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| **it SUPPORT INSTRUCTION** |

**how to change mouse settings**

VERSION 1.0

INTRODUCTORY PROVISIONS

GOALS

This instruction defines the procedure for an employee to follow providing advice on changing mouse settings.

TASKS

The main objectives of the instruction are:

* description of the steps to take when you need to change mouse settings.

PERIOD OF VALIDITY AND PROCEDURE FOR MAKING CHANGES

Changes to the instruction are made when new settings appear in the SOFTWARE, as well as when information on current settings is updated.

**CHANGING BUTTON PARAMETERS**

1. Open Mouse Properties by clicking the **Start** button Start button icon, and then clicking **Control Panel.** In the search box, type **mouse**, and then click **Mouse.**
2. Click the **Buttons** tab, and then do any of the following:

* To swap the functions of the right and left mouse buttons, under **Button configuration**, select the **Switch primary and secondary buttons** check box.
* To change how quickly you must click the buttons to perform a double-click, under **Double-click speed**, move the **Speed** slider toward **Slow** or **Fast**.
* To turn on ClickLock, which enables you to highlight or drag items without holding down the mouse button, under **ClickLock**, select the **Turn on ClickLock** check box.

1. Click **OK.**