

# Enter and Edit Values

You can enter and edit text and values in [panels and pop-ups](#) in a few different ways.

## Toggle Switches and Buttons

To use a toggle switch or button, click the toggle switch or button to enable or disable it.



*Disabled toggle*



*Enabled toggle*



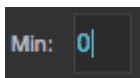
*The leftmost button is enabled.*

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## Numeric Fields

To enter a value in a numeric field:

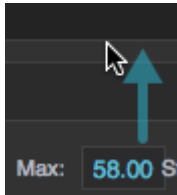
1. Click the field.
2. Type in a value.
3. Press Enter or Return.



*Entering text in a numeric field*

To quickly change a numeric value by using the scrubby slider feature:

1. Click the field.
2. Drag up or right to increase the value. Drag down or left to decrease the value.



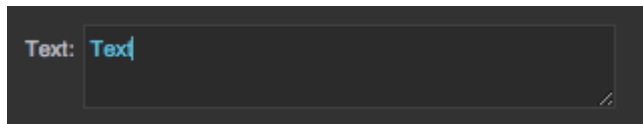
*Dragging upward to increase the value using the scrubby slider*

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## Single-Line and Multi-Line Text Fields

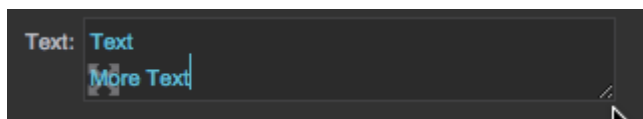
To enter a value in a text field:

1. Click the field so that the cursor appears in the desired location.
2. Type a value in the text field, and press Enter or Return.

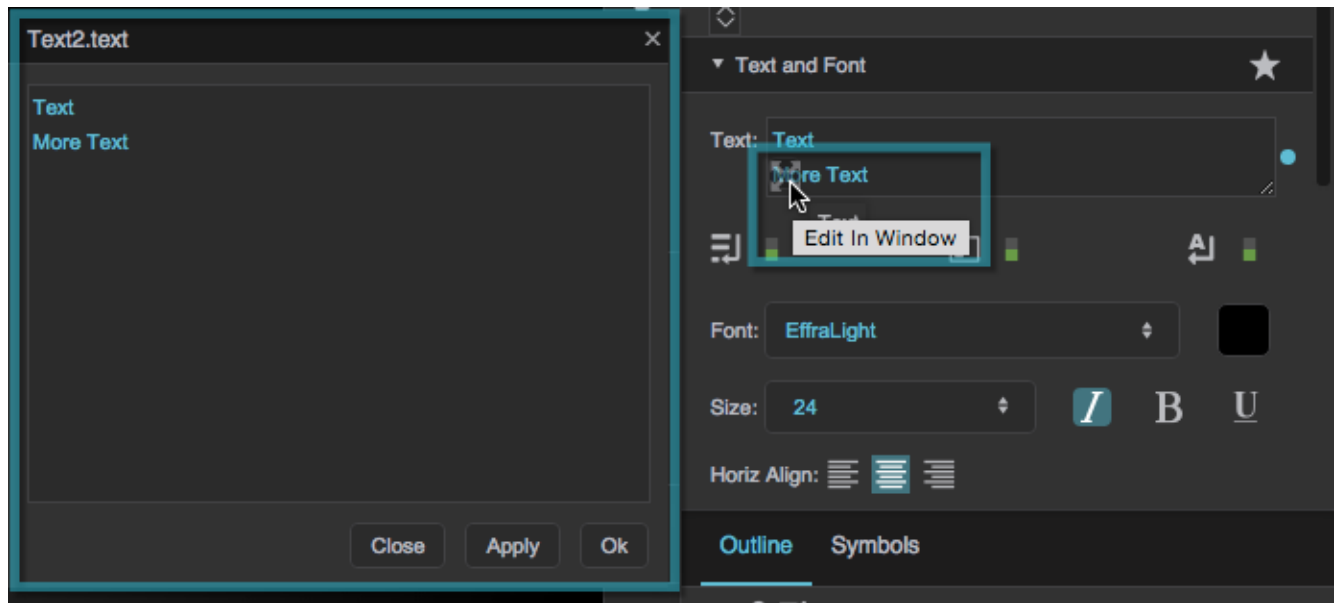


Some text fields accept multi-line text. In a multi-line field, you can:

