


## Customize Portlets

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When working with a portlet, it is possible to make changes to the way the data is displayed. Each portlet has a Customize Portlet button in the upper right corner of the window. Users who have administrative rights will see a Settings and Permissions tab in addition to the Preferences tab when customizing a portlet.

- ✦ To make changes to the portlet, click the **Customize Portlet** button (see illustration at right). This is the button that looks like a wrench. 
- ✦ The **Customize Window** will display.
- ✦ In this window, click the appropriate option buttons or check boxes to make changes to the portlet.
- ✦ After all the changes have been made, click the **Save** button.
- ✦ Click the **Exit** button to return to the group window.