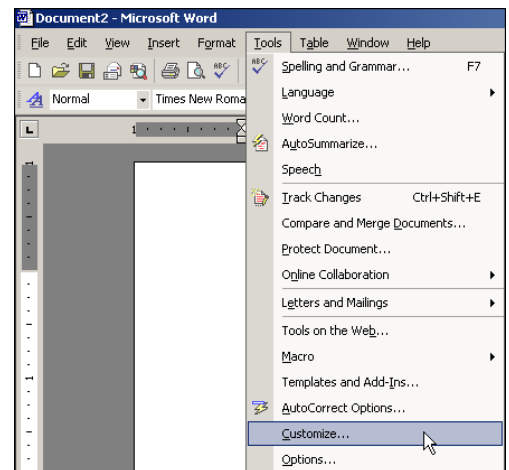


## Disabling Word XP's Personalized Toolbars and Menus

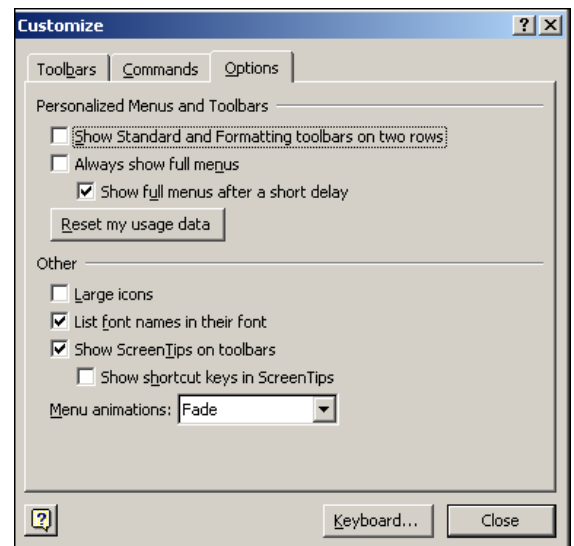
Microsoft Word XP was released to the public on May 1, 2001. Word XP has provided users with many innovative features that have removed some of the annoyances that were present in Word 2000. Although new features have helped, there are still some annoying features present in Office XP. One of the primary annoyances is the apparent loss of toolbars. Word XP has created a personalized toolbar that condenses the Standard and Formatting toolbars into one toolbar. In addition, the typical menus that you expect to see in Word XP are apparently lost as well. The lost menu items are hidden in personalized menus. This document shows you how to customize these new features without hindering the functionality of the program. Users can use the same steps in the other Office XP programs to disable these new features.

### Disabling the personalized toolbar

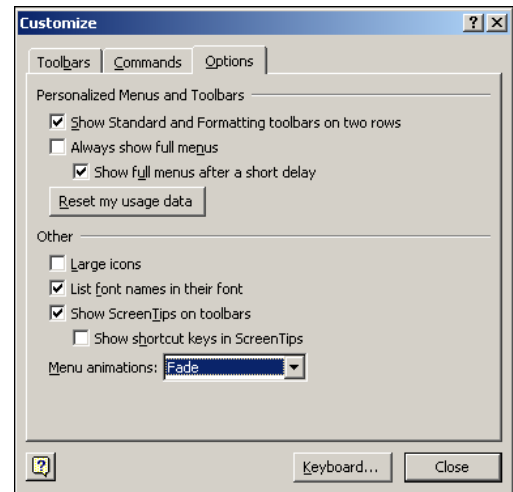
1. Once you have opened Word XP, click **TOOLS > CUSTOMIZE...** located on the standard menu.



2. Click on the **OPTIONS** tab when the **CUSTOMIZE** window opens. Typically, the default setting for Word XP toolbars is to **NOT SHOW STANDARD AND FORMATTING TOOLBARS ON TWO ROWS**.

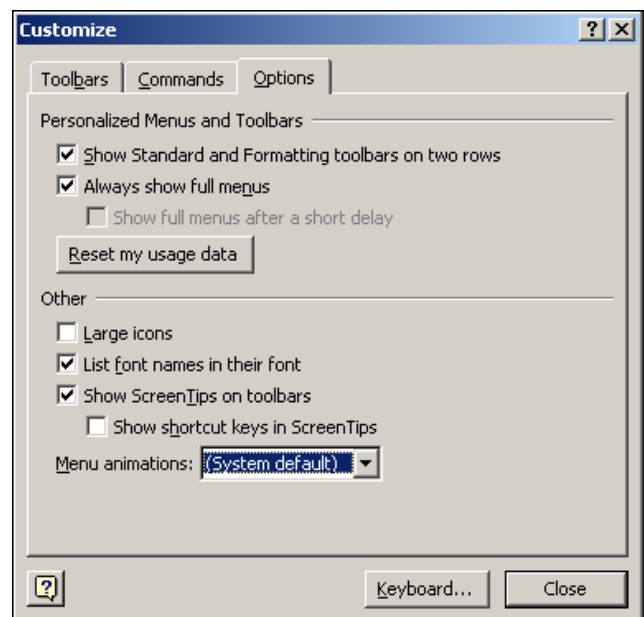


3. Check the check box next to the statement **SHOW STANDARD AND FORMATTING TOOLBARS ON TWO ROWS**. This will set your toolbars back to the view that has been normally seen in Microsoft Office 97.



## Disabling the personalized menus

1. While you are still in the **CUSTOMIZE** tab, uncheck the **SHOW FULL MENUS AFTER A SHORT DELAY**.
2. Check the box next to **ALWAYS SHOW FULL MENUS** to disable the personalized menus.
3. Click the **CLOSE** button to complete the customization process.



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