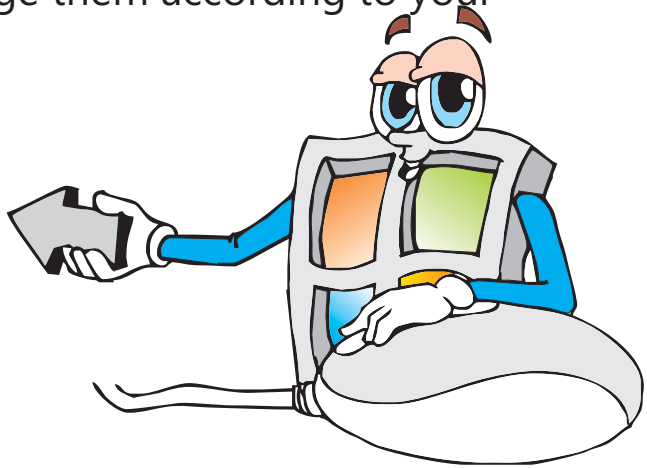




Lesson 18

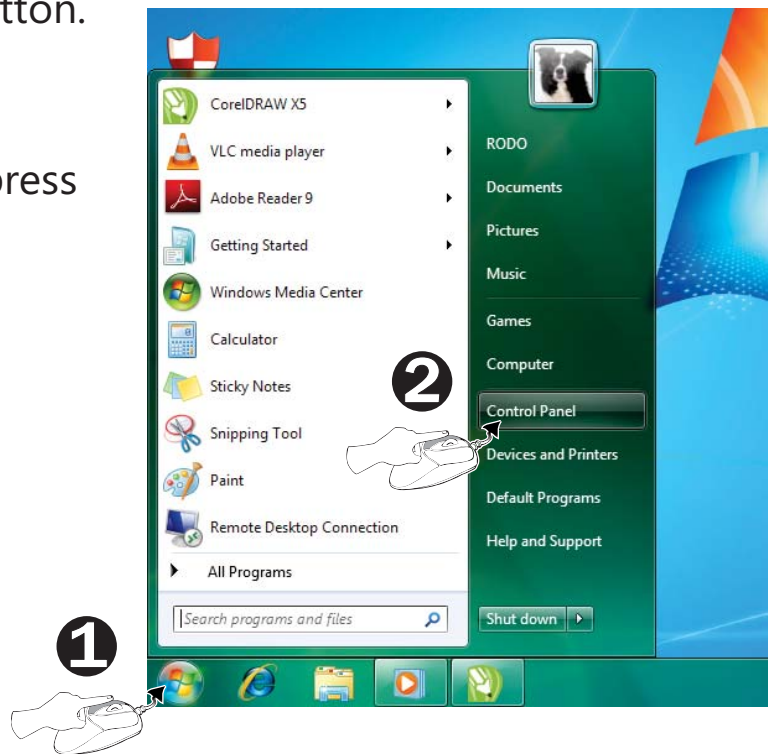
YOU CHOOSE! Changing the Mouse Settings

You can change the way your mouse works to suit your needs. Go over the settings of the mouse and change them according to your preferences.


FOR WINDOWS 7 USERS:



1. Move the mouse  over **Start** and then press the left button.
2. Move the mouse  over **Control Panel** and then press the left button.



The **Control Panel** window appears.


