

Editing Word 2011's menus

This text is excerpted from the 3rd edition of *Effective Onscreen Editing*, and is provided for the benefit of readers who are still using Word 2011 for Macintosh.

In Word 2011, the software's menus are still present, so you can customize them. To do so: **View** menu > **Toolbars** > **Customize Toolbars and Menus**. Note that Word will display a small, easy-to-miss toolbar containing the menu names and contents below the standard menu bar at the top of the screen. All changes to your menus must be made by working within this small toolbar.

Damaged the menus beyond repair? If you remove too many commands from Word's menus, you can restore the menus to their original condition by clicking the **Reset** button in this dialog box.

The **Save** in menu at the bottom of the dialog box lets you select which file or template should store your changes. Menu changes that are stored in a specific file will only affect that file; changes stored in a template become available to all files that are based on that template. Changing menus in **Normal** makes the changes available in all Word documents on your computer. If you want to affect all files based on a specific template, open that template before you open this dialog box. This makes the template itself available for modification.

Once you've chosen the file or template that will store your revised menus, you can begin modifying the menus using the "customize" toolbar:

- **To add a function:** Select the **Commands** tab in the dialog box, select the category of command under the heading **Categories**, and then navigate to the desired command under the heading **Commands**. Drag that command on top of the menu that will hold the new command; when the menu opens, drag the command to the desired position and release the mouse button.
- **To remove a function from a menu:** Open the menu in the toolbar, then hold down the left mouse button on the command, drag the command out of the menu, and then release the button.
- **To change the positions of functions within a menu:** Open the menu in the toolbar, hold down the left mouse button on the command, drag the command to its new position in the menu, and then release the button.
- **To rename a menu command or change how it is displayed:** Open the menu from the toolbar, then right-click on the command and choose **Properties** from the resulting menu.
- **To create your own custom menus:** Select the **Commands** tab in the dialog box, then under the heading **Categories**, scroll down until you see the option **New Menu**. Drag this option into the desired position in the toolbar that contains the menus, and then right-click on the menu name and rename it.
- **To add duplicate copies of existing menus:** Scroll down through the categories until you find **Built-in Menus**, then drag the menu into the toolbar that contains the menus.