


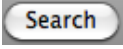

# Customizing Menus

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Did you know that you can customize menus on your Datacon system? New menus can be set up so each user can have their own selections, or a sub-menu can be set up to be accessed from the main menu by any user.

One popular menu item is a shortcut to *Appointments*. We'll use that as our example, but the principle can be applied to many tasks.

## To make a user-defined Mac server menu for all users:

- Click  on the *Main Menu* and type in "menu".
- Click *Customize user menus*. The *User Menu descriptions* screen will open.
- Click the first line in the left column that says *Menu not being used*.
- Click **Description** and type in the description you want to see displayed on the menu. In this case we'll type "Appointments".
- Click the first line that says "(blank)".
- Click  and type in "Appointments".
- Click "*Appointments for Today*".
- Click  to return to the *User Menu descriptions* screen.
- Click the drop-down list for **Menu to be accessed from the main menu:** and click the new menu name you just defined, "Appointments0".
- You are done. This menu item will now be available on the *Main Menu* screen for all users, above **Calendar Messages**.

## To make the new menu the default menu for a specific user:

After you create a menu, you can make the new menu the only menu that a particular user sees. You must have User File Access permission to accomplish this task.

- Click **Users** on the *Main Menu*. The *Users* screen will open.
- Click the user who you want to attach the custom menu to. The *User Details* screen will open.
- Click the drop-down menu for **User Menu:**
- Click the menu that you want to display for this user.
- Now all other menu items will be excluded for this user.

**Questions?** Contact the staff at Datacon for help.

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