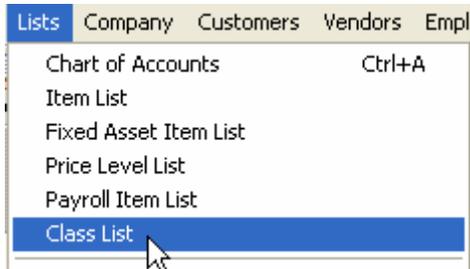
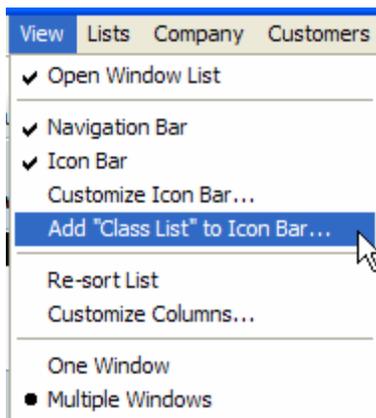


## ADDING OR DELETING TO THE ICON BAR

Adding something to the icon bar can be easy. As an example go to a list that you want to add to the icon bar for example the Class List.



Next go to the top of the QuickBooks screen and select View, Add "Class List" to Icon Bar and select it.



The following add window will appear.

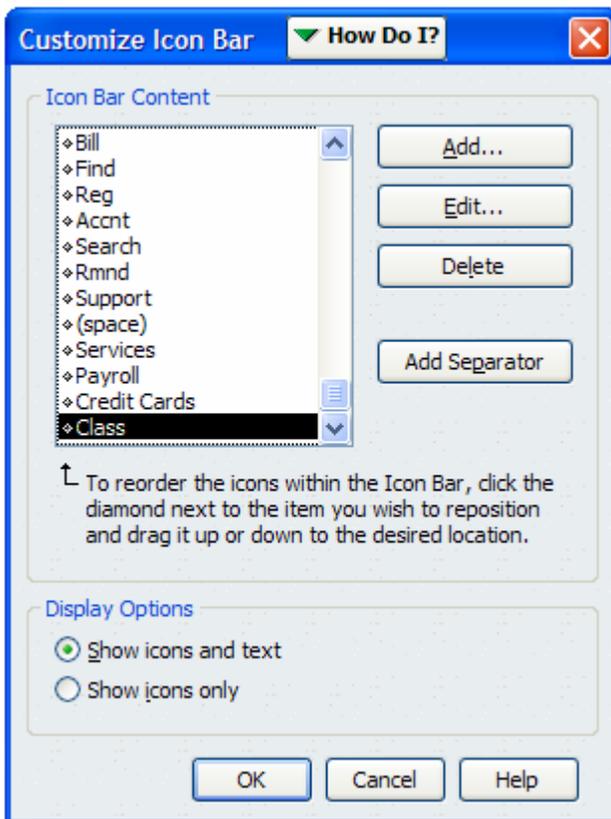
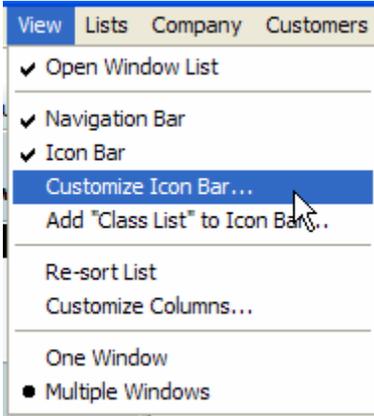


Notice there are icons on the left hand side of the "Add" window. You can choose an icon that you think reminds you of the type of list, procedure, or transaction.

