Mouse Basics
Keep the mouse facing directly forward, with its buttons positioned away from you. If it has a cord it should be at the top. You can move the mouse north/south, east/west, or diagonally. You can even pick the mouse up and position it away from the edge of your table. Do not twist the mouse around.

Hand Position
- Place the back of the mouse so it sits near the heel of your palm, with your thumb resting gently down one side and your little fingers down the other.
- Your index finger should be positioned on the left mouse button and your middle finger on the right button.

For left-handed user, the index finger is on the right mouse button, the middle finger on the left, so you use the middle finger to click; the index finger to right-click.

The right-handed user
To get a better grip, you should bend your thumb at the first joint so it rests firmly against the side of the mouse.

The left-handed user
To get a better grip, you should bend your thumb at the first joint so it rests firmly against the side of the mouse.

Many left handed users prefer to switch the button functions so they use the index finger to click and the middle finger to right-click, just as right-handed users do. If you think you’d find this more comfortable, you can switch the button functions. By switching the button functions, the left button is used to right-click and the right button is left-click. Here’s how to make the switch:

In Windows 10
1. Open the Start Menu. On the left side, find the Settings icon and click on it.
2. In the Settings window, click on the Devices category.
3. In the Devices window, click on Mouse, on the left side.
4. In the Mouse window, click on “Select your primary button” and change from left to right.
5. Close the Settings by clicking on the X in the top-right corner of the window.

In Earlier Versions of Windows
1. From the Start Screen or Desktop, right click in the lower left corner to get a menu
2. Click on Control Panel
3. Click on Hardware and Sound
4. Under Device & Printers, click Mouse
5. In the Mouse Properties Dialog box, click in the box under Button Configuration.
6. Click on Apply and then click OK.

Always remember: It’s important that you keep the mouse stationary when you click or double-click!

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