





You can edit the rate. Note that doing so will automatically update quotes that use that currency.

### To change your default currency

1. Double-click on your default currency in the list
2. Click the padlock icon
3. Choose a different home currency.

Note that all other currencies will have to have their rate entered relative to the new default currency

### Buttons in the Edit currency window

**Delete:** Click to delete the currency. If the field is dimmed, the currency is in use by quotations, and cannot be deleted.

**Cancel:** Click to exit the window without saving changes.

**OK:** Click this button when you are finished editing currencies.

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