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.

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