

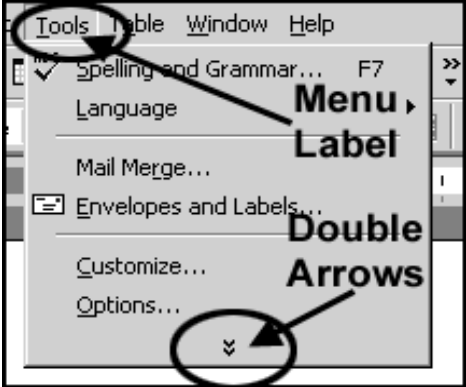
User Services

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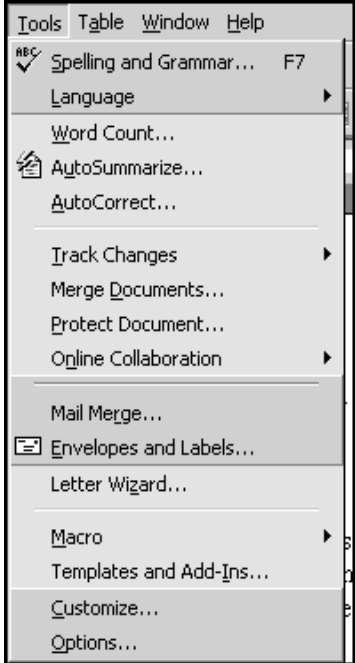
Word: Expanding Personalized Menus

In Word 2000, menus contain the most commonly used commands. These menu commands are displayed in short, personalized menus that can be expanded to show all the commands. Full menus that list all the available menu commands are shown when the personalized menu is expanded. This document will describe the process of expanding the personalized menus to full menus to list all menu commands.

1. Click on the **Menu** label (e.g. **Tools**) and click on the **double arrows** at the bottom of the menu. **Note:** You can also **Double Click** on the pull-down menu label (e.g. **Tools**).



2. The full menu will appear with all the command options.
3. Personalized menus will differ by user. The most used commands for the user will be displayed in the personalized menus. In the full menu, the most used commands will be displayed in dark gray and the others will be light gray.
4. Congratulations, you have expanded a personalized menu in Word.



For more information on the menu bar, view the ITS document, **Menu Bar Overview**. To learn how to disable the personalized menu feature, view the ITS document, **Disabling Personalized Menus**.

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