Hammond Public Library
Using the computer mouse

The mouse controls the pointer movements on your computer screen. Its very easy to use once you know the basics.

Common mouse terms

Click – tapping the left mouse button once, in a quick downward motion of touch and release. This is the most commonly used function of the mouse.

Double Click – tapping the left mouse button twice very quickly, in a downward motion of touch-release-touch-release. This is mainly used for opening programs or selecting items to open or view.

Right Click – tapping the right mouse button once, in a quick downward motion of touch and release. This is used to access alternate menus. Menus will vary depending on location and program.

Scroll – making a web page or document on the screen move up or down.

Parts of the mouse (Figure 1)

1. Left click button
2. Scroll wheel
3. Right click button
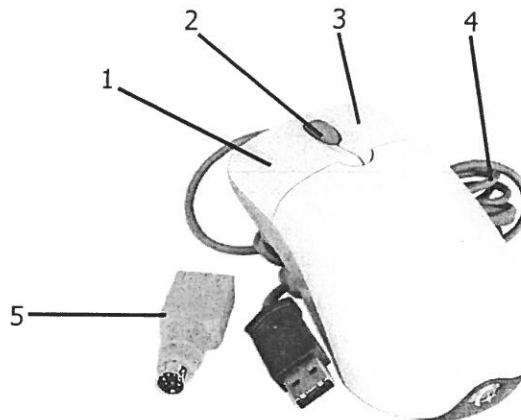4. Power cord
5. Adapter

Figure 1

Holding the mouse (Figure 2)

- Rest your hand on top of the mouse.
- Place your index finger on the left button.
- Place your middle finger on the right button.
- Gently grip the left side of the mouse with your thumb.
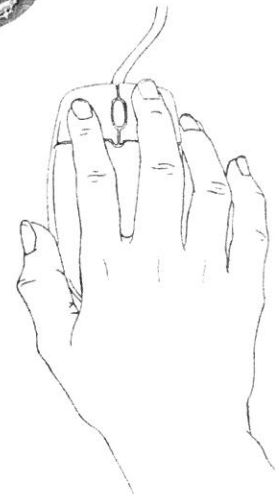- Gently grip the right side with your ring and pinky fingers.

Figure 2

Moving the mouse (Figure 3)

- Forward and backward motions of the mouse will move your pointer up and down on the screen.
- Left and right motions of the mouse will move your pointer left and right on the screen.
- You may move the mouse in any combination of directions.

If you run out of room to move the mouse, pick it up and place it in a better position. When the laser breaks contact with the surface, your pointer on the screen stops moving. Resume moving from your new position.
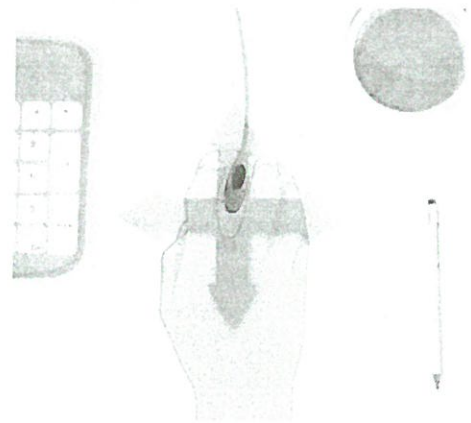
Figure 3

Do not turn the mouse sideways! Turning the mouse sideways will affect how your pointer moves on the screen. Keeping the mouse in a vertical position will keep your mouse movements consistent with the pointer movements on the screen.

Care & cleaning of the mouse

Because you will be handling the computer mouse on a regular basis, it needs to be kept in optimal working order.

- Do not place heavy objects on top of the mouse cord.
- Keep mouse and cord away from direct flame.
- Never submerge mouse into any liquid.
- Clean mouse regularly.

To clean:

Pads

Laser opening

1. Wet a clean cloth with water or a mild cleaning solution. Do not spray liquids directly onto mouse.
2. Wipe top of mouse, including sides and buttons to remove any dirt.
3. Turn mouse over and wipe away any dirt on bottom, paying specific attention to the pads on the bottom of the mouse (Figure 4).
4. Gently blow or spray compressed air into the laser opening to remove any dust that may have accumulated in the opening. Do not spray any liquid into laser opening or insert the cleaning cloth.
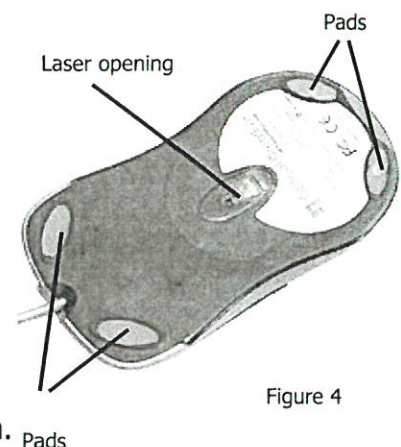
Figure 4

Pads

Mouse tutorial links

Hammond Public Library   http://www.hammond.lib.in.us/mouse/01.htm

Mesa Library   http://www.mesalibrary.org/Research/mouse/page01.htm

TLN Library Michigan   http://tech.tln.lib.mi.us/tutor/welcome.htm

University of North Carolina   http://www.unc.edu/depts/recreate/spot/activity/computer/mouse/mouse.html

Central Kansas Library system   http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html