



Mouse and Trackpad

What is a mouse?

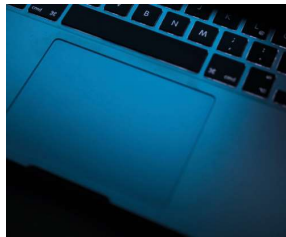
The mouse controls the cursor on the screen. The cursor is usually displayed as a small white arrow. As you move the mouse the cursor will move in the same direction on the screen. You can use the mouse to perform many actions within Windows.

Hold the mouse as shown in the picture.



What is a trackpad?

The trackpad, sometimes called a touchpad, can be found at the bottom of your laptop below your keyboard. The trackpad performs the same function as a mouse. Swipe your finger across the pad to move the cursor in the same direction on screen. There may be two buttons at the bottom of the trackpad. Use these in the same way you would use mouse buttons. On newer laptops, these buttons may not be visible but the bottom of the trackpad should allow you to click by pressing down.



How do I 'point'?

Move the mouse or swipe over the trackpad until the mouse pointer (the cursor) is over the item you want.

How do I 'click'?

This may sometimes be referred to as 'left clicking'. Point at the object then press and release the LEFT button on the mouse or trackpad. Be careful not to move your mouse as you click, or you may click the wrong object.

Why would I click an object?

Click an object to select it.

How do I 'double click'?

This is the same as clicking on an object only this time you click the LEFT mouse or trackpad button twice, in quick succession. This has to be done without moving the mouse.

Why would I double click an object?

Double click an object to open it.

How do I 'right click'?

Point at the object, then click using the RIGHT hand button on the mouse or trackpad instead of the left.

Why would I right click an object?

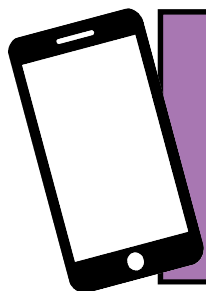
Right clicking normally displays a menu or an option box. This menu will vary depending on which program you are using and where you click. Once the menu is displayed, left click once on a menu option to select it.

How do I 'drag' an object?

1. **Mouse:** Click on an object and hold down the LEFT mouse button while moving the mouse.
Trackpad: Click on an object and hold down the LEFT trackpad button whilst swiping in the direction you want to move the object.
2. Release the button when the object is in the desired location.

What is the wheel in the middle of the mouse?

Some mice have wheels between the two mouse buttons. Move this wheel up and down to scroll through your documents/window.



For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.



Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk