Using the Context Menu in the Rich Text Editor

The Rich Text Editor provides a right-click context menu (drop-down menu) that you can use to perform common editing actions. These actions are also available via the toolbar or keyboard shortcuts.

**Screenshot: The Rich Text Editor's right-click context menu**

From the right-click context menu, you can insert or edit:

- A link
- An image
- A macro
- A table

Additional right-click context menu options are available when editing *links* and *tables*.

**Activating and Deactivating the Right-Click Context Menu**

By default, the right-click context menu is not active.

**To activate the right-click context menu,**

1. Click the ‘Context Menu’ icon in the toolbar.
2. The ‘Context Menu’ icon changes to its activated state.

**To deactivate the right-click context menu,**

1. Click the active ‘Context Menu’ icon in the toolbar.
2. Alternatively, right-click within the Rich Text Editor’s text editing area then click ‘**Disable context menu**’.
3. The ‘Context Menu’ icon changes to its deactivated state.

**RELATED TOPICS**

Adding and Removing Links in the Rich Text Editor
Inserting Images in the Rich Text Editor
Working with Tables in the Rich Text Editor
Rich Text Editor Overview

Take me back to the Wikis Help Guide