3. To change the mouse settings, move the mouse  over **Mouse** and then quickly press the left

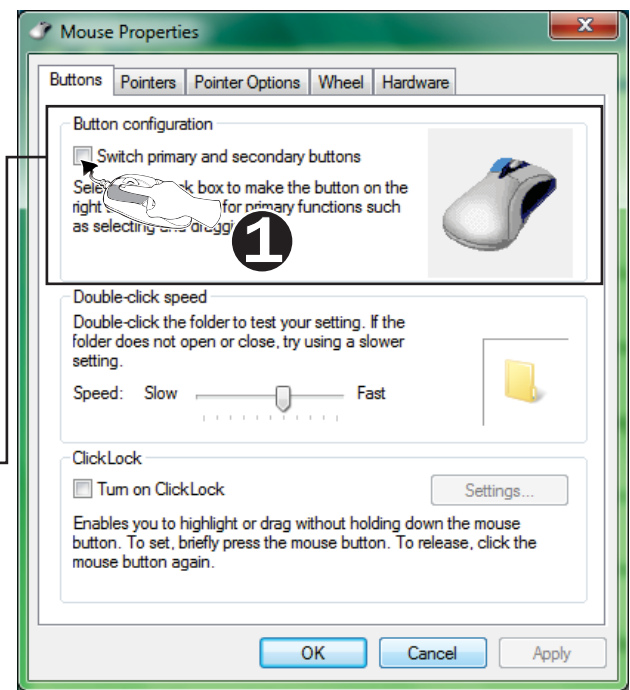
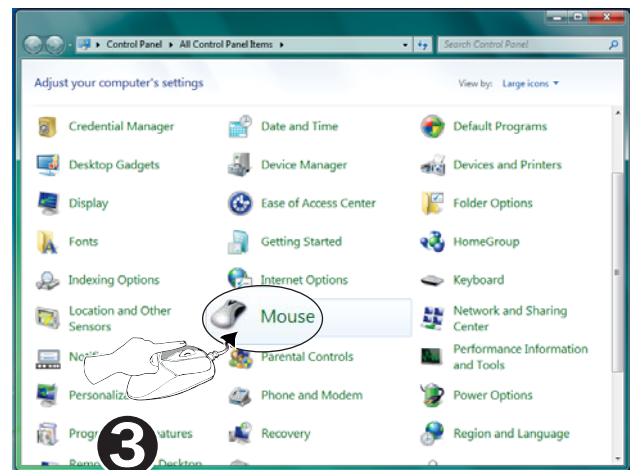
The **Mouse Properties** dialog box appears.

SWITCH BUTTONS

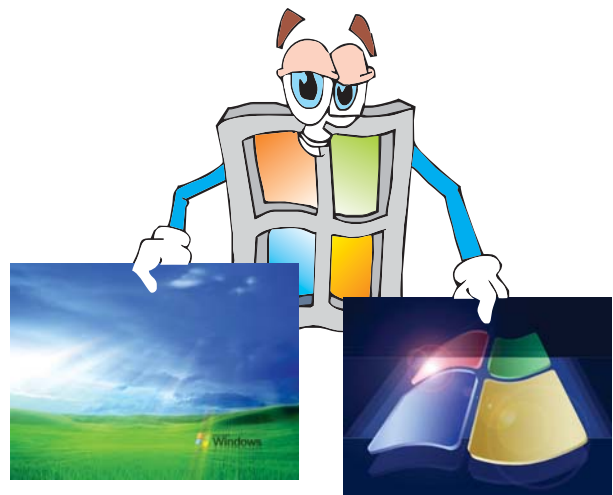
If you are left handed, you can switch the functions of the left and right mouse buttons to make the mouse easier for you to use.

The Button configuration area describes the current functions of the left and right mouse buttons.

1. To switch the functions of the buttons, move the mouse  over Switch primary and secondary buttons





A mouse pad provides a smooth surface for moving a mouse on your desk. You can buy mouse pads that display interesting designs or pictures





You can personalize your mouse by changing the double click speed and the way your mouse pointer moves on the screen.

