

Right-On!

The Right-Mouse Reality

Make your mouse your own

The Right of Way ... or Way of Right

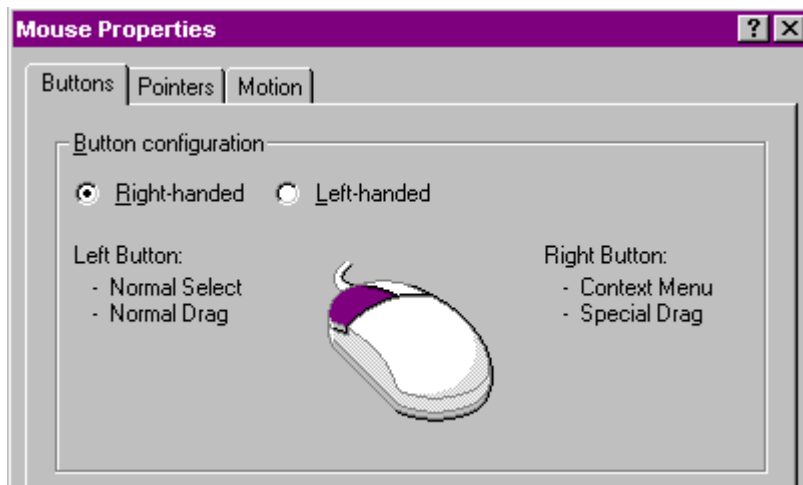
The RIGHT Stuff:

- The Right Desktop
- Organize your icons
- Automatically hide the taskbar
- Speaking of the Taskbar
- Drag – Drop – Oops!
- The Right Shortcut
- Right-Browsing
 - forward and reverse
 - select all
 - favorites
 - source
 - print
 - graphics grabbing
- Customize folder views for photos, videos, or music
- Open a file with a different application
- Send To
- Right Zooms
- The Right Applications

What else?

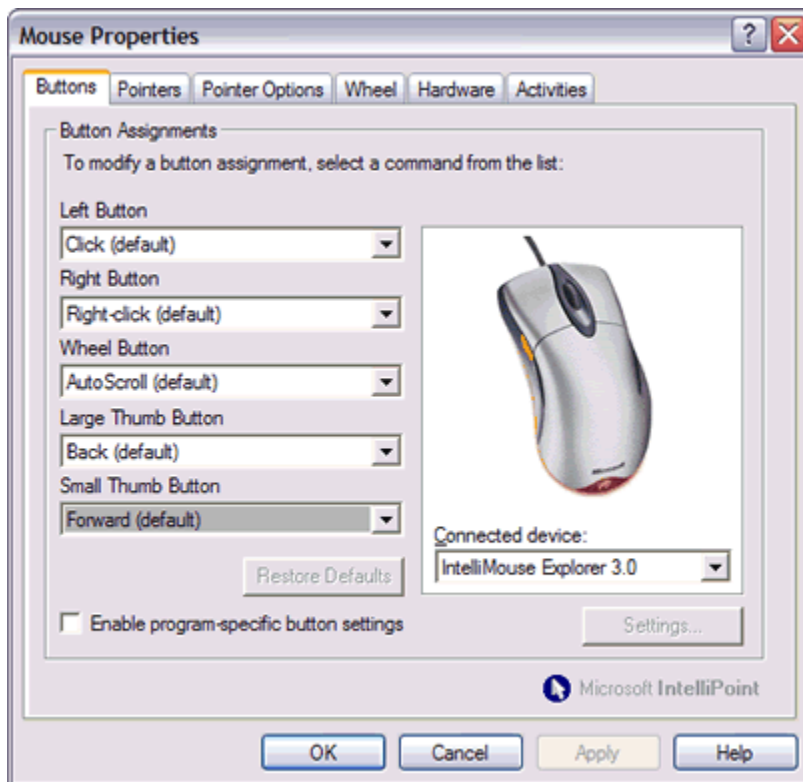
Reversing the function of the mouse buttons (pre-XP) :

1. Click on the **Start** button
2. Slide the mouse cursor to **Settings** and click once with the left mouse button.
3. Slide the mouse cursor over to **Control Panel** and click once.
4. Gently and quickly click twice with the left mouse button on the Mouse icon.
5. Select left-handed from the **Mouse Properties** pop-up window.



