



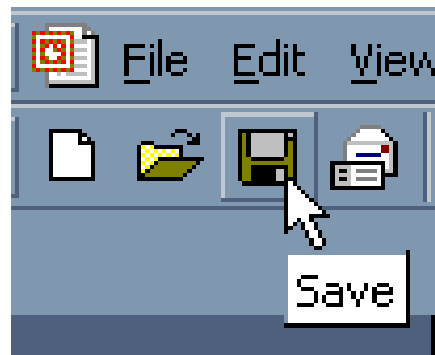
The MOUSE

The LEFT mouse button is used 90% of the time. Use it to select an item, highlight text or click a button.



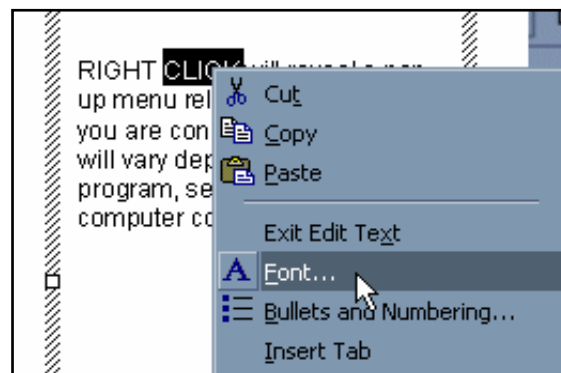
The RIGHT mouse button is used *after* selecting or highlighting an item. Use it to reveal menus, options or tools relevant to the selected item.

LEFT CLICK (or commonly referred to as "click") is used to select a menu item, button, program item, file or hyperlink.



LEFT CLICK to select a button or action

RIGHT CLICK will reveal a pop-up menu related to the activity you are conducting. The menu will vary depending upon program, selected item and computer configuration.



RIGHT CLICK to reveal options for a *selected* item such as highlighted text.