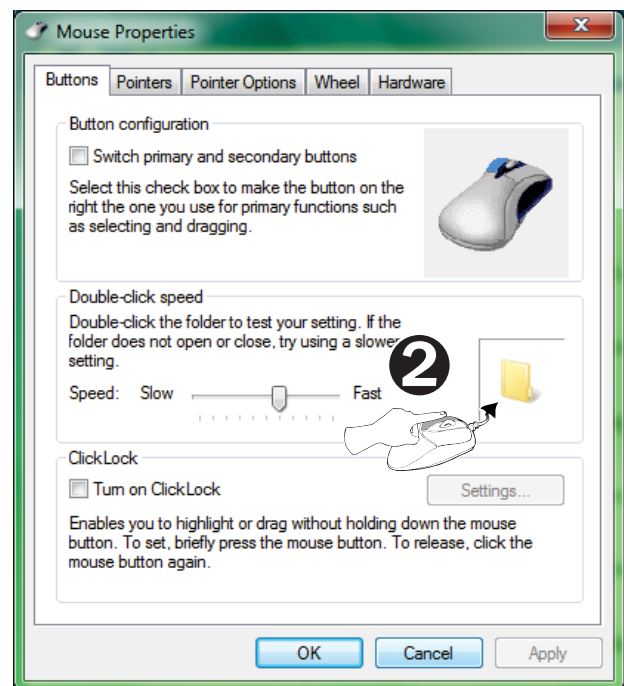
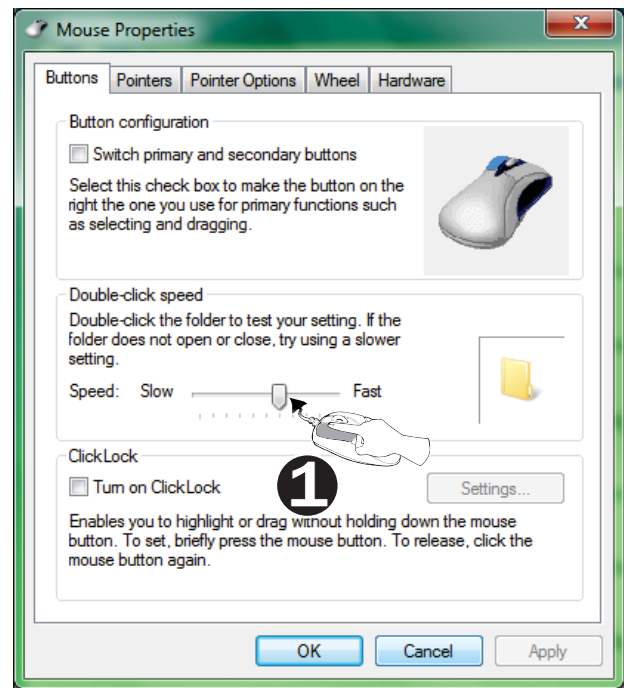
DOUBLE CLICK SPEED

You can change the amount of time that can pass between two clicks of the mouse button for Windows to recognize a double click.

1. To change the double click speed, move the mouse  over .




Press and hold down the left button as you drag  to increase or decrease the double click speed. Release the button then.


2. To test the double click speed, move the mouse  over the Double click speed folder and then quickly press the left

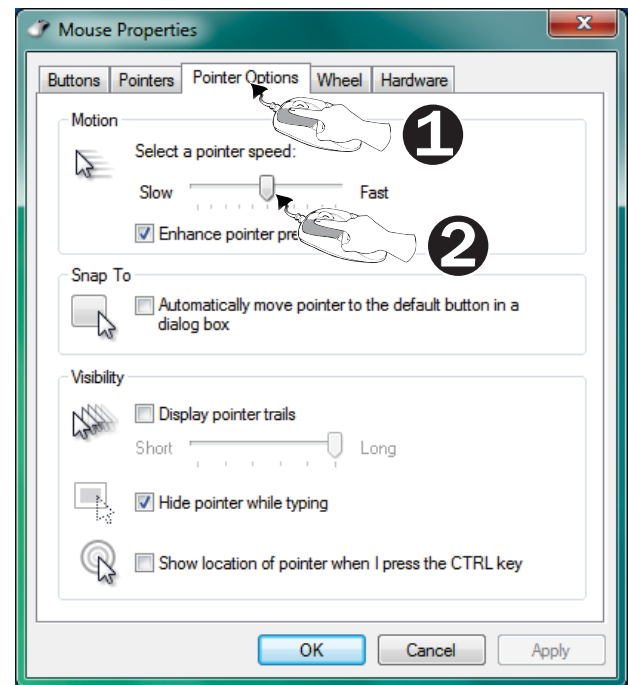


POINTER SPEED

You can make the mouse pointer on your screen move faster or slower.

