

# Mouse Right Click

Using the Right Button on the mouse can be used to bring up several useful menus.  
Below are several areas where you can Right Click the mouse to bring up a menu.

## Desk Top:

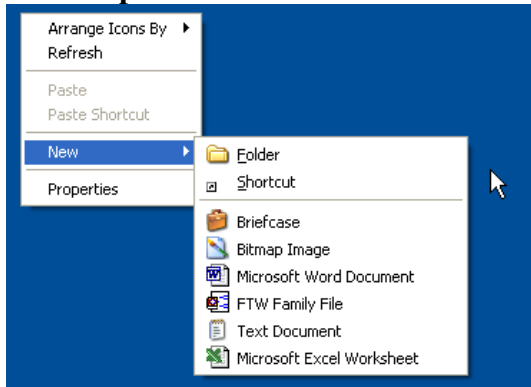


Fig.R-Clk-01.bmp

Place cursor on an empty area of desktop.

Right-Click the mouse.

Place cursor on a entry in the pop-up menu and select with left mouse button. See left menu in ( Fig.R-Clk-01.bmp )

If an item has an arrow on right, place cursor on it.  
A second pop-up menu comes up.

Place cursor on an item and left-click to select.

## Explorer Folder:

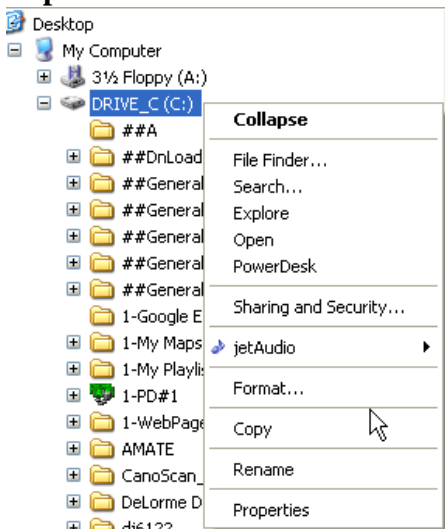


Fig.R-Clk-02.bmp

Place cursor on a folder

Right-Click the mouse

Place cursor on a entry in the pop-up menu and select with left mouse button. See .. ( Fig.R-Clk-02.bmp )

If an item has an arrow on right, place cursor on it.  
A second pop-up menu comes up.

Place cursor on an item and left-click to select.

## A File in Explorer:

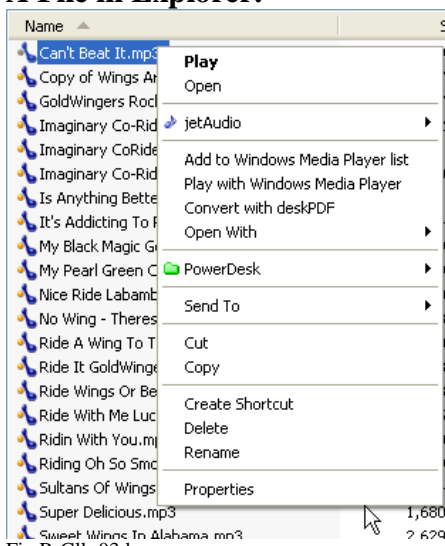


Fig.R-Clk-03.bmp

Place cursor on a file.

Right-Click the mouse

Place cursor on a entry in the pop-up menu and select with left mouse button.  
See .. ( Fig.R-Clk-02.bmp )

If an item has an arrow on right, place cursor on it.  
A second pop-up menu comes up.

Place cursor on an item and left-click to select.

Continued on next page.

# Mouse Right Click

## Right Clicking the Mouse... ( Continued )

### In a Text Document:

Selecting text in a document requires placing the cursor On the beginning of the text, press and hold the Left Mouse button.

Drag mouse to end of text you want to select and Release the mouse button.

Should look like ( Fig.R-Clk-05.bmp )

**Highlight This Text**



- ~ Home Postal Code
- ~ Home State
- ~ Home Country/Region
- ~ Home Phone
- ~ Business Phone

Fig.R-Clk-05.bmp

Now place cursor inside highlighted area and Right Click the mouse.

Select as desired from the pop-up menu.

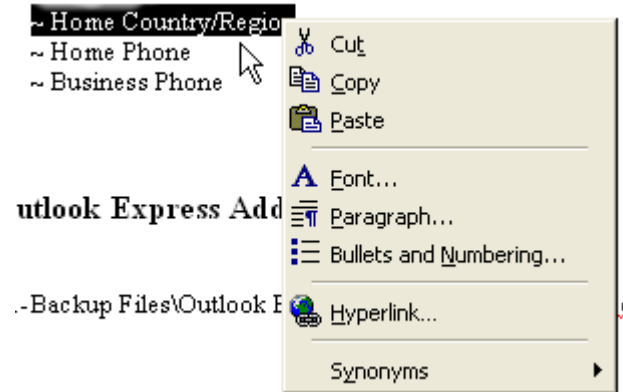


Fig.R-Clk-04.bmp

### E-Mail Forwarding:

Many times you receive an e-mail from someone that you want to forward to someone else. Most people just click [ Forward ] and send. This will also "SHARE" all the preceding addresses that came along with that E-Mail originally.

To prevent these previous addresses from being sent along to any one else, you can forward the message only.

Original message as received

Clicking the [ Forward ](button) results in this.  
**The previous address is showing !**

Pick and drag to select just the address portion.  
Place cursor in the selected area and Right-Click.

From the pop-up menu select [ Cut ]  
( see Fig.R-Clk-08.bmp )

The address is removed.

Now the message can be sent along without forwarding any previous addresses.

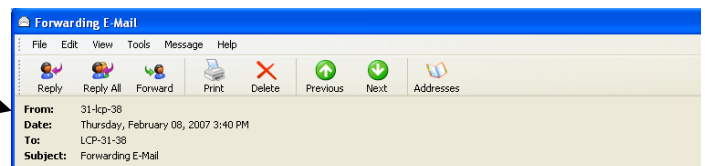


Fig.R-Clk-06.bmp

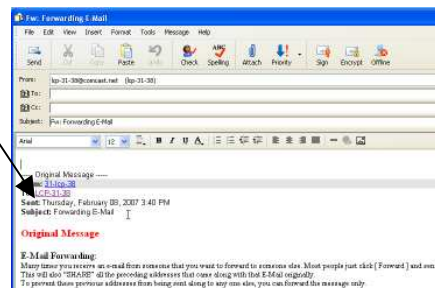


Fig.R-Clk-07.bmp

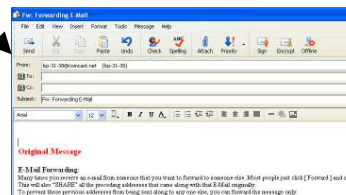


Fig.R-Clk-09.bmp

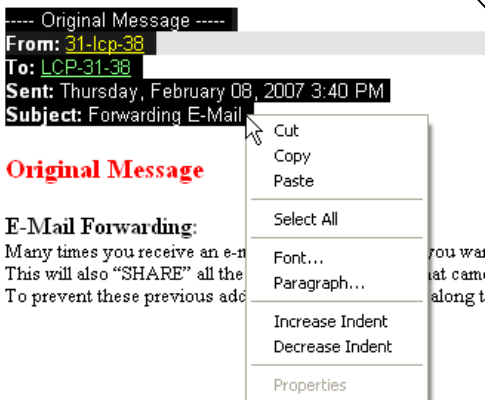


Fig.R-Clk-08.bmp