Tear-off Menus and Palettes from the Extras Menu

**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.

**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.

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