Reversing the function of the mouse buttons (XP) :

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Windows User's Tip: Making Use of the Right Mouse Button

by Brett Allen

<http://www.soita.org/Resources/tips/mouse.html#>

For years, Windows computers have been manufactured with a right mouse button. Most available software makes use of this alternative. The right button often gives the user an alternative, or faster means to accomplish a particular task. If the user can take advantage of this potential, Windows applications are managed more easily.

Display Properties

1. With the computer opened to the Windows desktop, click the right mouse button.
2. Click Properties with the left button.
3. Choose Background or Screensaver tab and click your favorite choices.

Note: This will save time by avoiding the control panel in reaching the same outcome.

Copy & Paste

1. Highlight the selection which you intend to copy and paste.
2. With your mouse arrow in the highlighted selection, click the right mouse button.
3. Place the cursor at the destination for your copied selection.
4. Now click the right mouse button.
5. Choose the paste choice with the left button (or the paste button from the toolbar).

Note: Your selection can either involve text or graphics. This technique can be used from one program to another, including Internet text and graphics.

Quick Toolbar Choices

1. With the mouse arrow pointing to any toolbar, click the right mouse button.
2. You will see a list of all possible toolbars. Those visible will have a check mark beside them.
3. Choose the particular toolbar which you intend to view.

Note: This saves time by avoiding the View command, Toolbars, then the particular toolbar of your choice.

Start-Documents (or Programs) Menu

1. Left click the Start button then point to documents.
2. Locate a specific document.
3. Now click the right mouse button on that particular document.
4. Many choices now appear. You can either open the document or peek with the Quick View. The document can be sent to a floppy or another destination. It can be cut, copied, or renamed. The document can be instantly deleted. The entire list can be sorted and file properties can be examined. A shortcut can even be created and added to the desktop!

Try to incorporate the right mouse button in your computing and enjoy both ease of use and substantial time savings.

In all versions of Windows 95 and beyond (including Windows 98/Me/NT/2000) the right mouse button has special powers depending on where you put the mouse cursor on the Windows desktop. The right mouse button is context sensitive. That means what it does changes based on what program you are working in or what part of Windows your mouse cursor is pointed at.

For a great example of this go to an empty part of your Windows desktop, away from any of your icons and click the right mouse button. You'll see a menu open that lists a variety of tasks.

The "New" item is of particular use. If you select New, you can create a new shortcut to a program or data file or you can create an empty folder to put items in. On that same menu you'll see "Properties". This is a quick way to get to the Display applet in the Control Panel. Normally to get to this you'd have to go to the Start menu and choose Settings then Control Panel and then double click on "Display".

In the Display Properties you can modify your screensaver, screen resolution and background wallpaper among other tasks relating to the look and feel of your Windows desktop.

If you right-click on the task bar at the bottom of your screen the pop-up menu is different. There are some commands on the menu to help you organize the program windows that are open. The "Tile..." commands will arrange the windows on your screen so that they use equal space. The "Properties" item allows customization of the taskbar and Start menu. Play with the different functions in these menus to understand what each one does.

One of my favorite right-button mouse tricks is using it with moving files. Go to your desktop and right click on a file you want to move and hold the button down. Now drag the file with the button still depressed to a folder you want to move it to. Now release the right mouse button. A menu will pop-up that has options such as "move here", "copy here" and "create shortcut here". It beats cutting and pasting copies of files or manually creating shortcuts.

If you work with Microsoft Word, there are some really great right click tricks. Try highlighting some text and right click. There are options to cut, copy and paste as well as change font color, type and size.

If you browse the Web with the Microsoft Internet Explorer web browser, try right clicking on the Web page you are on. There's an option called Add to Favorites, which is a quick way to save the Web page in your Favorites menu.

