

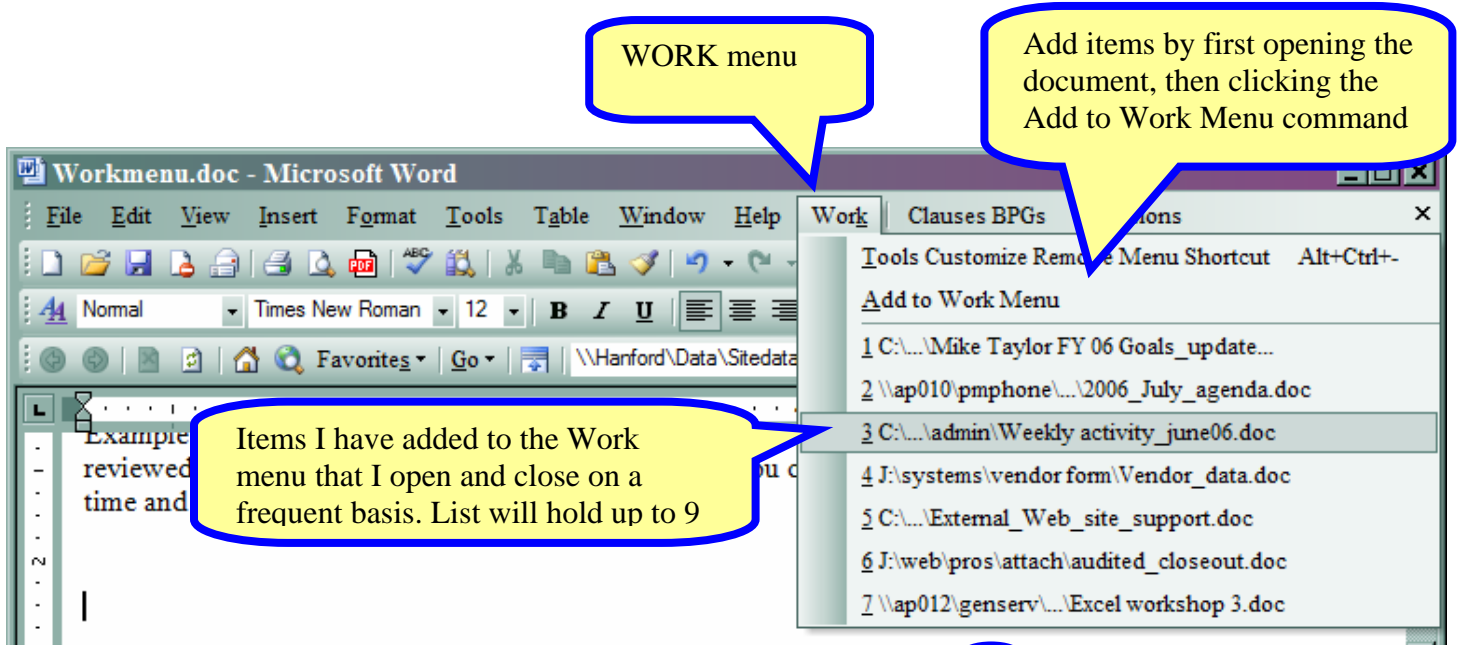
# Word's Work Menu

updated 07/06

**WHAT:** Turn on the Work Menu in the WORD toolbar.

**WHY:** A quick place to store up to 9 documents that you will be opening and closing on a regular basis. Example: I have a weekly highlight document that I update frequently. I also store copies of the agenda or BPGs that I'm currently working on. The list is dynamic, that is you can add new documents to the top of the list at any time and then the oldest (9th drops off).

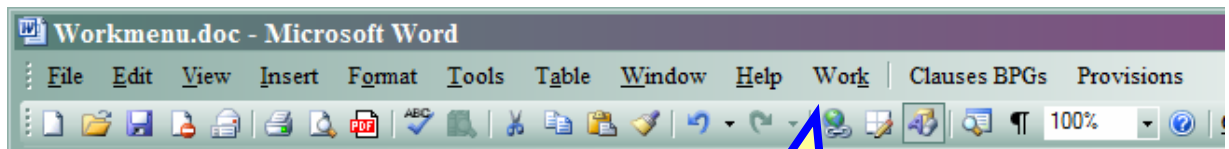
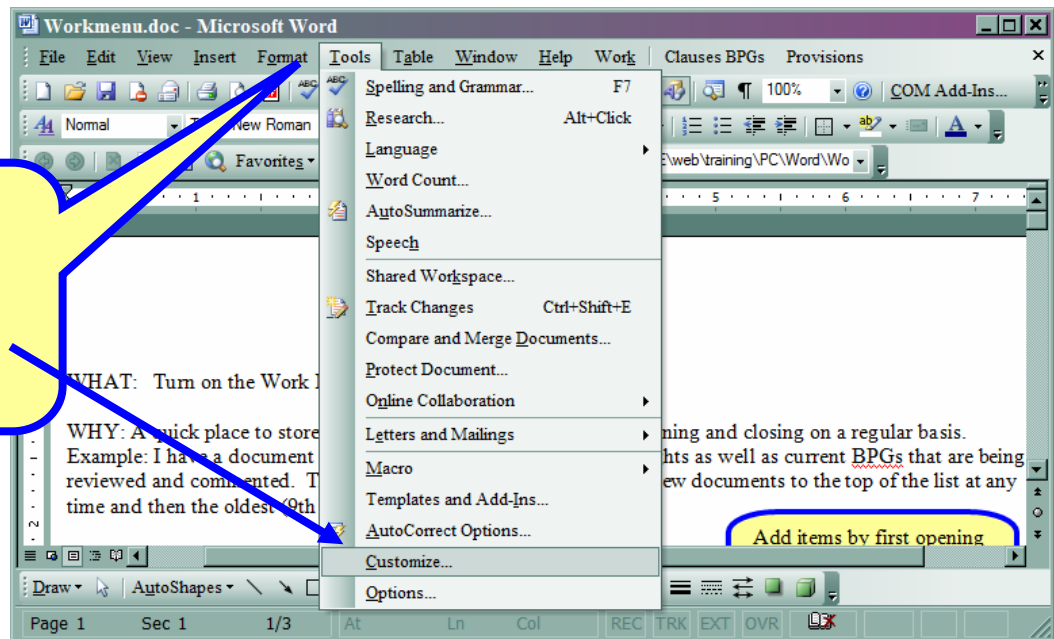
## HERE IS WHAT IT LOOKS LIKE



**HINT:** Each time you open one of these documents click ADD TO WORK MENU and it will move up to the top of the list. The 9<sup>th</sup> item will drop off when you add a new one.

## HOW:

- 1) Open a blank document
- 2) On the Tools Menu select Customize



- 3) In the Customize Dialog box select Commands
- 4) Select Built In Menus

- 5) Drag the WORK menu up to the Toolbar and drop it where you want it

