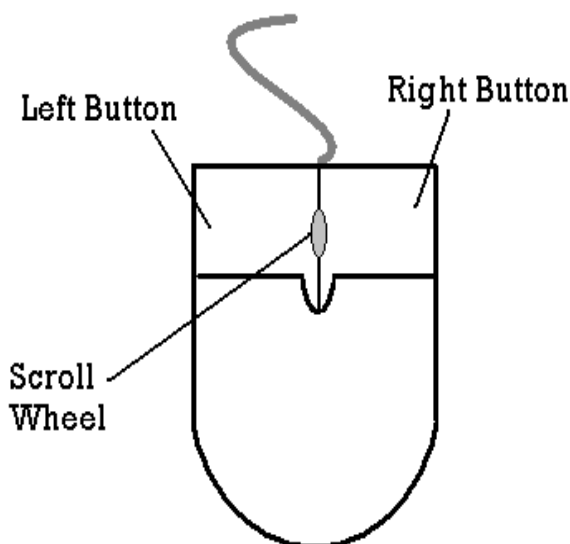
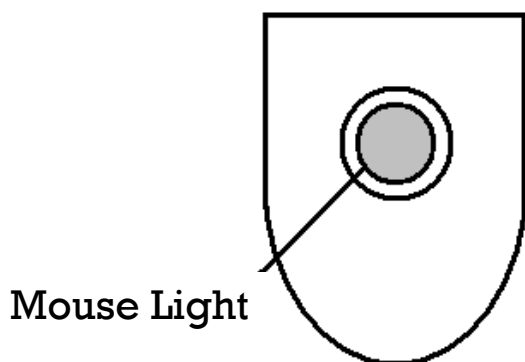


Mouse Basics

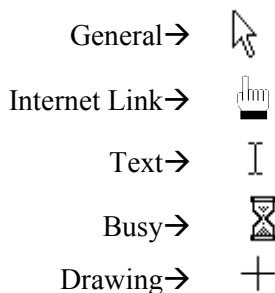
Mouse Top



Mouse Bottom



Mouse Pointers



Mouse Terms

Click

A single quick press on the left mouse button. Used to click on shortcut buttons, move the cursor in Word, select links on the WWW, and turn over cards in Solitaire.

Double-Click

A quick double tap on the left mouse button. This is used to choose an icon to open a program on the desktop or to send aces to the top row in Solitaire.

Click and Drag/ Drag and Drop

To press the left mouse button and while holding it down, move the mouse. Once the mouse pointer is in the desired spot let go. Used to select sections of text, move objects, and move cards in Solitaire.

Right-Click

A single quick press on the right mouse button. This will bring up a context-sensitive, shortcut menu.

Mouse Tips

- ✓ The mouse should be placed on a flat surface, preferably a mouse pad, mouse light facing down and the buttons facing up.
- ✓ Place your index finger on the left mouse button and your middle finger on the right button, and then let the palm of your hand rest on the body of the mouse. Remember to hold the mouse firmly at all times.
- ✓ To move the mouse, just glide it to the right, left, up, down, or diagonally. This will move the mouse ball and in turn move the pointer on-screen. Keep the cord of the mouse pointed away from you to ensure the mouse moves in the proper direction.
- ✓ If you get to the edge of the mouse pad, just pick up your mouse, move it, and put it back down on the other side of the mouse pad.