1. Move the mouse  over the **Pointer Options** tab and then press the left button.
2. To change the pointer speed, move the  mouse over .

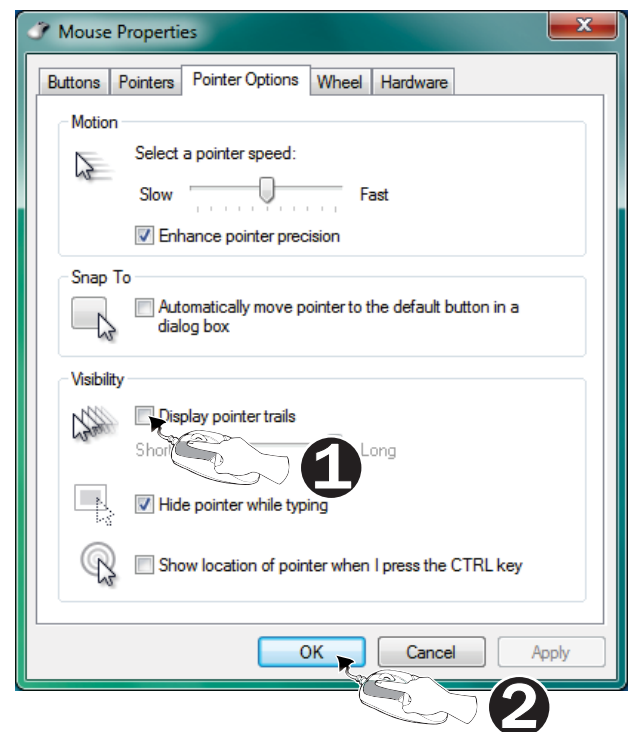
Press and hold down the left button as you drag  to increase or decrease the pointer speed. Release the button then.



POINTER TRAIL

You can leave a trail of mouse pointers as you move the mouse around your screen.


1. To leave a trail of mouse pointers, move the mouse over Display pointer trails option and then press the left button to check its box (☐ changes to ☒).



