

Menu Convention	Meaning
Menu command is dimmed	The command does not apply to the current situation, and you cannot choose it.
Menu command is followed by a small triangle	Choosing or pointing to the menu command brings up a <i>submenu</i> (sometimes called a cascading menu), which allows you to choose additional menu options.
Ellipsis (...) appears to the right of a menu command	Choosing this menu command enables you to specify additional options.
Check mark appears to the left of a menu command	The command is currently in effect. Choose the command again and the check mark disappears, indicating that the command is no longer in effect.
Bullet appears to the left of a menu command	Some menu commands appear in groups where you can choose only one command at a time. The currently selected command is marked with a bullet.
A letter of the menu command is underlined	Indicates that you can use the keyboard to choose the command by pressing that letter instead of using the mouse.

Table 2-3: Menu Conventions

**METHOD**

To use a menu command:

1. On the menu bar, click the desired menu name.
2. On the menu, click the desired menu command.

To close a menu:

1. Click anywhere outside the menu.  
or
1. Press ESC

*Note:* Once you have opened a menu, you can open other menus on the same menu bar simply by pointing to them. This enables you to scan the contents of menus to find the menu command you want.