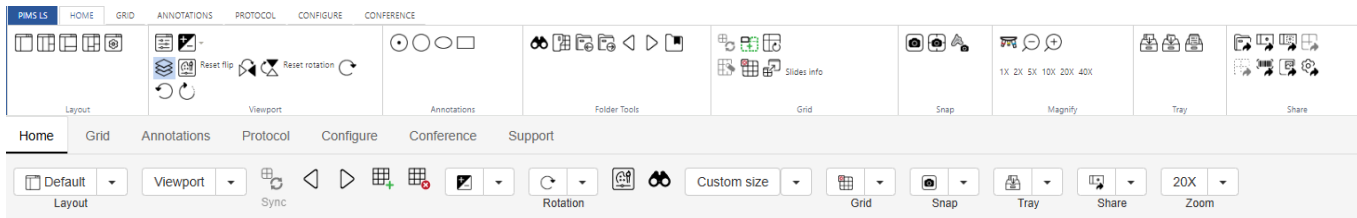


# The Ribbon

## What is the ribbon?

The ribbon is the part you see at the top of PIMSLs, it houses the tools you need to use.



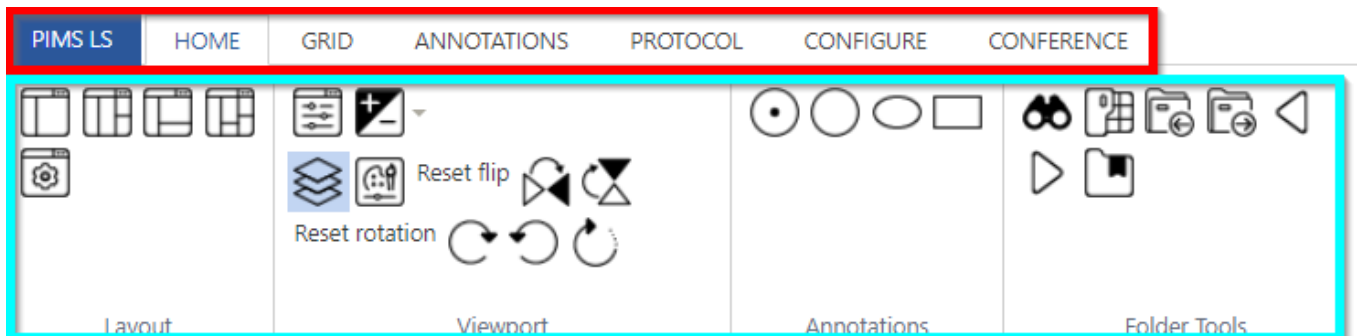
## How is it organized?

The ribbon is broken up into two rows, similar to MS Office products.

In the top row (red box) you can see the Tabs - each one houses different functions which are explained in their own pages in the wiki.

In the picture below, you can see the Home tab is selected, indicated by the outline of the word 'Home'.



In the bottom row (blue box) you can see the tools for the Tab you're currently in.



## Collapsing the ribbon

You might sometimes want to minimize the ribbon to free up more space to view the image - especially if you're working on a laptop.

This is easy to do, just click the small 'Up' arrow in the top right of PIMS LS as indicated by the screenshot below

	
Tray	Share

**Collapse ribbon**

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