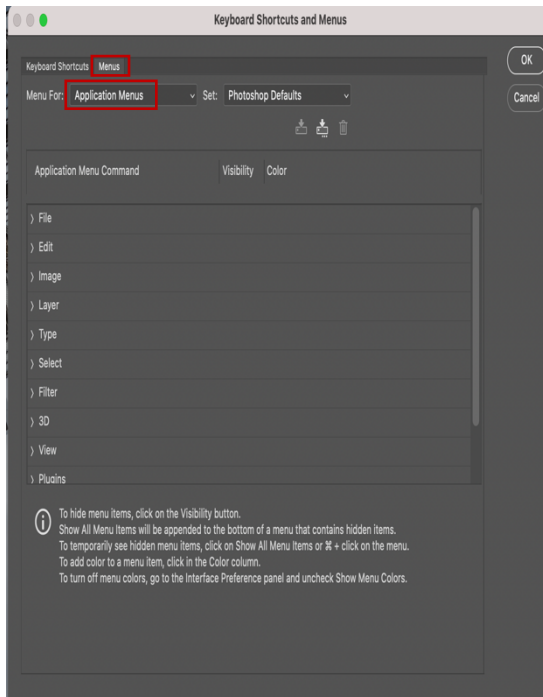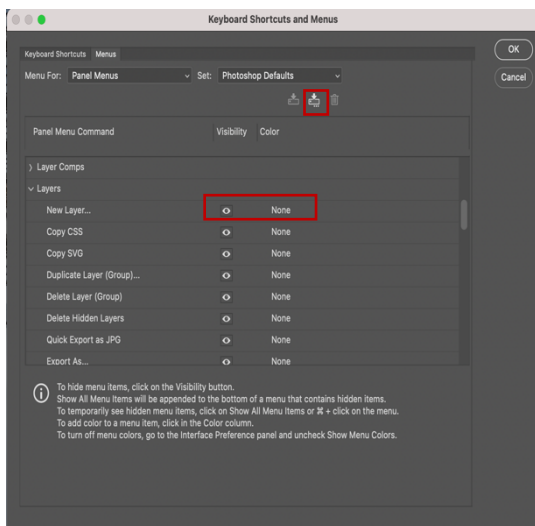# Customising Menus
In Photoshop

Jim Scott Photography

Customising Menus in Photoshop

Within Photoshop it is possible to customise the menu system including the use of designated colours to reduce the number of menu options that appear and to also highlight the more commonly used menu options. To begin the customising process, go to the horizontal tool bar along the top of the Photoshop workspace and select **Edit>Menus**.
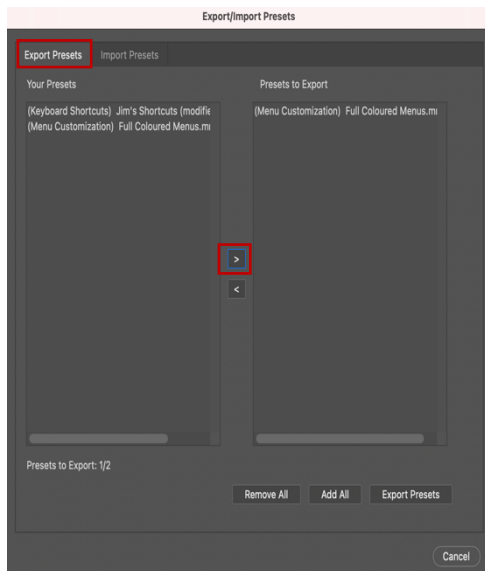

The Keyboard Shortcuts and Menus modification screen should now be open, and the Menus tab is active.

At this point there are 2 options in terms of customising. The drop-down menus across the top of the Photoshop workspace can be customised. These are referred to the **Application Menus**. The other option is referred to as the **Panel Menus** and these are located on the top right-hand corner of each panel (Layers, Channels, Adjustments etc) and are accessed by clicking on the three horizontal lines to open the menu options for the panel in question. To customise the Panel Menus, change from Application Menus to Panel Menus in the drop-down box in the Keyboard Shortcuts and Menus customising screen.

On opening a category, each menu option will be displayed. Toggling the radio button to the off position will result in the option becoming invisible when the corresponding drop-down menu is used. To assign a colour to the menu option click on the word **None** beside the radio button and choose a colour to be associated with this selection e.g. a colour associated with the most commonly used menu selections. It is also possible to colour a menu option and then toggle the radio button off thereafter. When all customising is complete click the OK button to return to the Photoshop workspace.

When all customisation is complete click on the **Create as set based on the current set of menus** button and in the pop-up dialogue box name the customisation accordingly. If for any reason the customised menus are not visible on opening photoshop, go to **Edit>Menus** and in the **Keyboards Shortcuts and Menus** screen choose the customised menu from the **Set** drop down list then click the OK button.

It is possible to export the customised menus if Photoshop is being used on other computers or laptops by going to **Edit>Presets>Export/Import Presets** at the top of the Photoshop workspace.

In the Export Import Presets screen, select the Export Presets tab at the top of this screen. A list of presets available for export will now be displayed in the **Your Presets** section. Click on the name given to the customised menu and then click on the move right arrow. The customised name should now be in the Presets to Export section. Click on the Export Presets button and in the save dialogue, navigate to where the exported menu file is to be placed and click on the **Open** button to confirm and export the file.

To install the customised menu file in another computer or laptop where Photoshop is being used, navigate to where the file is located and then right click on the file and select **Open With** and choose Photoshop or the version of Photoshop that is being used is more than one version is installed.

Alternatively go to **Edit>Presets>Export/Import Presets** at the top of the Photoshop workspace being used and in the **Keyboards Shortcuts and Menus** screen, click on the **Import Presets** tab and then click on the Select Imports Folder at the bottom of the screen. Navigate to the location where the file is located and when selected, click on the Open button to install the file into Photoshop. When complete choose the customised menu from the **Set** drop down list then click the OK button.