

A mouse has two buttons: a primary button, usually the **left** button, and a secondary button, usually the **right** button. You can swap the buttons around if you are left handed but most people just move the mouse to the left hand side. Most mice also include a **scroll wheel** between the buttons.

Holding & moving the mouse:

Place your mouse beside your keyboard so that you *do not need to stretch* to use it. It works best on a smooth, flat surface, such as a mouse mat.

Hold the mouse *gently*, with your index finger resting on the left button and your second finger on the right. Squeeze your thumb and outside fingers together to lift or slide the mouse. Keep your hand straight with the front aimed away from you.

If your mouse is on the edge of the mousemat, *lift it up* and place it in the middle.

Dragging: You can move items around your screen by **dragging** and **dropping** them. This is also used to move files and folders.

Select text by dragging across it with the left button **held down**.

Release the button when you have selected the text you want.

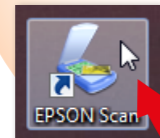
To **select** text with the keyboard **hold down** the Shift key then **move** the cursor along with the right Arrow key.



- 1 Left button
- 2 Right button
- 3 Scroll wheel

Clicking (single-clicking): To **click** an item, point to the item on the screen, and then *quickly press* and **release** the left button – your hand must be stationary when you click as otherwise it will not work.

Left clicking (called 'clicking') is used to select (mark) an item or open a menu or a link to another web page.



point to highlight

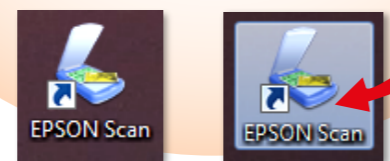
Double-clicking: Double clicking is used to open the icons on your desktop, tiles on your home screen (Win 8) or files and folders.

To double click an item point to it and **click** it twice quickly. If you click too slowly or move your hand *it won't work*.

If you have problems double clicking you can **click** once on the item to select it, then **press** the Enter key.

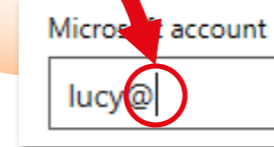
This always works.

not selected **click once to select**



The text cursor (or insertion point) is a flashing vertical line.

As you **type** text appears next to it.



How to use the Mouse

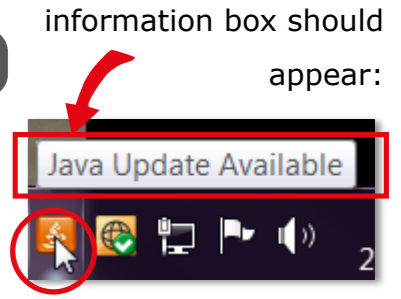
The mouse cursor is described as a 'pointer': it shows you where you are on the screen and has several different symbols depending on where you are.

When you **hover** the mouse over something, a useful information box should appear:

Arrow: Normal select



To select something **click** once.



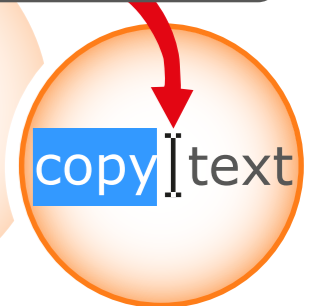
Hand: Link

Shows that you are over a link to a web page – a **single click** will take you there.



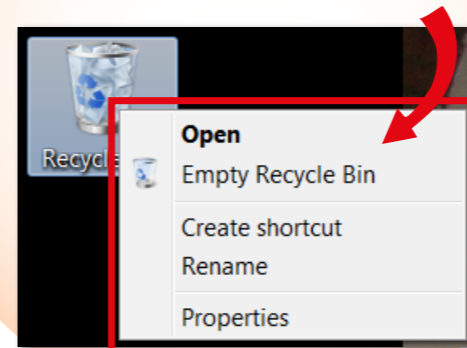
Beam: Text select

Shows that you are over text - if you **select** it you can **copy and paste** it.



Right-clicking:

A box listing useful options appears when you **press** and **release** the right button (right click):



Warning!

If you are using the mouse a lot you can get **repetitive strain injury**. Tensing your hand around the mouse as you concentrate on reading the screen is a common problem so remember to let go of it and put your hand on your lap and relax. Try using the keyboard more!