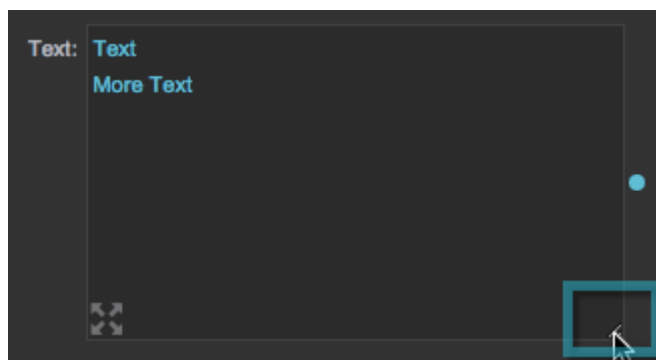
- Press Alt + Enter to start a new line



- Click **Edit in Window** to open a pop-up for editing text.



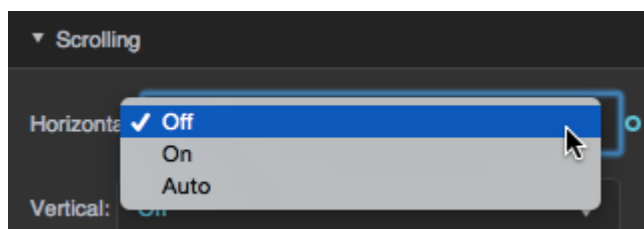
- Drag the resize handle to resize the text field within the panel.



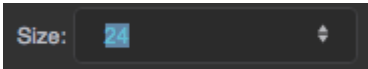
## Drop-Down Lists

To use a drop-down list, do one of the following:

- Click the drop-down list and select an option.
- Click the drop-down list and then press the up and down keys.



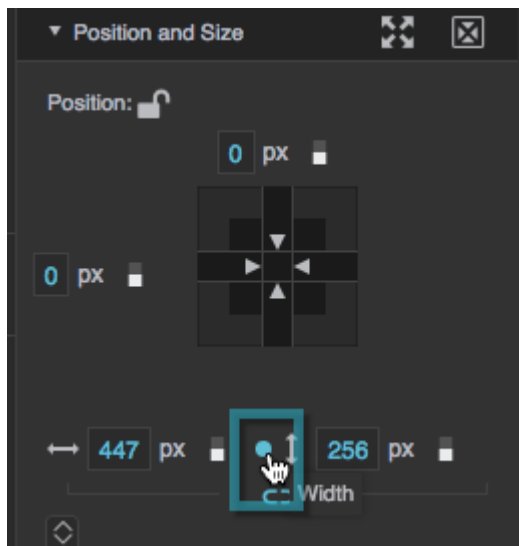
Some lists are editable. In an editable list, you can also click the list and then start typing a value.



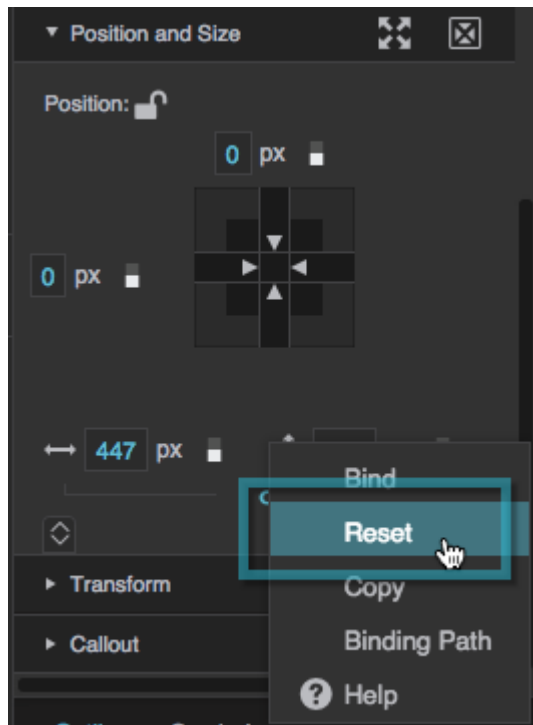
## Reset a Property

To reset a property to its default:

1. Hover over the property until a blue dot appears.



2. Click the blue dot and select **Reset**.



### Note

If the property is already set to its default, the blue dot is empty. If the property is anything other than the default, the blue dot is filled in.

[Previous: Work Behind Panels](#)

[Next: Panels and Menus](#)

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