

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.

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.



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 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**.

Switch primary and secondary buttons

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

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