

The Format Menu

The Format menu should hold the principal formatting commands needed by users of the application. For applications that deal mainly in numbers, they may be commands that format the text display of floating-point numbers or the graphical display of numeric data. For text processors, they may include the commands that would otherwise go into the Text menu, plus others (see help for ^aText Menu^o).

If an application brings the Font command up to the main menu and has no other commands to add to the Format menu, the Format menu would become little more than a container for the Text menu. In this circumstance, the commands that would otherwise go into the Text menu should be placed directly in the Format menu. A separate Text menu is needed only when there's reason to isolate these commands from other formatting commands or to shorten what would otherwise be an excessively long Format menu.

When commands from the Text menu are placed in the Format menu, it's desirable that they follow the Page Layout command, so that the Copy Ruler and Paste Ruler commands end the menu.