

MODIFYING A MENU

Click 'Open' to open any menu you saved before. Select the menu from the dialog box and choose 'OK'.

If you cannot find the menu in the list, check whether the right category has been selected. To see all categories, select 'All' in the 'Organize Menus / Category' box.

Use the following commands to add, insert or change a menu item. Select a menu item and

CHOOSE TO

Add	Add a new item at the end of the list.
Insert	Insert a new item before the currently selected menu item.
Change	Modify or change the currently selected menu item.

Use the following commands to delete, move or copy a menu item. Select a menu item and

CHOOSE TO

Move Up	Move the selected text Up (one place at the time).
Move Down	Move the selected text Down (one place at the time).
Delete	Delete the selected text.

Use the following commands to save or save as a menu.

CHOOSE TO

Save	Save the existing menu with the modifications maintaining the same name.
Save as	Save the existing menu with a different file name (the original menu will remain unchanged).

