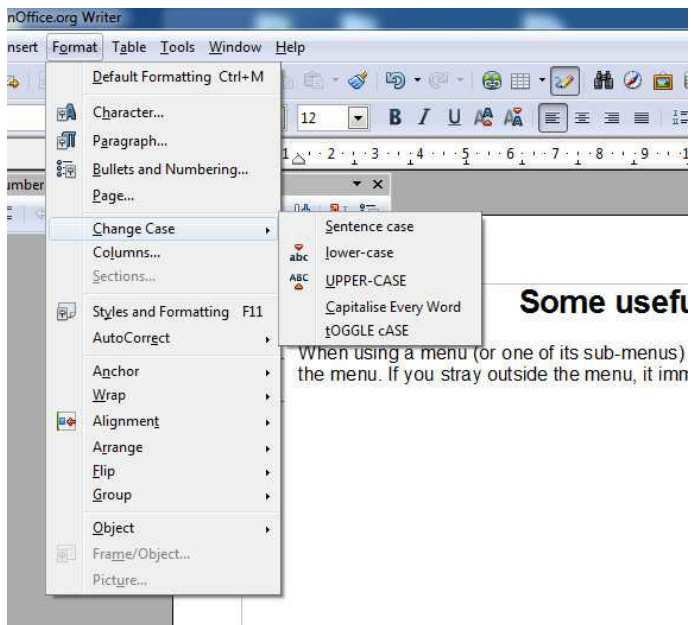


Some useful tips - Menu

1. User guides or other printed sources use a special convention to represent use of menus in computer applications. Let's use OpenOffice's word processor (called *Writer*) as an example.
2. The screen shot below shows what happens when we click on **Format** from the menu bar at the top of the window.
3. The Format menu **drops down** below its name.
4. In this example, we have moved our pointer over Change Case and then slightly to the right over the ► symbol at which point the **sub-menu** shown below appears.
5. To choose one of the items from this sub-menu, we would move our pointer over our chosen item and left-click once.
6. Occasionally, a second sub-menu may be available, again indicated by another right-pointing ► symbol.
7. All of this can take a lot of words to explain, so a convention has developed in publishing circles to simplify these instruction **and** which is more intuitive once you have picked up the idea.



The sequence described above would simply appear as Format ► Change case ► (click on your choice).

8. So, to summarise a) keep your pointer 'inside' menus while selecting and b) follow the ► symbol to access sub-menus.
9. When using a menu (or one of its sub-menus) it is vital that you keep your pointer inside the menu. If you stray outside the menu, it immediately disappears! This is intended to be helpful, but if you are not aware of it – can be a pain! [Left] Screen shot for 1. - 7. above.
10. Occasionally, if a menu pops up close to the right-hand edge of your screen, there may be insufficient room for sub-menus to display. In this situation, the sub-menu will pop up to the left when you put your pointer over the right-pointing ► which can be a bit of a surprise! Just move your pointer onto the sub-menu to the left and choose your item as usual.
11. **Right-clicking.** Software designers have put together your applications with, essentially, two different audiences in mind. On the one hand they design the menu and tool bars at the top of windows but on the other they also provide almost all of the same features from a pop-up menu that appears whenever you right-click. **Experiment!**

A very useful little mantra worth learning to remind you of the difference between a left and right click of your mouse or touchpad is:

Left to do, right to view

In other words, the left button does something while the right one opens a menu of choices.