Basic Mouse Technique

The mouse is an external or built-in device for visual navigation. There are various forms of mouse devices:

- o classical form which you move around upon a mouse pad o track ball that you roll with your fingers o touch pad where you touch around with your fingers, etc.

Moving the mouse around the pad moves the arrow (or mouse pointer) on your screen. The mouse pointer changes its shape according to the visual element passing over. It can appear as a pen in an Edit Box, as a brush within a painting application, etc.

A mouse can have several buttons, but when using a standard software application, you will only be using the two standard mouse buttons: left and right. The buttons on the mouse allow you to start programs, move objects from one place to another and change various settings without typing in complex text commands.

You can perform the following easy functions with your mouse:

5.1 Single Clicking

You can single click by moving your pointer on the screen so that it rests on top of an object such as a folder, icon, file, or other object, and then pressing the left mouse button. The object will then be highlighted.

5.2 Double Clicking

Double clicking the left mouse button generally has two functions:

1. to open a file or folder to view the contents and
2. to start a program.

Because Windows needs to distinguish whether you actually meant to double click something or just single click an object twice, you may need to practice double clicking. The clicks must be rapid; Windows considers two consecutive, slow clicks as separate single clicks rather than one double click.

When double clicking on a folder, the folder opens and displays its contents.

If you double click a program icon, the program will start.

5.3 Right Clicking

Right clicking refers to single clicking the right mouse button. In different applications, the right button will offer different options and functionality. Mostly this click activates the so-called Context Menu. Here is a basic use for the right click.

Right click on the desktop and select New. From the choices that appear, select the Folder option by moving the pointer over the word folder in the menu and clicking the left button. A new folder that you can rename will appear on your desktop. You might create a new folder if you would like to have a location to put all of your backup files.

5.4 Dragging and Dropping

The most common method for sighted persons of moving objects

around is by dragging and dropping. We explain it here by the

example of moving a file from one location to an other.

To drag an object, select it by clicking your left mouse button on the picture, or icon, and holding it down. While still holding the mouse down, drag the icon to the new location. Release the button.