

Using a PC Computer Mouse



Familiarize yourself with the mouse.^[1] The front of the mouse [points](#) away from you and has two buttons on the left and right which you can click. These allow you to open programs and menus. In the middle of these two buttons is a small wheel, which allows you to scroll up and down pages.

- You can use your index finger to click the left button and the middle finger to click the right one.
- On the bottom of the mouse is a sensor that allows the mouse to know where to move.
- A wireless mouse may have a compartment to insert a battery, and it may have an on and off button.



Place the mouse on a clean, smooth surface, preferably a mouse pad.^[2] This allows the mouse to move without interference. You may have issues with the mouse if it is not on a mousepad, such as it not scrolling smoothly.

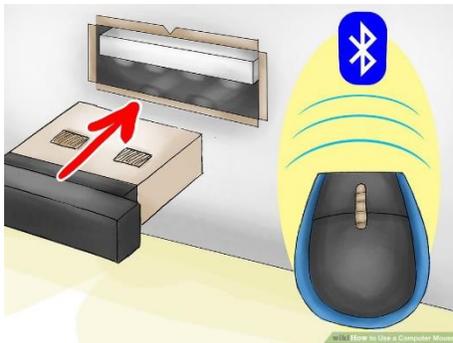


Grip the mouse lightly in your dominant hand. You don't want to hang on to the mouse too tightly or click with a lot of force. Keep your fingers relaxed, and keep the mouse at elbow level. If your fingers become tired, take breaks from the computer.



Plug in the mouse with its USB connector. Your mouse will have a cable extending from it, or it will come with a small USB connector if it is wireless. USB ports are located in different areas for every computer, but in general, laptops will have USB ports on the left or right side of the keyboard; most desktops will have a USB on the front or back of the modem or either side of the monitor.

- Look for a small square port about the size of your USB connector.
- Insert the USB connector. Flip the USB connector upside down if it does not fit the first time, but never force the USB connector in.



Connect the mouse via Bluetooth if necessary.^[3] Plug the Bluetooth transceiver into a USB port, then press and hold the connect button on the USB transceiver for five seconds. Next, the connection wizard will pop up, so follow the instructions in the wizard to connect your device.