WordPerfect: Adding menu items to templates

- WordPerfect Office Suite

Are your WordPerfect templates missing menu commands? If the default document template has been modified, some menu commands, such as Publish to PDF, for example, may not be available. You can easily add menu commands to your custom template.

To add default menu commands to a WordPerfect template

1. Click Tools > Settings.

2. Click Customize.

3. In the Customize settings dialog box, click the Menus tab.

4. Choose a menu from the Available menus list.

5. Click Merge.

6. In the Merge menu dialog box, disable the check boxes next to the menu commands that you don?t want to add to the template.

7. Click OK.

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