

## Re: Unwanted option in file menu

**Source:**

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.customization.menustoolbars/2004-07/0088.html>

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**From:** Suzanne S. Barnhill (*sbarnhill\_at\_mvps.org*)

**Date:** 07/06/04

Date: Tue, 6 Jul 2004 17:01:43 -0500

I think you've misunderstood the instructions you received. There are two ways to remove a menu entry:

1. Press Ctrl+Alt+Hyphen, which turns on the "destructive cursor." Then click on the unwanted menu entry. Use with care, as this will remove \*any\* menu entry.
2. Open Tools | Customize, then the menu in question (from the menu bar; this is not the "category" on the Commands tab of Tools | Customize). Drag the command off the menu. This method is useful when you have multiple menu entries to remove, because you can drag as many as you like off while you have the Customize dialog open.

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Suzanne S. Barnhill  
Microsoft MVP (Word)  
Words into Type  
Fairhope, Alabama USA  
Word MVP FAQ site: <http://word.mvps.org>  
Email cannot be acknowledged; please post all follow-ups to the newsgroup so all may benefit.  
<anonymous@discussions.microsoft.com> wrote in message  
news:2833101c463985e0d6f8605a301280a@phx.gbl...  
> Doug,  
>  
> Sorry let me explain further. If I open word and go to  
> the 'File' menu right at the top of that menu is an  
> option called 'DocSmartz Open PDF'. I have deleted  
> everything in the registry with that name, it does not  
> appear when using your suggestion and I only have the  
> normal.dot in the templates.  
>  
> Paul  
> >-----Original Message-----  
> >I don't understand. If it's not on the File menu, what  
> is the problem?  
> >  
> >--  
> >Please respond to the Newsgroup for the benefit of  
> others who may be  
> >interested. Questions sent directly to me will only be  
> answered on a paid  
> >consulting basis.

microsoft.public.word.customization.menustoolbars: Re: Unwanted option in file menu

> >  
> >Hope this helps,  
> >Doug Robbins - Word MVP  
> >"Paul" <anonymous@discussions.microsoft.com> wrote in  
> message  
> >news:2712c01c46287\$b805a060\$a301280a@phx.gbl...  
> >> Doug,  
> >>  
> >> Thanks but I cannot use either option.  
> >>  
> >> Tried the first one but the item is not in the list.  
> >>  
> >> On the second one, I only have the normal template and  
> it  
> >> won't let me remove that.  
> >>  
> >> Paul  
> >> >-----Original Message-----  
> >> >The safest way is to select Customize from the Tools  
> >> menu and then open the  
> >> >File menu and then click and hold down the left mouse  
> >> key on the item and  
> >> >drag it off the menu.  
> >> >  
> >> >If it returns the next time that you start Word, that  
> >> will be because the  
> >> >program has installed a template in the Word Startup  
> >> directory. You can  
> >> >determine the location of that directory via  
> >> Tools>Options>File Locations.  
> >> >Or from the Tools menu, select Templates and Addins  
> and  
> >> then select the  
> >> >template and click on the Remove button.  
> >> >  
> >> >--  
> >> >Please respond to the Newsgroup for the benefit of  
> >> others who may be  
> >> >interested. Questions sent directly to me will only  
> be  
> >> answered on a paid  
> >> >consulting basis.  
> >> >  
> >> >Hope this helps,  
> >> >Doug Robbins - Word MVP  
> >> >"Paul" <anonymous@discussions.microsoft.com> wrote in  
> >> message  
> >> >news:25a3401c46210\$7ebf94e0\$a601280a@phx.gbl...  
> >> >> I downloaded a trial version of docsmartz which I  
> have  
> >> >> uninstalled but it has left an option in the file  
> menu,  
> >> >> how do I get rid of it?  
> >> >  
> >> >  
> >> >.  
> >> >  
> >> >  
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> >  
> >.  
> >