Tear-off Menus and Palettes from the Extras Menu
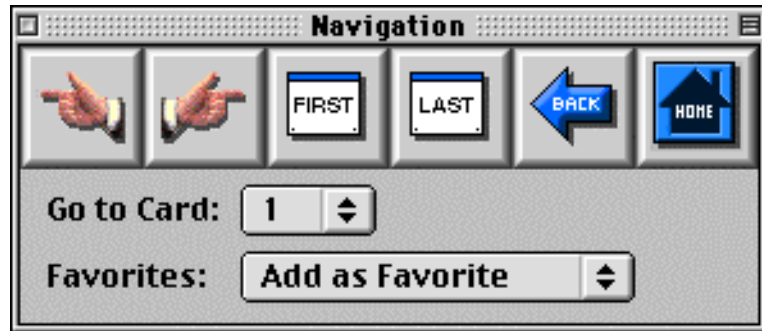
Tools panel

Tear-off menus

The Tools and Colors menus can be "torn off" and dragged around the screen.

To tear off a menu,

- click on the menu name on the menu bar

- hold down the mouse button and drag the menu to one side of the screen.

Colors panel

Shortcuts

- Add New Card
- OK Add Button
- Add Graphic
- Add Clip Art
- Add Text Object
- T Add Hypertext
- Add Movie
- Add Sound
- Cut | Copy | Paste

Navigation

FIRST | LAST | BACK | HOME

Go to Card: 1

Favorites: Add as Favorite

Palettes

To move a copy of the Shortcuts or Navigation palette to the screen,

- pull down the Extras menu,

- drag the mouse down to the palette you want, and

- release the mouse button.