

Resizing the columns is easy. Here's how:

1) Move the cursor over a column line in the column title area. You'll see the cursor change.

) When the cursor changes, hold down on the mouse button and move the column line to a new location. In the example below, the right side of the column Hr Rate is being moved to make the column larger.

) Release the mouse button. That's it!

ote: if the column will not enlarge, increase the document window size, and try again.