If you right click on a hypertext link on a Web page, there's an "open in new window" option. If you choose this, the linked page will open in its own window. This is one of my favorite Web tricks because it's a great way to surf news headlines and open the news stories I want to read into new windows without leaving the headline page.

In e-mail, right-clicking also works well with Outlook 97/98/2000 and Outlook Express. I'll leave it up to you to explore those clicks. The secret to all this is to not be afraid of exploring with the right mouse button.

Finally, a quick note on the middle mouse button or the mouse scroll wheel. The scroll wheel, which is located in between the right and left mouse buttons on some computer mice, can be used to scroll through windows. To make this happen, ensure the window you want to scroll in is active. If it's not, click on any part of the window to bring it to the front of the other windows on the screen.

This scroll wheel can also be depressed. It functions like a third (and middle) button. If you go into your Control Panel (Start/Settings/Control Panel) you'll find a Mouse applet. Open it with a double left click. There is normally a tab in that little program that allows you to assign a function to your middle mouse button or scroll wheel. This could be a shortcut to your help menu or a double click with one middle click or any number of other quick functions.

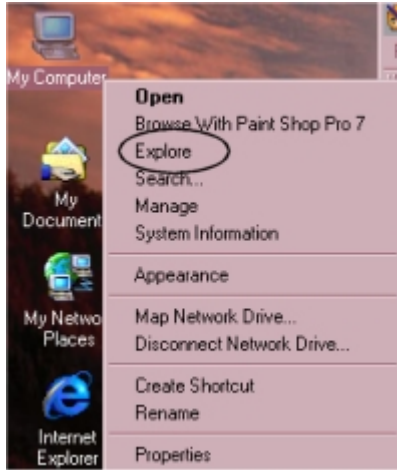
<http://www.cyberwalker.net/columns/may01/100501.html>

Right Mouse Button Tricks

http://mrswizard.com/basics1/right_mouse.html

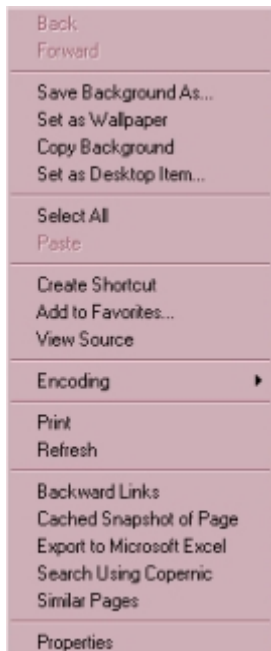
There are so many things you can do with your right mouse button. Give it a chance with these tips. You will wonder what you ever did without it!

Right click and Drag ... If you right click and drag something, you at least have a chance to change your mind when you let go of the mouse button. If you have missed your mark, just choose Cancel.



Right click and Choose ... The right mouse button gives you choices. The left mouse button makes things happen. If you right click on My Computer, you can see the choices available. One of Mrs. Wizard's favorites is Explore. You should be able to see the Explore option no matter what flavor of Windows you are running. Some of the others will depend on software you have installed, the operating system, and how you have it set up. So don't panic if you see options on my right click and Explore on My Computer that you might not have.

Web Pages ... Right click on an empty area of any web page and you will have one-click access to all sorts of goodies. Choose Create Shortcut to deposit a nice little shortcut to the website on your desktop for future use. If you choose Add to Favorites, it will be added to your Favorites list for future reference.



If you like the background on a particular web page, click Save Background As to save the graphic on your computer. The next window that will appear will give you the opportunity to save it to any folder you wish. If you aren't interested in saving it permanently, you can choose Set as Wallpaper, and it will become your new background on your desktop until you choose something else. When you click Copy Background, it won't look like anything happened, but you have actually copied the background graphic to your clipboard. Open your favorite graphic program and press CTRL+V to paste it as a new graphic for you to play with or save. The choice is yours.

View Source ... If you have ever wanted to see what goes on behind the scene on a web page, this is your big chance. Clicking here will show you the html code. You might even see a few things about the author of the web page that you can't actually see on the real page, like special comments, author information, keywords, descriptions, what they used to create the pages, etc.