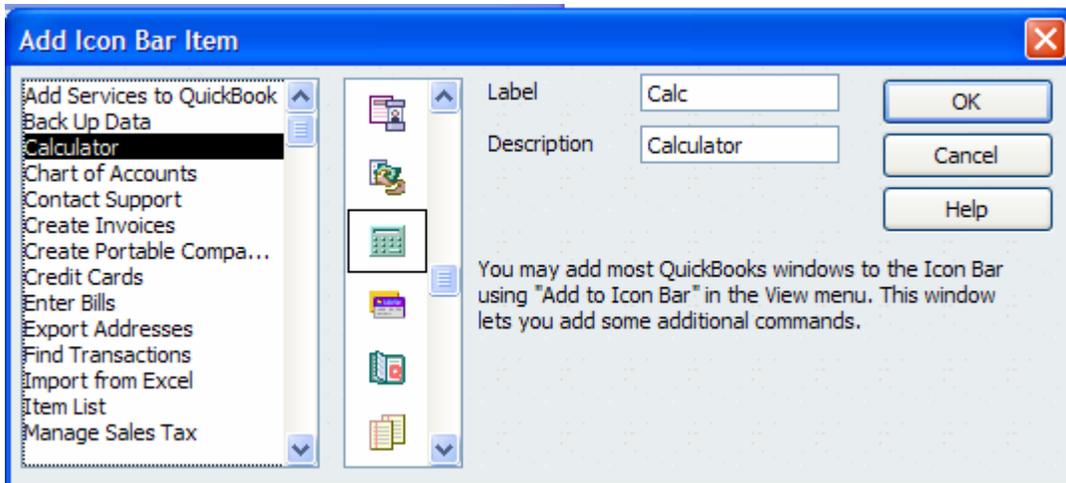
Say OK. You now have a new Icon on your Icon Bar.



Now let's add the calculator to the Icon bar. Go to View, Customize Icon Bar.



The "Add Icon Bar Item" pop up window will appear.

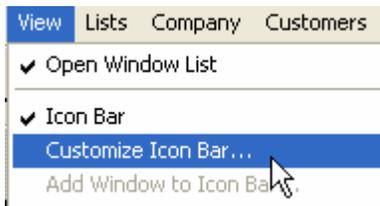


Select the Calculator and click “OK”.

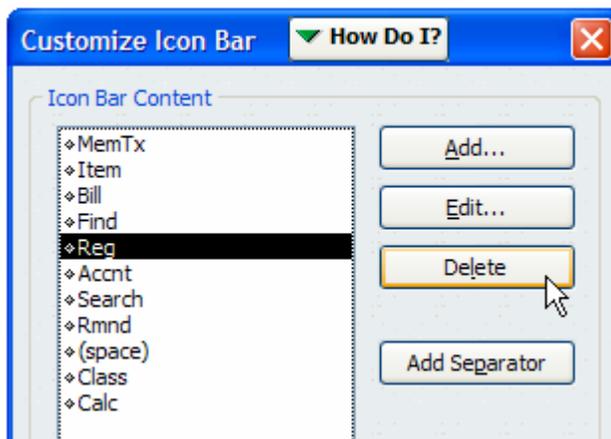
You now have the Calculator Icon added to the Icon Bar.



Now let’s delete something from the Icon bar. Go to View, Customize Icon Bar.



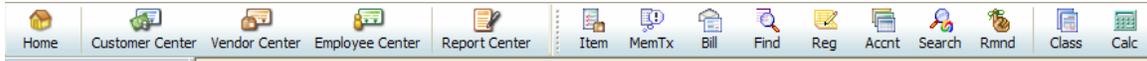
Select it. The following window will appear where we can Add, Edit or Delete items to the Icon Bar.



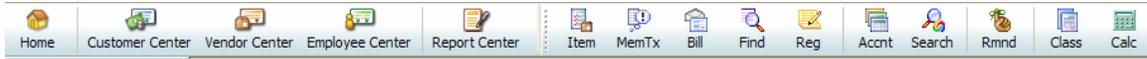
We can select “Reg” and then click the Delete button and the Register Icon will be eliminated from the Icon Bar.

You can also add Separators to separate the Icons and further customize the Icon Bar.

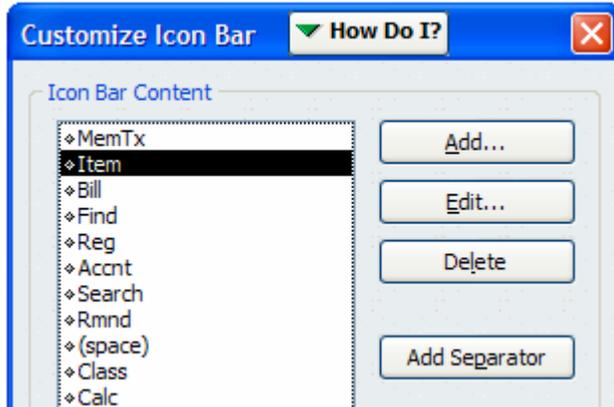
Before:



After:



To reorder the icons within the Icon Bar, click the diamond next to the Item and reposition it to the desired location by holding your mouse button down and sliding the selected item to the new location. In this example the Item is the second item in the list.



When I click on it and then hold my mouse button down and then drag it to the new location and then release the mouse button it moves to the new position as shown below.