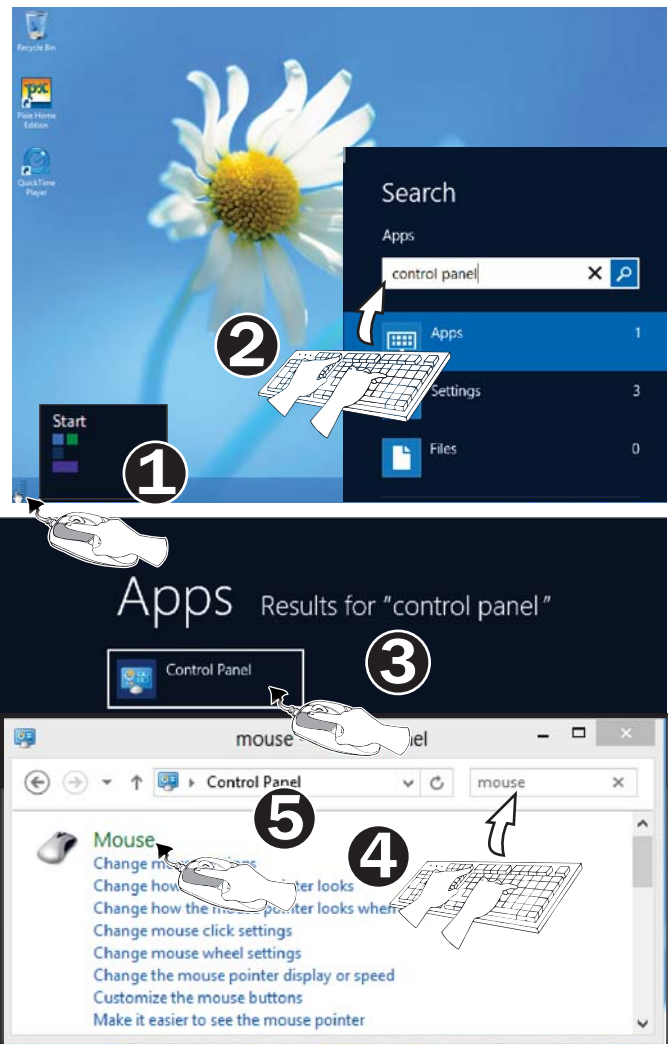
CONFIRM CHANGES

2. When you finish selecting all

FOR WINDOWS 8 USERS:

1. Move the mouse  to the bottom left corner of your screen /desktop. Click the Start button when it appears.
2. Type **control panel** in the search box as shown.
3. Click **Control Panel**.
The **Control Panel** window appears.
4. Now, type **mouse** at the search box .

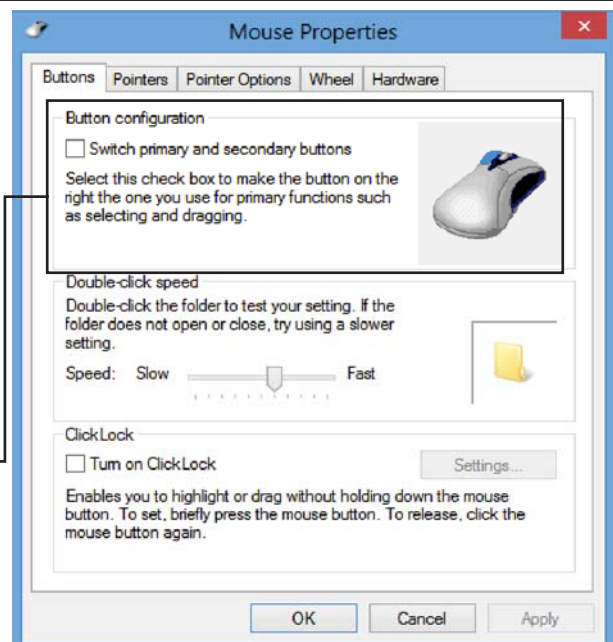
The **Mouse Properties** dialog box appears.




SWITCH BUTTONS

If you are left handed, you can switch the functions of the left and right mouse buttons to make the mouse easier for you to use.

The Button configuration area describes the current functions of the left and right mouse buttons.







1. To switch the functions of the buttons, move the mouse  over Switch primary and secondary buttons option. Press the left button/click to check its box (☐ changes to ☒).

