

How to use a Mouse

Use the Mouse to guide a Pointer around the display or active window.

The shape of the pointer changes depending on where it is being used.

The Normal
Mouse
Pointer Shape



When Used
for Inserting
Text



When
Selecting an
Item



When Used
for Resizing a
Window



How to Use the Left Button

Use the Left Mouse Button to select items such as an image, a file or folder.

How?

Position the Pointer on the Item then Press and Release the Left mouse button.

The selected object will react to the click by becoming highlighted in grey.



Left Click



How to Use the Left Button

The Left Mouse Button may be used to Drag and Drop between Active Windows, or Folders.

How?

1. Place the Pointer on an Item then Press and Hold the Left mouse button.
2. Next drag the item to it's new position.
3. Once sited just release the button, and the item will be moved to it's new position.



Drag & Drop



How to Use the Left Button

The Left Mouse Button can also be used to start an App or Program.

How?

Position the Pointer on the App Icon, then Press and Release the Left mouse button Twice in succession. This is known as Double Clicking.

The selected App will open up in a separate window.



Left Double Click



How to Use the Right Button

The Right Mouse Button can also be used to display a menu of options.

How?

Position the Pointer on an object, Press the Right Mouse Button.

The selected Options Menu will be displayed.



Right Click



How to Use the Right Button

The Right Mouse Button may be used to Drag and Drop between Active Windows, or Folders, with attached options.

How?

1. Place the Pointer on an Item then Press and Hold the Left mouse button.
2. Next drag the item to it's new position.
3. Once sited, select the desired option and release the button, and the item will be placed at it's new position.



Right Click



How to Use the Mouse Wheel

The Mouse Wheel is used to scroll a window Up or Down.

How?

Position the Pointer within an active window and push or pull the wheel to scroll the window contents Up or Down



Wheel Move

