

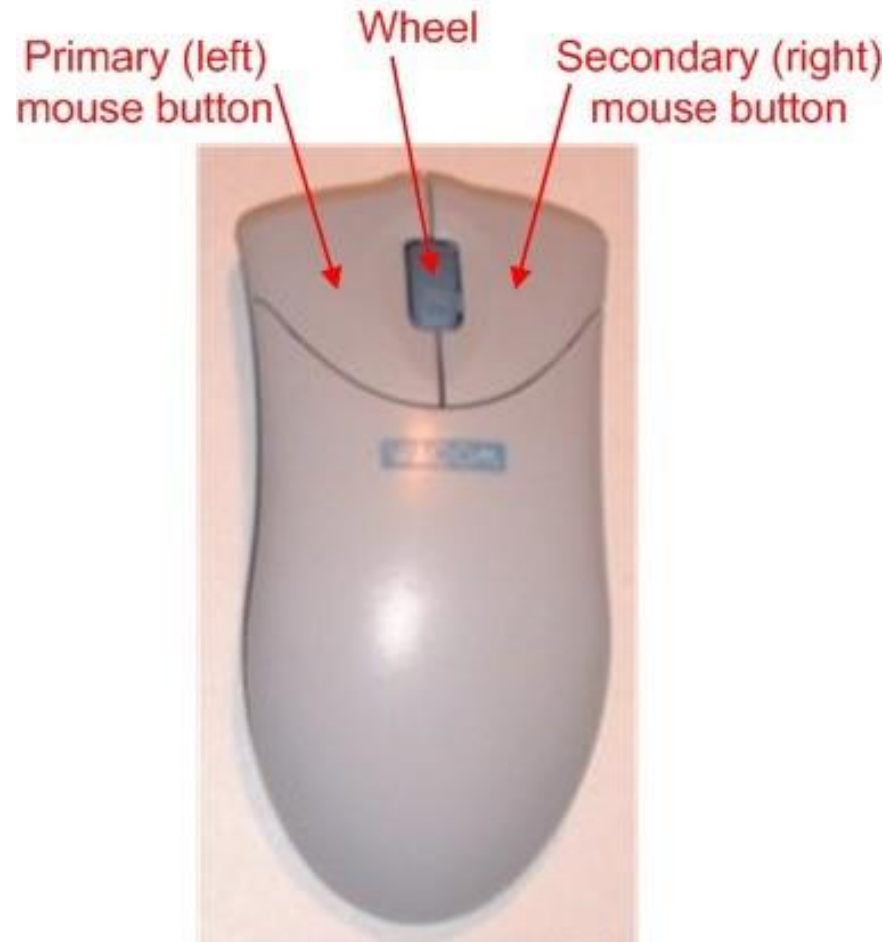
# Using the Mouse

Blue Ridge Regional Library Video Tutorials



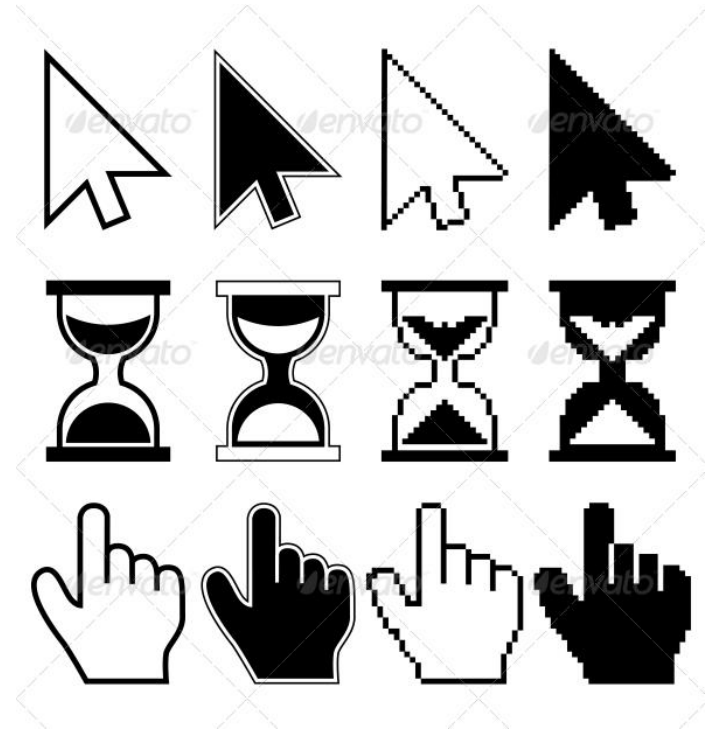
# The Mouse

- The mouse is an input device that you can use to interact with things you see on the monitor.
- Place your right hand on the mouse, with your index finger resting on the left button and your middle finger resting on the right button.



# The Pointer and Clicking

- Notice that the on-screen pointer moves in the same direction as the mouse.
- Things on the screen, like icons, can be interacted with by clicking.
- To left click, hover the cursor over something on the screen you would like to interact with and with your index finger, press down on the left mouse button once quickly, without removing your finger from the button.