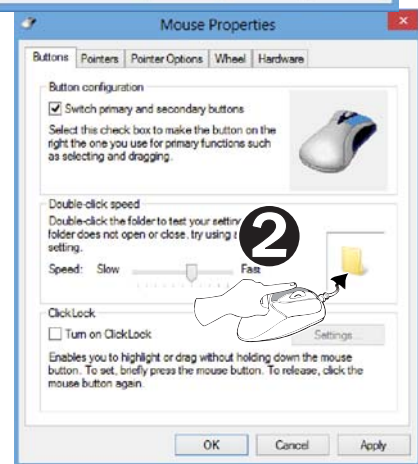
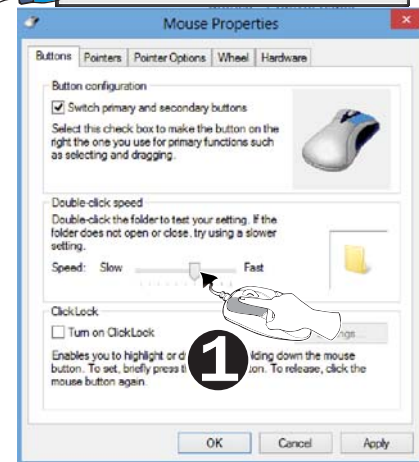
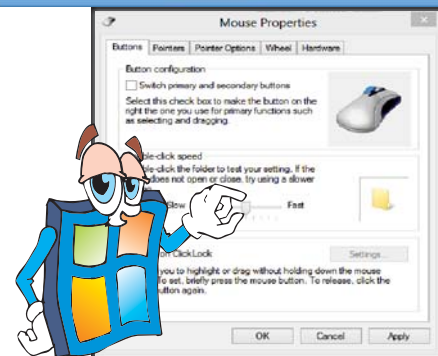
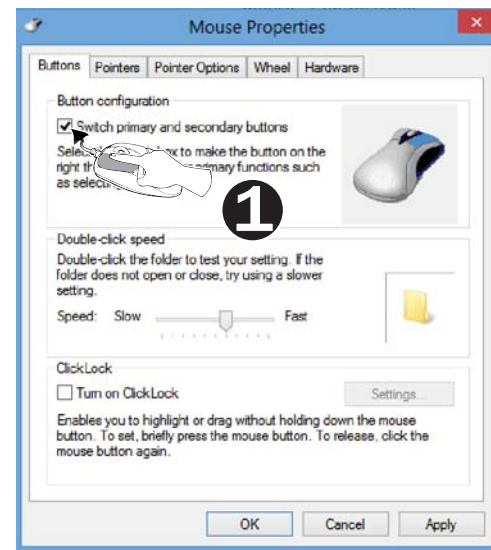
You can personalize your mouse by changing the double click speed and the way your mouse pointer moves

DOUBLE CLICK SPEED

You can change the amount of time that can pass between two clicks of the mouse button for Windows to recognize a double-click.




1. To change the double click speed, move the mouse  over . Press and hold down the left button as you drag  to increase or decrease the double click speed. Release the button then if you are done.


2. To test the double click speed, move the mouse  over the Double click speed folder and then quickly press the left button twice

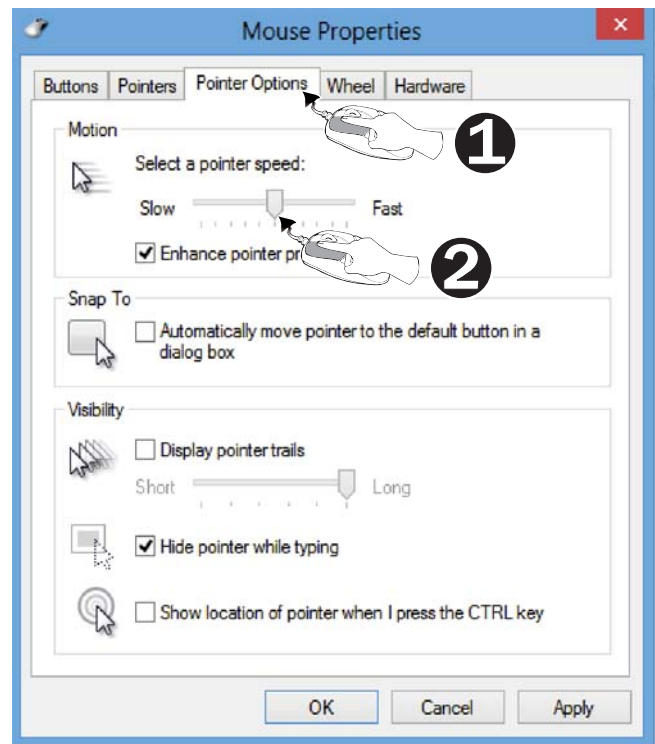


POINTER SPEED

You can make the mouse pointer on your screen move faster or slower.

1. Move the mouse  over the **Pointer Options** tab and then press the left button or click.
2. To change the pointer speed, move the  mouse over .

