Using the Mouse

1   Introduction

To start and control programs you need to use the mouse, which is the hand-sized object on the desk near the right of your keyboard.

Using the mouse is the trickiest aspect of using Windows, so do not worry if you feel ham-fisted to start with! There are alternative ways of doing most tasks using the keyboard. For some tasks it is quicker to use the mouse so I suggest that you practice using the mouse at first, and then explore alternative methods later. The alternatives are devices such as trackballs and touch pads. These can be of benefit to people with problems using the standard mouse including those with disabilities. For more information please contact the disability it officer James White james.white@bbk.ac.uk. or Dave Willcox on 020 7631 6331, d.willcox@bbk.ac.uk .

2   Holding the mouse

- Hold the mouse flat on the desk with the two buttons pointing away from you (see Figure 1). Leave some space around it so you can move it.

Figure 1 Holding the Mouse

Index finger on
left mouse button

3   Basic Mouse techniques

3.1   Pointing

- Move the mouse around on the desk and you will see an arrow on the screen moving (see right). This arrow is the *mouse pointer*.
- Lift the mouse off the desk and move it around in the air - the mouse pointer on the screen does not move!
- Return the mouse to the desk, and move it until the mouse pointer is on one of the *icons* (see right) at the left of the screen. This is known as *pointing*. If the mouse runs out of desk space before the pointer reaches the object that you are trying to select, you can lift the mouse up and move it to another spot on the desk.
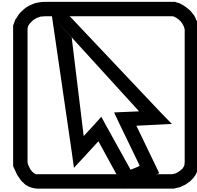
3.2   Clicking

- When you have pointed at an icon, press and release the *left* mouse button lightly and quickly. This is known as *clicking*. The icon will change colour, indicating that it has been *selected* (but this does not as yet make a program start!).
- Try selecting another icon.

- Move the mouse pointer to the bottom left corner of the screen, where there is a button labelled **Start**
- Click (i.e. press the left mouse button and release it.). A *menu* pops up.. Figure 2 shows *my* Start Menu. Yours may be slightly different.

Figure 2 Start menu
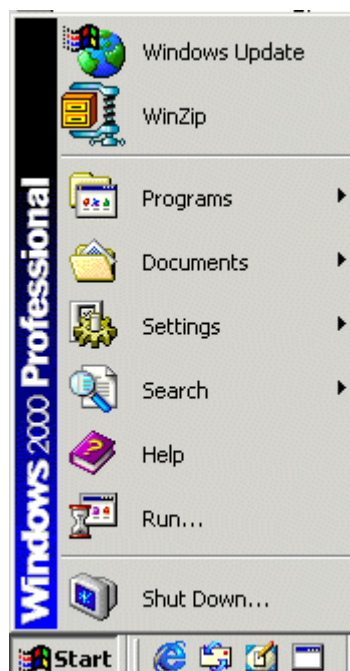
- Point and click (with same button) anywhere else on the screen – the **Start** menu will disappear.

