

Firm Central – Transcript

How to Customize Your Firm Central Home Page

Hi, my name is Lane, and today I'm gonna show you how to customize your Firm Central Home page. The new Firm Central Home page allows you to choose what information appears on your home page, and where it is located.

Let me show you how to customize your home page. Each section of the home page is now its own widget. You will notice that there are three columns of widgets. You can rearrange the widgets by clicking on their title and dragging them to where you would like them.

Each widget can be resized, as well. Simply click on the arrow to the left of the title to collapse the widget. Most widgets have a small, medium, and large view. Two of the widgets have additional size options – the calendar and WestlawNext. If you click on the arrow in the top right corner of either of those widgets, they will expand to two columns instead of one.

You can further customize your home page by clicking on your name in the top right corner, and selecting Preferences. Calendar Preferences lets you set a start time for your daily calendar, and choose whether it will automatically scroll to the current time. Home Page Preferences list each of the home page widgets.

If you would like to hide a widget, simply click on the green check mark in the top right corner. Only those widgets with a green check mark will appear on the home page.

You can also select your theme color – white or dark. If you select white, all three columns of the home page will look the same. If you select dark, the right column will have a dark gray background. My Profile Preferences lets you choose how your name appears throughout Firm Central.

Thank you for taking the time to learn more about how to customize the Firm Central Home page.