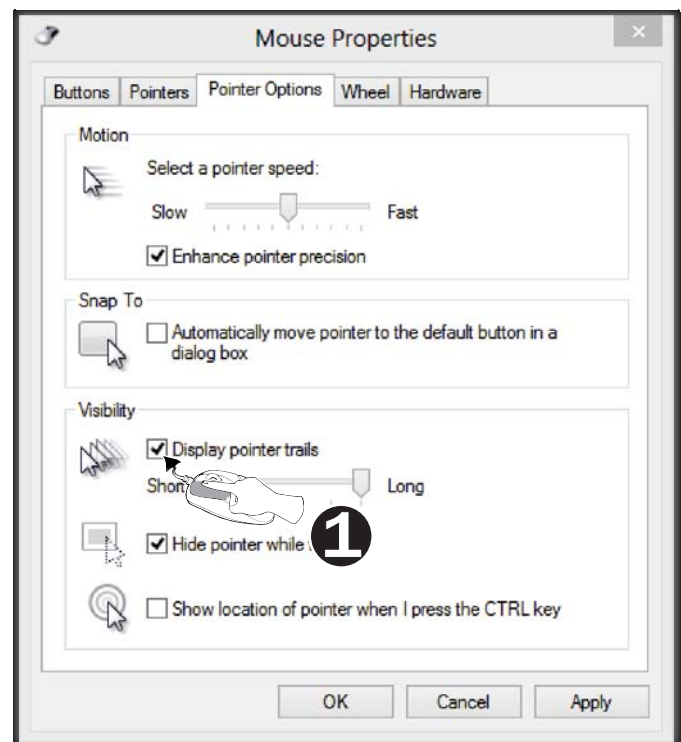
Press and hold down the left button as you drag  to increase or decrease the




POINTER TRAIL

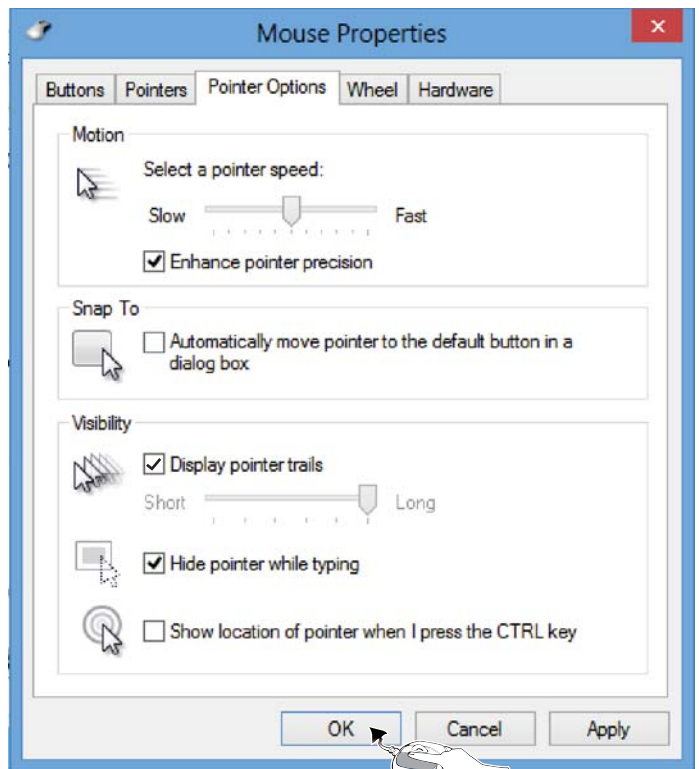
You can leave a trail of mouse pointers as you move the mouse around your screen.

1. To leave a trail of mouse pointers, move the mouse over Display pointer trails option and then press the left button/click to check its box (☐ changes to ☒).



CONFIRM CHANGES

1. When you finish selecting all the mouse settings that you want to change, move the mouse  over OK and then press the left button / click.



1