Refresh ... Click here to refresh, so you will always be sure to see the latest version of the page you are visiting. Sites you visit often can be stored in your cache, or Temporary Internet Files folder, so they load quickly. If you haven't cleaned it out lately, you could be looking at yesterday's news.



Graphics and Web Pages ... Right click on any graphic and it is at your mercy (most of the time). The choices are a little different from right clicking on an empty area of a web page. The options here are going to be for the graphic you are right clicking. Choose Save Picture As to save it on your computer.

You will see another window appear where you can choose the folder you want to put it in. You should also see a Save as Type box with the picture type displayed. Web graphics are usually going to be either .jpg files or .gif files. You don't want to change this information. This is what tells your computer what type of file it is, so it knows what program to use when you double click the file to open or edit.



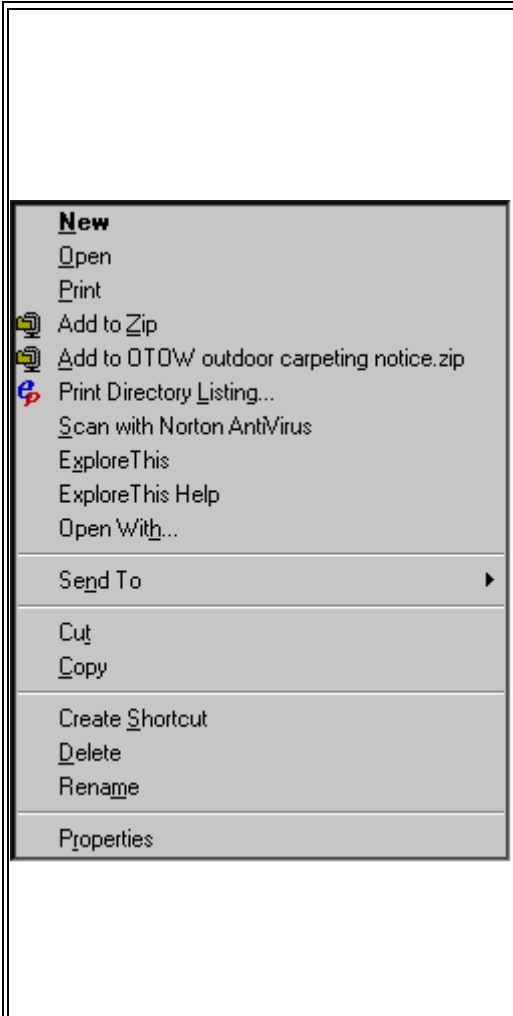
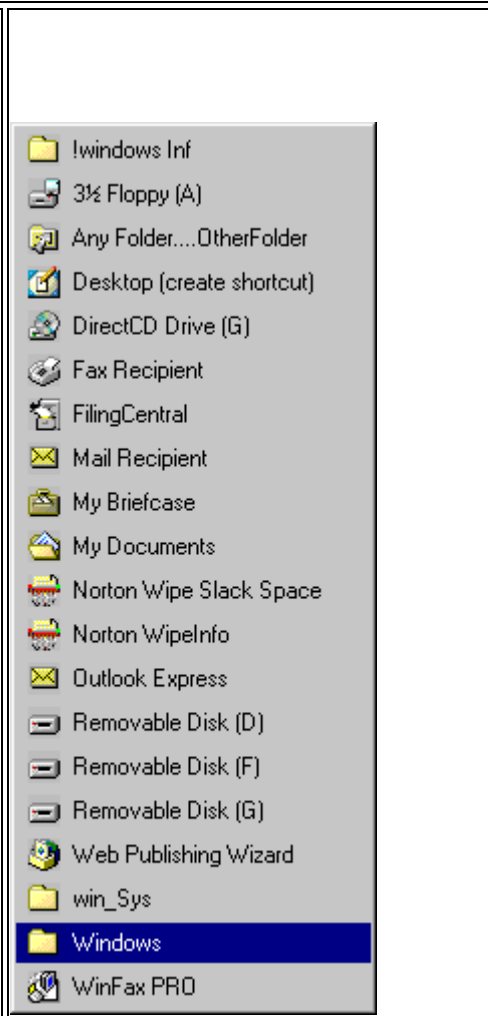
Word Processing ... You should get a lot of mileage out of your right mouse button here. It doesn't matter what word processor you use. Right clicking in the body of a document will give you choices. Right click on a word and you will be presented with other choices. Have you ever noticed those red underlined words in Microsoft Word? Right click on it to see spelling options. How about that for a built in spell checker? Right clicking on green underlined text will give you grammar or sentence construction suggestions. Right click on the Toolbar at the top of the main program window and you will be able to see what toolbars are being displayed at that time. Click on any other toolbar title and you can display it too. There is nothing like right clicking for easy access to what you need right now

