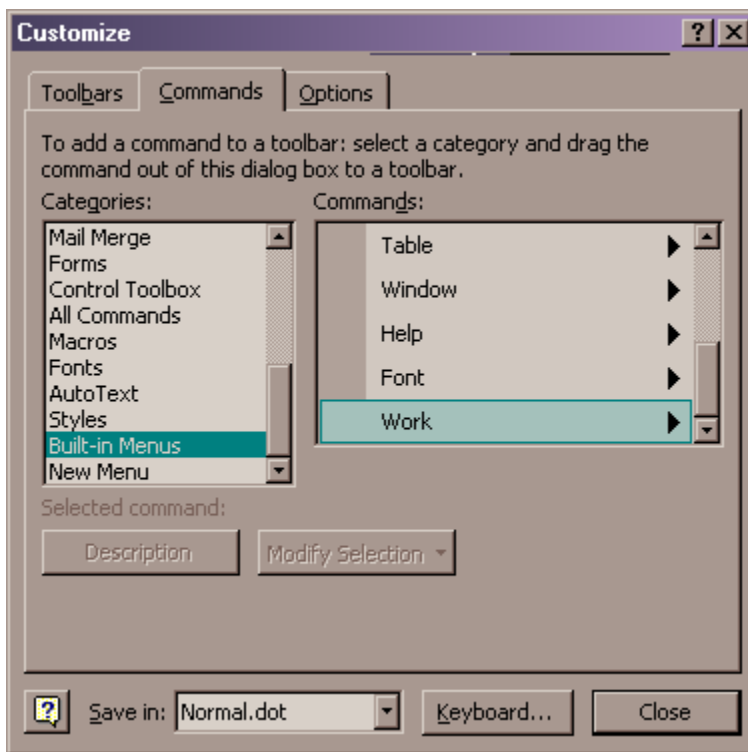


Adding the Work Menu to the Word Toolbar

Use this time-saving tip to add frequently-used documents to the Word menu for easy retrieval.

The Work menu is included with Word, but is not displayed on the default toolbars. To display the menu, you must customize the Word menu bar to include the menu command. Here are the steps:

1. Right click any toolbar or the menu bar and choose Customize to open the Customize dialog box.
2. On the Commands tab, choose the Built-In Menus category.
3. Find Work on the Commands list:



4. Drag the Work command and drop it on the menu bar between Table and Window.
5. Click the Close button on the Customize dialog box.

To add the current document to the menu, click Work on the menu and choose the Add to Menu command.

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Deleting Items From the Work Menu

To delete an item from the Work menu, DON'T open the Customize dialog box. In any document, hold Ctrl and Alt and press the - (minus or dash key). The mouse pointer looks like a bold minus symbol. Choose Work, then click on the document you want to remove. (You can use this shortcut to remove any submenu from a menu).