

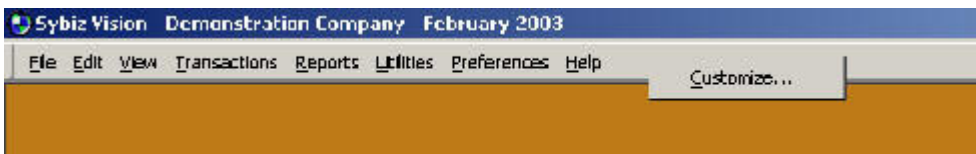
Menu Creation in Sybiz Vision 3.00

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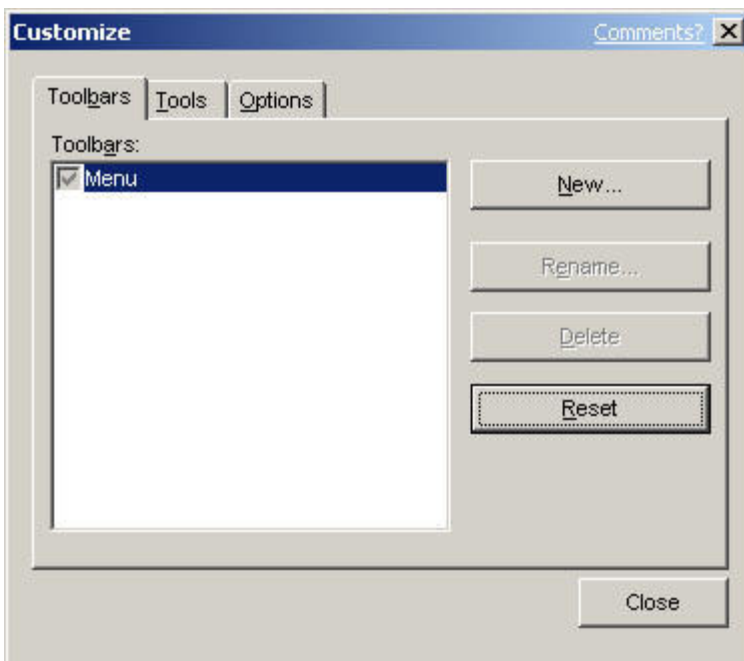
Users now have the ability to be able to modify the toolbar to display shortcuts to some of their more common tasks. This facility is available per user which means that each user can have their own configuration and modify it to how it best suits them. In this article we show you how to add and remove custom menu items on the toolbar.

The toolbar can now be defined as the bar at the top of the screen that contains all the menu items as you can add icons and buttons, however for our purposes we will still term it the menu bar and ADD a completely new toolbar for our new icons.

Right click on the toolbar while logged in as the correct user and the following "Customize" option is displayed.



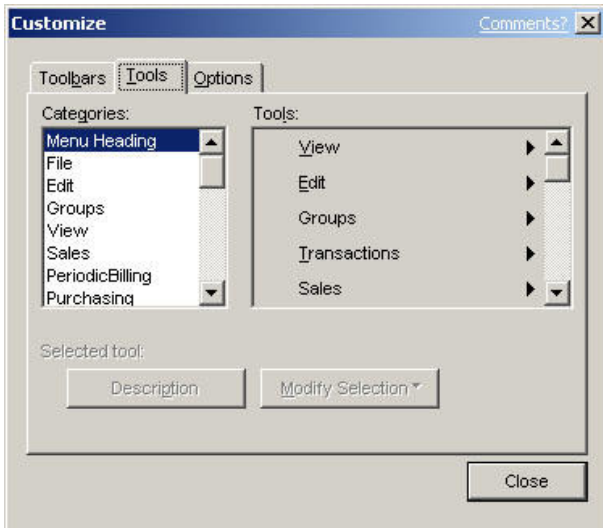
The following screen is displayed



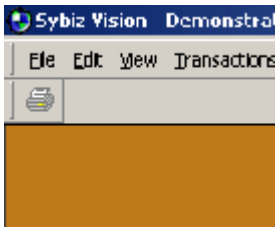
We can add tools and options to the existing menu bar but will create a new one instead. Click on New and then create a new name for the toolbar

Once you click the OK button you will notice a new blank toolbar on your Sybiz Vision screen. Let us say that we move between printers quite often and as such need to display the File - Printing settings on a regular basis. This is a two step process - click on the word File and then drag down until the cursor rests over Printing Settings and select that option. We can create an icon that allows the user to do this same function in one click.

Click on the Tools tab. The following is displayed"



Click on the word File under Categories as this is usually where the printing settings are found on the menu bar. Then click and drag the icon shown for Printing Settings to your new toolbar and drop the icon in there. It should look much like the below



Now close the toolbar screen and click on the printer picture and the printing settings will display. Open the Toolbar screen again by right clicking on the toolbar and selecting "Customize" and then click on Tools tab. Now right click on the Printer picture and you will see options that allow you to be able to customise further and perhaps replace the word Printing Settings in the toolbar instead of the picture or even have both. You can change the text and even delete the toolbar item if you wish.

Finally the toolbar does not have to be stuck underneath the menu bar. It can be dragged and dropped onto a part of the screen that you don't use similar to the Microsoft Office toolbar, if you are familiar with these.