Desktop ... Finally, right click on any empty area of your Desktop and choose Properties to enter a tweaker's dreamworld. This is where you can choose a different screen saver, change your color schemes, and lots of other neat things.

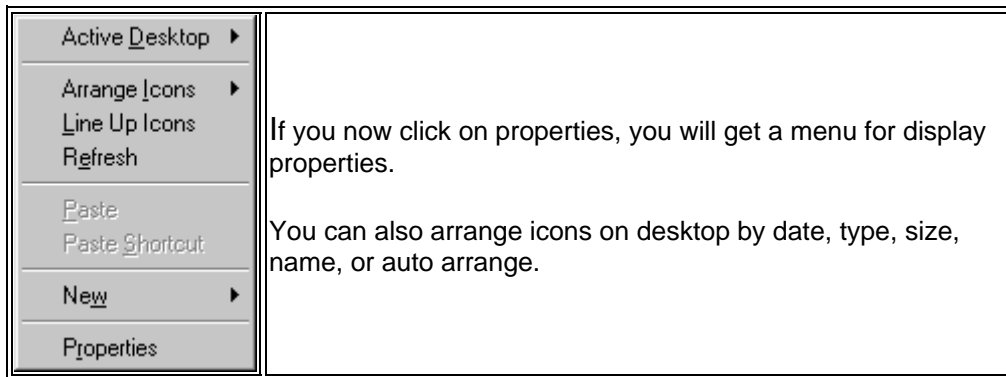
- Click New to start a new file. You don't need to open the program first. Just give it a name and go for it!
- Click Refresh to refresh your screen. If you have recently deleted something, you should have the option to Undo Delete. Notice that the keyboard command CTRL+Z is listed right next to it.
- Create a new folder on your desktop by right clicking and choosing New, then move your mouse pointer all the way to the top to choose Folder. When you see the highlighted words New Folder, immediately type the name for your new folder. Now you have a new place to put stuff!

Using the Right Mouse Button

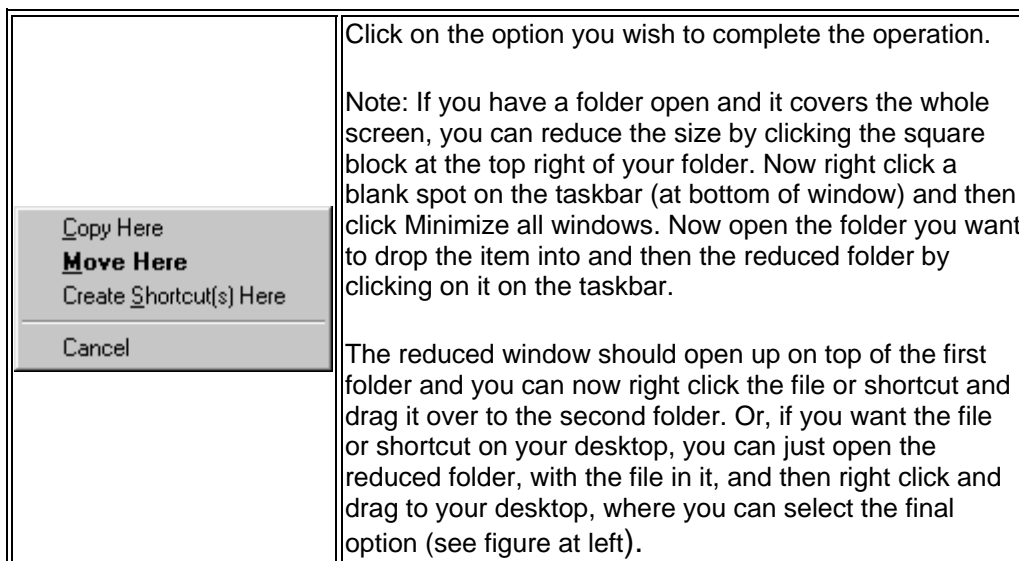
The right mouse button is often overlooked when trying to accomplish a task. For instance, if you right click on a file, you have a whole list of options at your mousetip.

