** option.

Customizing OnDemand

3. Click **Close**.

