Figure 452: The Menus tab of the Customize dialog

5) To insert a separator or submenu, select the item directly before where you want the inserted item to appear, and use the commands in the **Insert** drop-down.
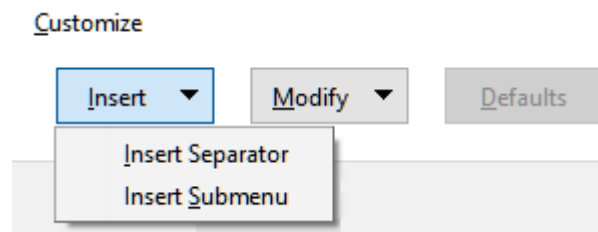

Figure 453: Insert drop-down

6) To rename a menu item, select it in the *Assigned Commands* list and choose **Rename** from the **Modify** drop-down.
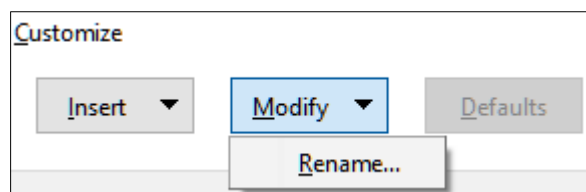

Figure 454: Modify drop-down

7) When you have finished making all your changes, click **OK** to save them.