	
<p>Note that not all the options (above) will be on your system, depending on things such as Winzip, and your version of Windows. This image is from Windows ME</p>	<p>Download and install Anyfolder to add an additional option to send to. This option gives you the ability to copy or move a file or shortcut to any other folder on your disk or floppy (see below)..</p> <p>This figure shows all the options I have on my system. I can send to any of the above or click on Any Folder...Other Folder and send to any place I wish.</p>

If you right click on your desktop, you will get the following options:



If you right click and hold the mouse on a file or shortcut, you can drag this item to another folder or your desktop and release the button. when you release the button you will get the following:



http://www.sniggins.com/the_right_mouse_button.htm

Work quicker by right-clicking your mouse



By Susan Hutton

If you're like most people, you treat your right mouse button the way non-smokers treat the cigarette lighter in their cars. You ignore it. But like the non-smoking driver who gets a CD-player or a cellular phone and suddenly finds the lighter indispensable, once you learn how to use the right mouse button, you'll find you can't do without right-click either.

Despite what you might have thought in the past, the right button on your mouse is not, in fact, merely there for symmetry's sake. When you click it, which is what people mean when they say right-click, a menu of items pops up and tells you what actions you can perform, and shows you shortcuts you can use to breeze through everyday tasks.

Right-click: smarter than your average button

While the left button is limited to selecting an item or launching an program, the right mouse button is smart enough to tell you what you need to know when. The right-click menu is context sensitive; its menu of items changes depending on what you right-click and where you are when you right-click it. If you right-click the My Computer icon, for example, you'll get different options on the right-click menu than you will if you right-click a Web page or a blank part of your desktop.

Right-click is especially handy when you come across something unfamiliar or confusing because the right-click menu will usually tell you what you can do with whatever obstacle you come across. And this makes right-click a good habit to develop. Don't worry. Nothing will break. At the very worst, nothing will happen. At the best, however, you'll find the clue you need to get beyond feeling stumped, or a shortcut that makes it easier to get the things you want to do done.

How to make it quick with right-click

Here are some quick right-click scenarios to get you started:

You can use My Computer or Windows Explorer to copy, paste, or delete files. Most people use the menus to do this work, but with right-click you can do the same things faster. Here's how:

- . Right-click the **folder** in which you want to work.
- . Click **copy**, **paste**, or **delete** from the right-click menu.

If you've added a lot of folders or icons to your desktop, you know they tend to get cluttered and disorganized. You can fix that in a jiffy with right-click.

- . Right-click the **desktop**.
- . Click **Arrange icons**,
- . Do one of the following:
 - Click **by name**
 - Click **by type**
 - Click **by size**
 - Click **by date**then choose the way you want them arranged (by name, type, date, etc.)
- or-
- Click **Line up Icons**.

On a Web page, you can use right-click to do a number of things--move forward and backward between pages you've browsed, print a page, or add it to your list of favorites. Or, if you come across a graphic you like, you can save it as your wallpaper. Here's how:

- . Right-click **the Web image you want to use**.
- . On the right-click menu, click **Set as Wallpaper**.

Once you get into the right-click habit, you'll settle into your favorite right-click scenarios, and you'll find you discover new ones along the way. 🎨

<http://www.microsoft.com/Windows98/usingwindows/work/articles/907Jul/rightclick.asp>

Notes: