

GET STARTED WITH THE MOUSE



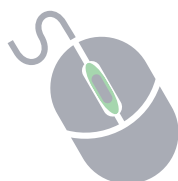
Using a mouse can take some getting used to, but once you've got the hang of it, you'll never forget.



The left button - This is the main button you'll use. You can hover the cursor over an item and click this button once to select it. You can 'double click' by clicking this button twice quickly to open documents or programmes. On text, you can hold down the left hand button and highlight sections by moving the mouse along the letters you want to highlight.



The right button - Brings up different menu options, but you can ignore it when you start as you won't need it often.



Some mice have a little wheel which moves the web page up or down. If you're using a laptop, you'll have a touchpad that you can use to move the cursor around the screen.



The mouse moves the cursor, or arrow, around the screen.



If you hover the cursor above a web address or link, you will see it turn into a hand. If you click the left button when the hand appears, the computer will take you to this webpage.



If you're typing, hovering the cursor over the text will see it change to this symbol. When you see it, start typing in the space.



Sometimes, you'll see the cursor turn into a 'timer' or whirl. This means you have to wait while the computer finishes doing something you've asked it to do.