3.3   Right clicking

In these notes (as elsewhere), when you are told to *click*, it means *point and click the left mouse button*. When you occasionally need to use the *right* mouse button, the notes will say *click the right mouse button* or *right click.*
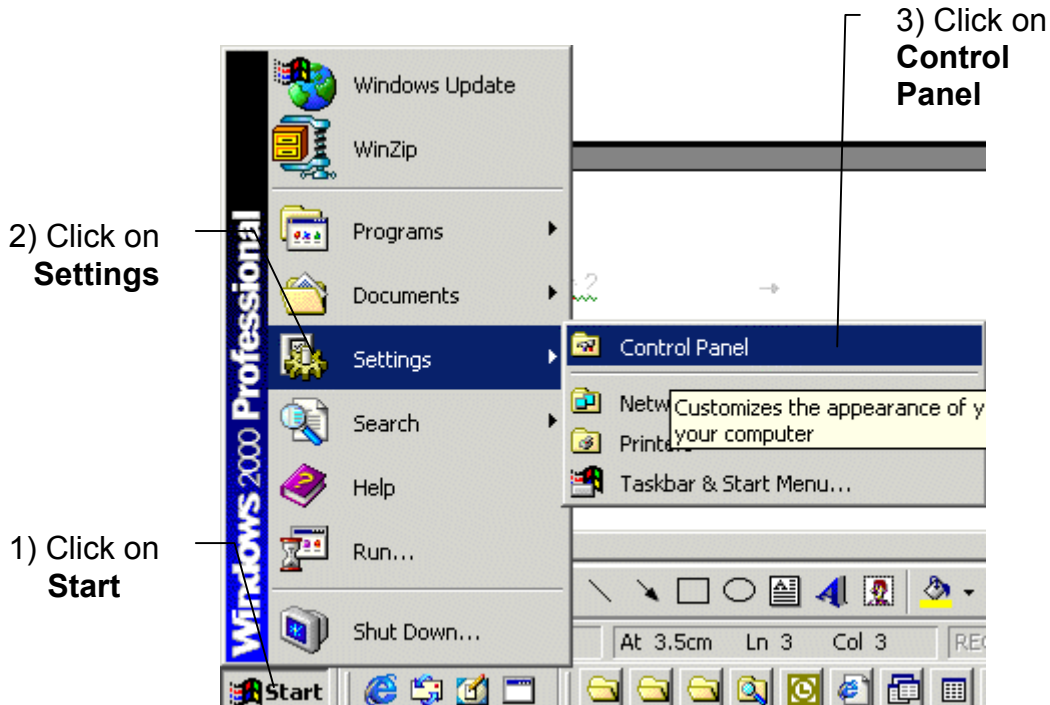
3.4   Double clicking

Another technique that you will need is *double clicking,* that is to click a mouse button twice in rapid succession without moving the mouse. It is often used as a shortcut, combining the actions of selecting, and then opening a document (or activating some other kind of object)

4   Adjusting the mouse settings

If you find double-clicking difficult you can adjust the mouse click speed so that *Windows* allows you more time between clicks. To do this
- Use the **Start** button to pop up the **Start** menu
- Move the mouse pointer to the **settings** item on the menu and click in this item. You have now *selected an item from a menu*.
- When the sub menu appears select the **Control panel item** (Figure 3)

Figure 3 Select Control Panel

- A *window* appears, with the words **Control panel** in the *title bar* at the top. In the window are small pictures called *icons*. *Double*

click on the **Mouse** icon (see right). The **Mouse Properties** window should appear. If this doesn't work then click once on the mouse icon to select it and press the **Enter** key.

• In the **Mouse Properties** box (see Figure 4) adjust the mouse click speed by *dragging* the slider. *Dragging* means moving an item on the screen by selecting the item then pressing and holding down the mouse pointer while moving the mouse. If you had difficulty with double clicking adjust to a *slower* speed. If you used the double click to open the properties box try a higher speed.

Figure 4 Mouse Properties

5) (optional) Click here to change pointer

4) (optional) left handed users – click here to swap buttons

1) Drag the slider to adjust speed

6) Click **OK** to close the window

2) Apply the adjustment

3) Double-click to test

- When you have adjusted the speed, the button labelled **Apply** will appear with the label high lighted. In the diagram it is *greyed* out (i.e. not available). Click on the **Apply** button.
- Test the speed by *double clicking* on the Jack-in-a-box in the test area. If Jack comes out of (or goes back into) the box then the speed is right for you.

If you are left-handed and prefer to work with the mouse on your left then you can swap the mouse buttons over by clicking in the option box labelled **left handed**

If you have trouble seeing the small cursor then you can enlarge it.
- Click on the **Pointers** tab.
- Click on the downward pointing arrow next to the box labelled **Scheme**. A menu of pointer schemes will appear. Select **Large**
- Click on **Apply**

When you have completed all the adjustments that you need click on **OK**.