How to Customize your QuickBooks® Icon Bar

Each user can customize their QuickBooks® icon bar to meet their unique needs and make navigating through QuickBooks® faster and more efficient. By putting icons for the things you do most often, directly on the icon bar, these functions will always be one click away.

You'll always use the View command on the Menu Bar to make icon bar customization changes.

1. To modify your icon bar, choose View | Customize the Icon Bar from the Menu Bar. This dialog box must always be open to make the following adjustments.

   - To Delete an Icon, simply click the icon label once and click the Delete button
   - To Move an Icon, move your mouse over the diamond to the left of the icon label and drag it to the position you want
• To add a vertical line as a Separator (space) between groups of icons, click the icon label above where you want the separator, and click the Add Separator button
• To assign a new icon Image, simply click the icon label once and click the Edit button
  o Choose an icon Image from the list at the left
• To Rename an icon, simply click the icon label once and click the Edit button
  o Change the Label as desired
  o Note: The Description field is what will appear as your screen tip if you hover your mouse pointer over the icon on the icon bar
• The easiest way to Add an icon to your icon bar
  o Open the function the way you normally do
  o Customize it –optional step helpful if the icon will represent a report (i.e. change the date rate to This Fiscal Year To Date, or Collapse or Expand the view, or filter it to your liking)
  o Choose View | Add xxx to the Icon bar
  o Pick an icon to represent this function
  o Assign a short Label to the icon