



## RGE Tech Tips from the Field – Client Edition

*Topic: The Magic of the "Right-Click"*

Chip's Weekly Cheat Sheet: Feb-16 📄

Topic: The Magic of the "Right-Click"

### 1. The Hidden Menu

- Think of the left-click as "Select" and the right-click as "Options." It opens a secret shortcut menu tailored to whatever you are clicking on.
- **Chip's Tip: On a Mac? Use two fingers to click the trackpad, or hold the "Control" key while you click!**

### 2. Fast Copy & Paste

- Instead of hunting through top menus, right-click a file or highlighted text to instantly Copy, Move, or Rename it.
- **Chip's Tip: This works on web images, too—right-click an image to "Save Image As" directly to your computer.**

### 3. The "Sort By" Shortcut

- If your folder is a mess, right-click any empty white space inside it and choose "Sort By" to organize everything by date or name.
- **Chip's Tip: Sorting by "Date Modified" puts your most recent work right at the top!**