

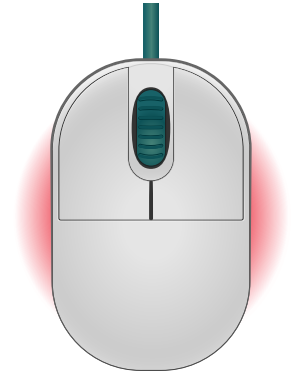
## Using a mouse

Let's use a mouse to control a computer and what happens on its screen.

### Mouse basics

Here are some handy mouse tips.

- Most mice have a left and right button, with a scroll wheel between them.
- You press the left button to choose things.
- Some old-style mice have a ball on the bottom and need a mouse mat for you to use them properly.
- Newer types of mice use a red light underneath them instead. They usually don't need a mouse mat.
- Some mice are wireless, so they don't need to be plugged into a computer.



**Mouse with left and right button with a scroll wheel between them**

**Hold your mouse safely so you don't strain your wrist, arm or shoulder.**

- Put the mouse where you can reach it without stretching, with your arm at your side, bent at the elbow.
- Rest your wrist on the desk or mouse mat.
- Put the palm of your hand on the back of the mouse.
- Hold it lightly between your thumb and last two fingers.
- Rest your index finger lightly on the left button, and your middle finger lightly on the right button.
- Adjust the height of your seat to make sure your wrist is straight.

**You move the mouse to move a cursor on the screen. It changes shape for different functions.**

- Its normal shape is an arrow head.
- It turns into a hand with a pointing finger when the cursor is over a link on a web page.
- It turns into an I-beam, like a very thin capital 'I', when it's over a place where you can type.



**Arrow cursor**



**Finger cursor**



**Text cursor**

# Using a mouse

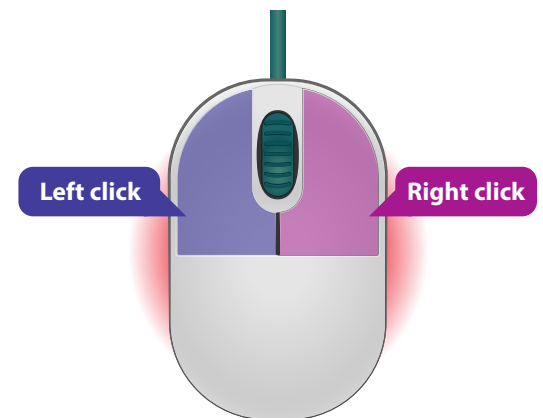
You choose things on the computer screen by clicking on them with the mouse button.

- Point at something with the cursor and press the left button.
- That item will change colour and look different. That is called highlighting.
- Hold down the **Ctrl** key and click on something else. It also will be highlighted. That's how you can choose several things.

## Using the mouse: the 'click' factor

A single click selects an item. Use the left mouse button to choose items on forms.

- Surveys and forms use 'radio buttons' and 'check boxes'.
- Click on the box or the button to choose it.
- When it has been selected, the circle or square will be filled with a dot or a tick.
- You can click it again to de-select, or uncheck, it.



**'Left Click' and 'Right Click' functions**

Use the left mouse button to double-click on something to open it.

- Put the cursor over the item and press the left button twice, quickly.
- The item will open.

The right mouse button is different.

- Put the cursor on something and click the right button.
- Usually, a menu will appear on the screen near the cursor.
- What it shows depends on what you clicked on.

# Using a mouse

## Using the mouse: scrolling

Between the two mouse buttons is a **scroll wheel**. Scrolling is when the whole document moves up and down on the screen so that you can see different parts of it.

- Click the cursor anywhere on a web page or document that's more than one screen in length.
- Roll the scroll wheel up to move the page up.
- Roll the other way to move the page down.
- You can also use the Scroll bar on the right side of the page to do the same thing.
- Click the button on an arrow at the top or bottom of the page to scroll it slowly.
- Hold down the mouse button on the rectangle inside the Scroll bar to move the page up and down faster. This is useful with long documents.

A laptop usually has a **touchpad** instead of a mouse.



**This is a touchpad**

- Put two fingers together on the touchpad and slide them up and down.
- The document will move the same way your fingers are sliding.