

February 2005 Tip of the Month

As a continuation of last month's tip, once you add module icons to your main Great Plains screen, you can name those icons for easy recognition.

- Go to View/Toolbars/Customize
 - Click the dropdown menu and choose the toolbar you wish to modify
 - Click on the modify selection button and choose the "name" option
 - Enter the new name you'd like to call the icon
 - Click ok
 - Click on the modify selection button again and choose Image and text to see the icon and your new name
- Or
- Choose Text only if you only want to see your name of the icon