



Context Menu

As in most Windows applications, you can use the right mouse button or the Application key  to display a Context menu of operations available for the selection or the item under the mouse pointer. You can turn the Context menu on or off from the Edit tab in the User Setup dialog box.

> To toggle the Context menu off and on

1. On the Editing toolbar, click  or, from the **Tools** menu, choose **User Setup**.
2. Choose the **Edit** tab sheet.
3. In the Mouse Dragging Behavior area,
 - Uncheck **Right Button Menu** to turn the **Context** menu off.
 - or
 - Check **Right Button Menu** to turn the **Context** menu on.
4. Choose OK.

> To choose a command from the Context menu

1. Select or place the mouse button over the information you want to edit.
2. With the **Context** menu turned on, click the right mouse button or press the Application

key .

3. From the menu that is displayed, choose the command you want:
 - Click the command.
 - or
 - Scroll to the command and press Enter.

> To use the Context menu for drag-and-drop operations

1. Select the information you want to delete, move, or copy.
2. Without pressing any of the mouse buttons, move the mouse pointer within your selection.
3. Press and hold down the right mouse button as you drag the insertion point to a new location.
4. Release the mouse button to display the **Context** menu of available drag-and-drop operations.
5. Select the operation you want.

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