Horizontal Scrolling

By default, all of your columns are resized to be visible within the Structure panel. To make it easier to work with multiple columns or larger columns, you can turn on horizontal scrolling. This will allow you to work with as many columns as you need and set their sizes as large as necessary for easy viewing.

To enable horizontal scrolling:

- Click the Add Column icon "**+**"
- Click the **Horizontal scrolling** toggle.

Once you turn horizontal scrolling on, your view may no longer fit within the viewing panel. In this case, a horizontal scrollbar will appear at the bottom of the panel. Sliding this from left to right will allow you to bring different columns into view.

Pinned Columns

Not all columns move when you scroll. The Summary column remains visible at all times, so you can keep track of essential information as you focus in on other columns.

Pinning Additional Columns

To pin additional columns:

- Open the column's configuration menu and click the Pin icon. The column will be added to the pinned section in the farthest-right position.
- Drag the column to the left of any pinned column. The column will be added to the location you drop it.

Pinned columns will be moved to the left side of the screen and will remain visible as you scroll.

Unpinning Columns

To unpin a column:

- Open its configuration menu again and unclick the Pin icon. The column will be moved back to it's pre-pinned position.
- Drag it to the right of an unpinned column. The column will be placed wherever you drop it.

Additionally, when Horizontal scrolling mode is turned off, all pinned columns will be moved back to their original positions, when possible.

> ⓘ The Summary column cannot be unpinned.

Saving Horizontal Scrolling Settings

Structure allows you to save your horizontal scrolling settings for a particular view.

For example, by default, the Basic View only shows a few essential columns. Keeping horizontal scrolling disabled for this view makes sure all of your essential information is visible at a glance. On the other hand, the Planning view often has several columns and might be easier to scroll through than trying to view all together.

To set your horizontal scrolling preference for a saved view:

- Locate the view in the Views Menu
- Highlight the view and click the Edit link
- Under the Properties tab, check or uncheck **Horizontal scrolling**

View Settings - Custom View

Properties   Sharing   Advanced

Name

My Custom View

Description

Options

☑ Horizontal scrolling

⚠ You cannot edit system views (Basic, Planning, Tracking, etc.). In order to enable/disable Horizontal scrolling for one of these views, you must create a new view using **Save As**. See Saving and Sharing Views.