

Customize a Menu

To add a new item to the menu:

1. Right-click any toolbar and choose **Customize** to display the Customize dialog box.
2. With the **Commands** tab selected, from the **Categories** list box, select **New Menu**.
3. From the **Commands** list box, drag the **New Menu** button icon to the desired location on the menu bar or inside an existing menu.
4. Right-click **New Menu** and choose **Name**.
5. Replace the default text with the desired name.
6. Click anywhere in the window to close the menu.
7. Add the desired item(s) to the custom menu:
 - a. In the **Categories** list, click the category that contains the item.
 - b. From the **Commands** list box, drag the item to the displayed custom menu list.
8. In the Customize dialog box, click **Close**.
9. Test the new menu.

Delete a Menu

You may find that a menu no longer serves your needs, to delete a menu:

1. Choose **Tools** → **Customize** to display the Customize dialog box.
2. Drag the menu you wish to delete off the Menu bar.
3. Close the Customize dialog box.