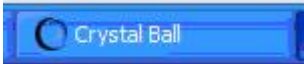


Crystal Ball Software and Risk Analysis Tips

Top Ten Quick Tips

Sometimes, the simplest tips are the ones that make the most difference. We polled our Decisioneering staff and compiled our list of ten easy and helpful Crystal Ball tips - in no particular order - that can save you time and improve how you use Crystal Ball. And the winners are (drum roll, please)....

1. **Bring back the Welcome Screen:**
Help > Crystal Ball > Welcome Screen.
2. **Bring back charts:**
Click on Crystal Ball in the task bar.
A blue rectangular task bar icon with a white circle containing a 'C' and the text 'Crystal Ball' to its right.
3. **Open sensitivity chart from forecast:**
From an open forecast chart, click Forecast > Open Sensitivity Chart from the forecast chart pull-down menu.
4. **Turn auto-display forecast charts off:**
Click Run > Run preferences. Then select the Speed tab and click Suppress chart windows.
5. **Close all the charts:**
Analyze > Close All
6. **Display Crystal Ball Help:**
Help > Crystal Ball > Crystal Ball Help
7. **Control Panel Shortcuts:**
The Analyze menu on the control panel lets you open windows, extract data, and more.
8. **Check for the latest updates:**
Windows Start > All Programs > Crystal Ball 7 > Check for Updates
9. **View Statistics in a forecast chart:**
Hit the spacebar from the define assumption view.
10. **Quick way to copy and paste any window, such as a forecast chart, trend chart, error message, etc:**
Make sure the window you want to copy is in front, then click Alt-PrintScreen. This will copy just that window, instead of everything you see on your monitor. Then you can paste it directly into a document using ctrl-V.

For more information or to contact us, browse to <http://helpdesk.crystalball.com>

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