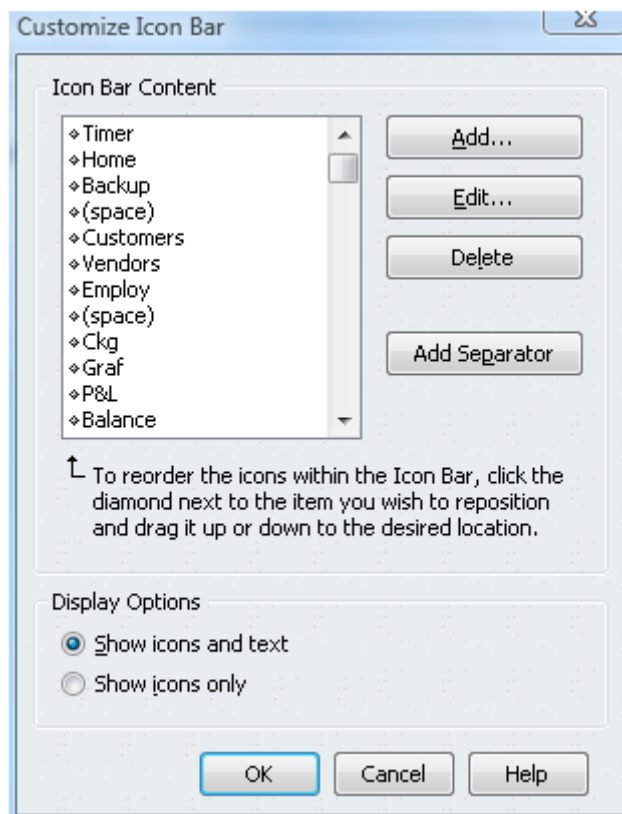


How to Customize your QuickBooks® Icon Bar

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.

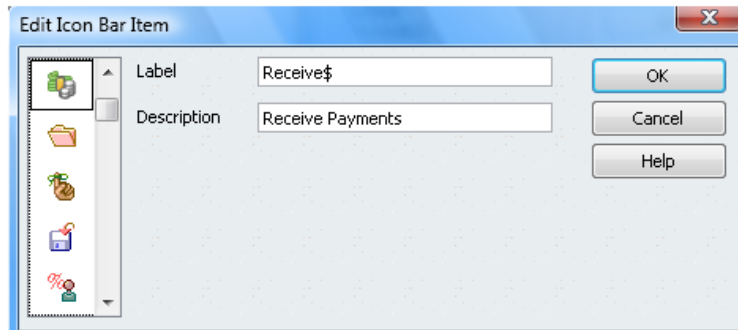
You'll always use the **View** command on the Menu Bar to make icon bar customization changes.

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
 - 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
 - Change the *Label* as desired



- 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
 - Open the function the way you normally do
 - 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)
 - Choose View | Add xxx to the Icon bar
 - Pick an icon to represent this function
 - Assign a short Label to the icon