



Get Started Mousing Guide

"Left-click" button:

Most frequently used button on the mouse. Press to select the space or object that the arrow is pointing to.

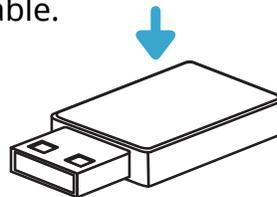
"Scroll wheel":

Moves the selected page up or down in order to see the entirety of a document or web page. Clicking this may activate a different function like zooming or controlling media.

"Right-click" button:

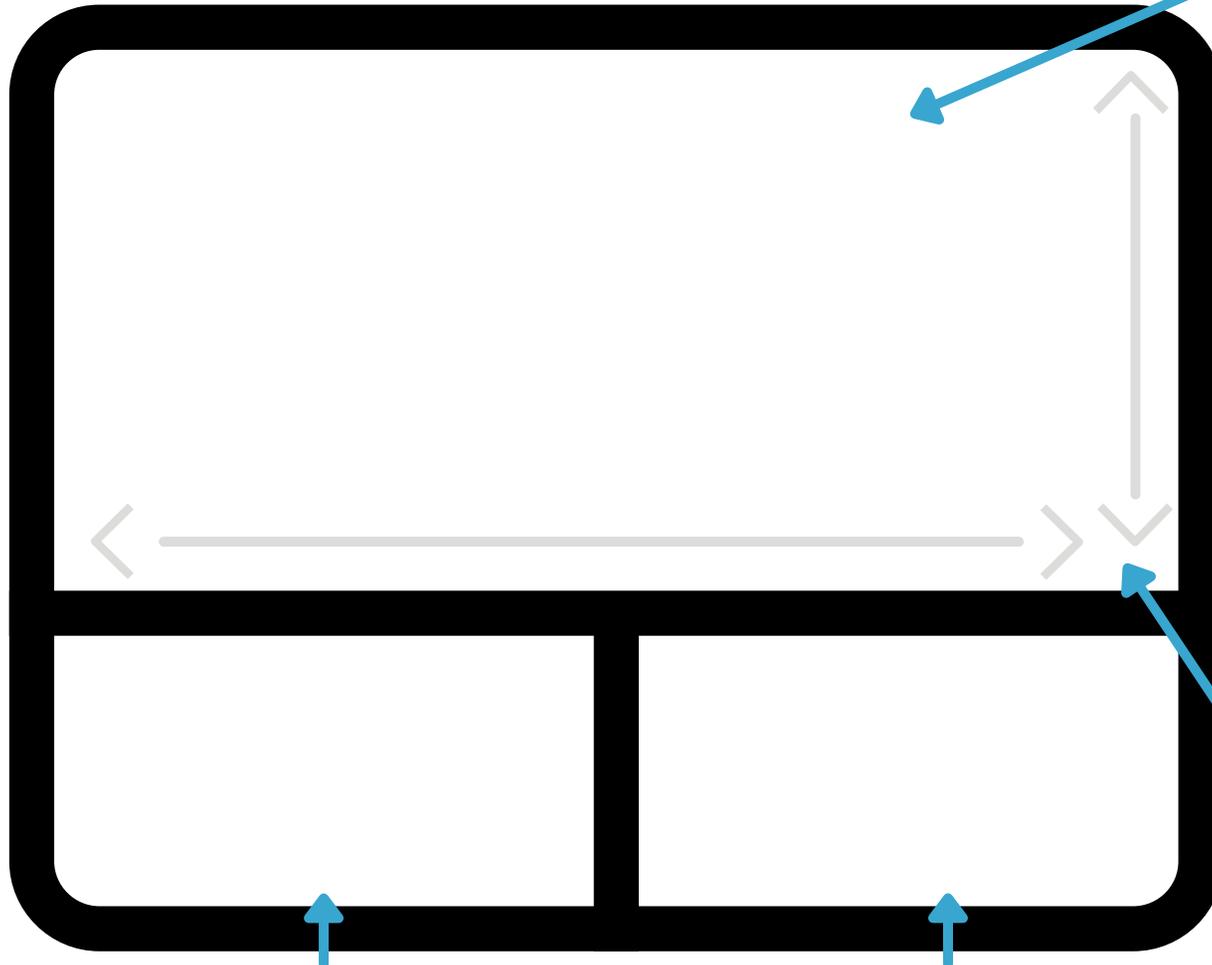
Presents a secondary menu of options when arrow/cursor is over an object, page, field or text selection (ex: copy, paste, format, etc.)

A **USB transmitter aka "dongle"** is plugged into the computer to allow a wireless mouse to connect without a cable.



- **Computer mice can be wired (USB cable), wireless (USB transmitter) or bluetooth which is also wireless, but does not require any additional pieces or plugs.**
- **UNDER your mouse is either a track ball or a laser device that tracks the mouse's motion. Using a mouse pad helps these devices work more smoothly and comfortably. *Laser mice do not work on glass surfaces without a mouse pad.**
- **Move the mouse in the direction you want the arrow to move. if your mouse has reached the edge or your mousing area or mouse pad, pick it up (the cursor will stay where it is) and place it back down in a more comfortable position, so that you may continue to move the arrow across the screen in the same direction without leaving your intended mousing area.**

Trackpads



- Trackpads are also referred to as "touchpads" or the mousing area. Trace your finger within this area to move the arrow on screen.
- Apple devices have additional gestures available on their trackpads, such as showing and navigating between windows, going back or forward on webpages, zooming in and out and more. It can all be customized in the system preferences.
- Just like a mouse, if your finger reaches the edge of the trackpad, pick it up (the cursor will stay where it is) and place your finger back down in a more comfortable position to continue scrolling in the same direction.

Scrolling: Trace one finger over these lines to scroll up and down or left and right. For trackpads that do not have this, gently dragging two fingers across the trackpad (without clicking) will usually activate a page scrolling feature, moving the page around within your screen.

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