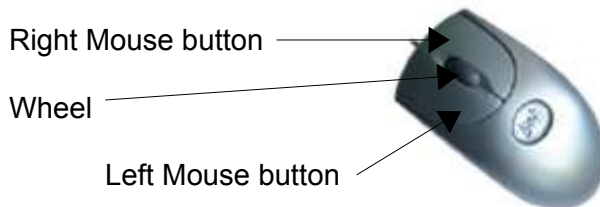

Computing for Beginners

Which Mouse button to press

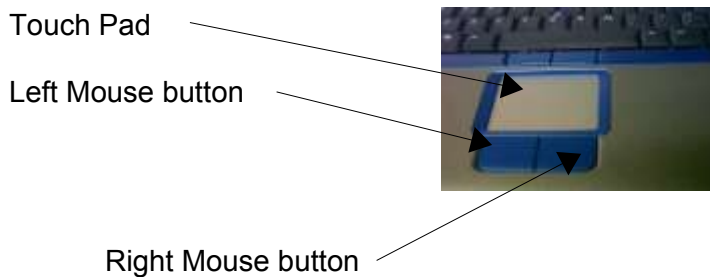
When people start to use a computer with a mouse they often get confused about which buttons to press on the mouse and when to press them.

The Layout

Your mouse will always have at least two buttons. It may also have a wheel and/or a third button.



You may have a touch pad, but it will also have at least two buttons attached.



Holding the Mouse

It is important to hold the mouse button properly.

Use your whole hand and rest your index and middle finger on the mouse buttons.



Stabilise the mouse with your thumb and ring/little fingers at each side of the mouse.

Use your whole arm to move the mouse around, make the movement from your shoulder **NOT** from your wrist. Use large movements.

Your movements will translate to the movements of the mouse pointer on the screen. The mouse pointer will look like this.



Practice moving your mouse around using large circles. Get used to looking at the screen whilst moving your mouse. Try using your mouse pointer to point at individual icons.

Computing for Beginners

Which Mouse button to press

The Mouse Buttons

Left Mouse Button

The left mouse button is the one which you will use most of the time. It is used to open programs and folder, to access pages on the Internet, to move your text cursor around and to select menu items.

The left mouse pointer may be click once, twice or three times depending on what you wish to do.

Click **once** to select items on the Internet, to select items on a menu, to select pictures and to place your text cursor in position.

Click **twice** to open a file, folder or program and to highlight a word.

Click **three times** to highlight phrases, paragraphs, sentences.

Click and **hold** the left mouse button down when highlighting text, when moving the scroll bars up and down.

Right Mouse Button

The right mouse button is used rarely. It may be that you will never use it. It is used to open additional menus and options from the desktop, from icons on your desktop, from within programs. It will display additional menus and options about an item or additional information about an item.

Click **once** only with the right hand mouse button.

The Mouse Wheel

The mouse wheel is used to scroll your screen up and down. It works in the same way as pointing your mouse pointer at the scroll bar and click and holding the left mouse button down to move the scroll bar. It is very useful for looking through Web Pages.

The Touch Pad

Use the touch pad to move your mouse pointer around the screen.

One tap will normally act as a left mouse button click.

Two taps will normally act like double left mouse button clicks.

Three taps will normally act as three left mouse button clicks.

The **Buttons** at the bottom of the touch pad will act as normal mouse buttons.

The **right side** of the touch pad **may** act like a mouse wheel and scroll your screen up and down.

NOTE: scrolling using the mouse wheel only works if your mouse pointer is in the central part of the current window.