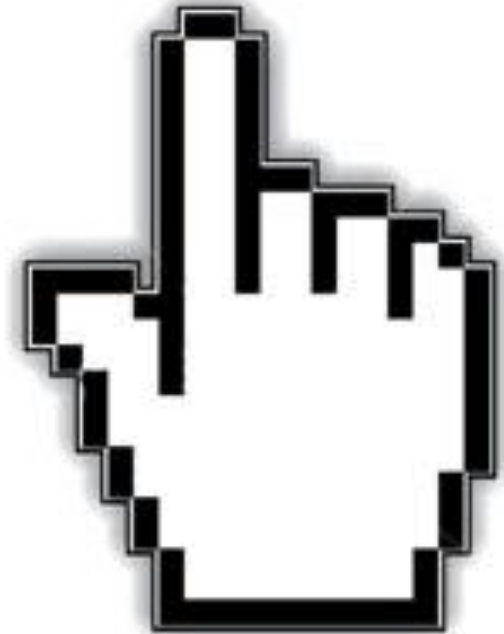
# Double Clicking

- Double clicking is a variant on left clicking.
- To double click, press down quickly with your index finger twice on the left mouse button, making sure not to completely remove your finger from the button.
- Double clicking is mainly used to open applications.



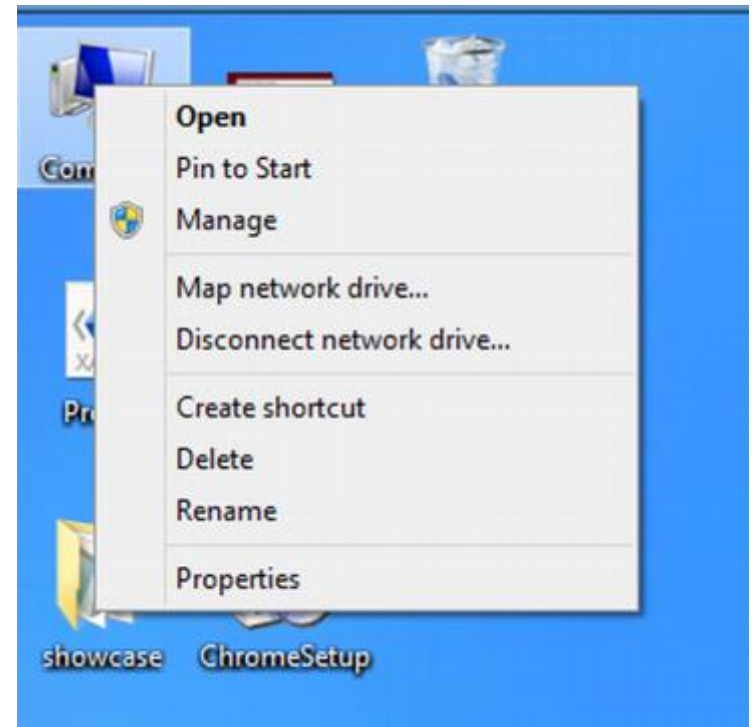
# Click and Drag

- Click and drag utilizes left clicking.
- Clicking and dragging can be used to move windows, highlight text, or generally select multiple things at once.
- To click and drag, press down on the left mouse button and hold it. Now, move the cursor to outside what you want to select. Then, let go of the left mouse button.



# Right Clicking

- Right clicking has one basic purpose, which is to open up a shortcut menu with quick options specific to the object that is clicked on.



# The Scroll Wheel

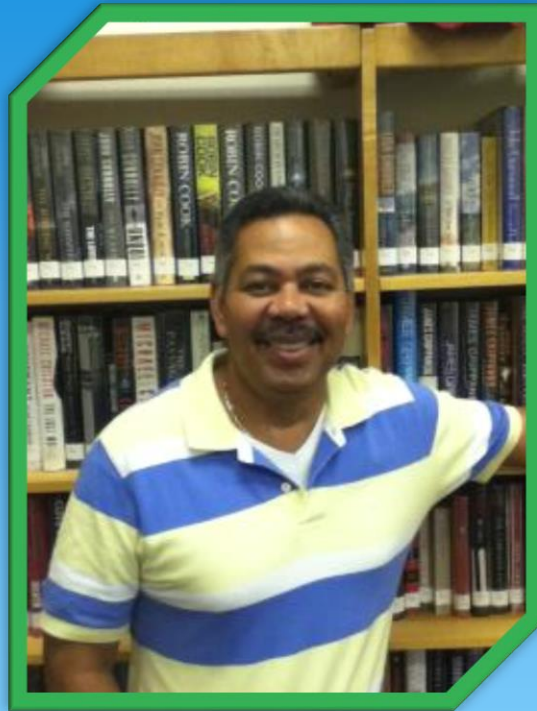
- You can use the scroll wheel to scroll up and down if there is more information in that window than can be displayed.
- This is much easier than having to click and drag the scroll bar to move the window.



# Credits



Scripts, Powerpoints,  
and Sound Director:  
Byron Gilley



Narration: James Martin



Scripts and Audio/Video  
Editor: Andrea Dalton