

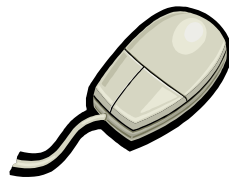
CLICCA QUI

Don't you ever wonder how they say 'click here' in other languages? No? **Clicca** qui is how it is said in Italian. **Нажмите здесь** is how to say it in Russian. And here is how to say it in Japanese: **ここをクリック**. Aren't you glad I told you this? The computer is so ubiquitous that I am sure that I could fill up pages of 'click here' in other languages. But I have another purpose for telling you this.

Except for some gems here and there this issue is about very elementary stuff which seems appropriate in light of what I have encountered in helping others on their computers. I want to talk about the mouse and the keyboard along with some file management things.

The Mouse

Now this is very elementary stuff. You know that there is a 'right key' and a 'left key'. Here is the simplest mouse you can get. It has only a right and left key. That's all.



Nowadays you'll get a wheel in the middle on some mouses, (or is it mice?) which serves as a scrolling control. That's nice because you don't have to take your hand off the mouse and you don't have to find the scroll bar on the window you are looking at.

I looked for clip art of a mouse with the scroll wheel and there is none. And this (Clip art Collection) is a Microsoft product! So I took a picture instead and here the mouse that my mistress, Sally



uses. Remember Sally? See the scroll wheel?

There is another type of mouse which you have to roll a ball to position your mouse on the screen. Let it be recorded here that I hate them with a passion. And I look with great disdain on anyone using such a monstrosity. I →

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have one client who has one. For a long time I always brought my own mouse. Now, in deference to me she provide me with a regular 'conventional' mouse.

I have mixed feelings about the wireless mouse. I should say that I have *nixed* feelings about them. For the sake of that miserable tail-less mouse people are willing to tolerate batteries going out at the wrong time, like when you are writing a note to your mistress.

Now the optical mouse is a different story. I love them. I think they are the best thing in the Computer world since sex. (*Disclaimer: The opinions of this writer is not necessarily the opinions of the Computer Club of Menifee Valley.*) So there! I got that off my chest. You can even lie on the floor with a bare belly and operate the optical mouse. I don't know why you'd do that. Just don't leave home with a barebelly.

MOUSE USES

Every body knows how to use a mouse, Right? Wrong! The biggest problem is right versus the left key. Here is a scenario which is close to being what I experienced. It is sufficiently masked so as to not offend anyone.

The phone rings and I answer it.

Client: Frank, I have a white screen, totally white.

Me: Is there any message on the screen?

Client: No, just the icons.

Me: Is the computer working OK other than that.

Client: I guess so. It just started right now.:

Me: OK, I want you to click on Start ...

Client: Right or left click?

Me: Left click. You always left click on something when you want the computer to take action on what you clicked on.

Client: OK, then what? (See next page)



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Me: Now click on Restart in the shut down window.

Client: Right or left click?

Me: Left click. You always right click when you need to know what to do and you need some options to selecte from.

Client (after a pause) OK it has come back and the screen is all white again.

Me: Did you tinker with the display properties?

Client: No I didn't do anything.

Me OK, follow closely now. Find a blank space on the screen and right click the mouse. And notice that it brings up a menu. OK?

Client:: Yes I see it!

Me: Now use your LEFT MOUSE KEY and click on Properties. Got it?

Me: Did you note that when you clicked on the right mouse key you brought a

menu of options to choose from with the left mouse key?

Client:: Yes, I guess so.. Ok, now I got the Display Properties window.

Me: Notice that you have 6 tabs available to choose from. Knowing that you have a white desktop, which tab would you click on?

Client:: I should click on the Desktop tab.

Me: Right!

Client:: Right or Left click?

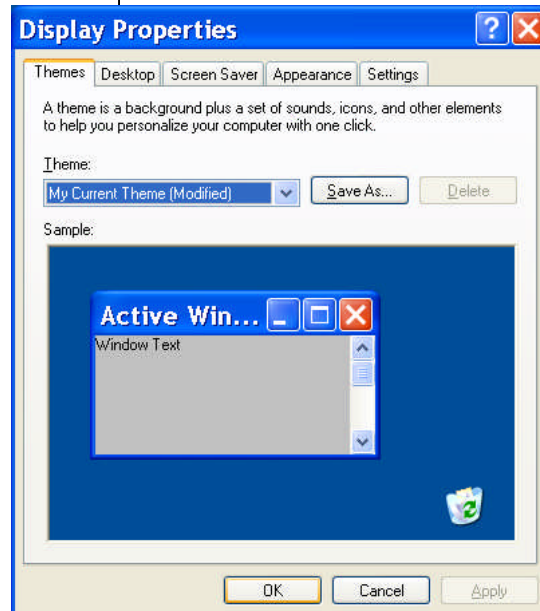


**Income and Expenses
08/1/2009 – 08/31/2009
Chet Hartley, Treasurer**

Income (\$)	
Contributions	58.00
Interest	3.49
Shareware/	5.00
Textbooks	0.00
Tuition & Books	0.00
Total Income	66.49
Expenses (\$)	
Church Usage	250.00
Meeting Ex- penses	57.08
Insurance	0.00
Text Book Pur-	0.00
Total Expenses	307.08
Income Less Exp.	- 240.59

A general note:

If you find yourself switching between the keyboard and the mouse constantly, then You really need to pay attention to these things in this newsletter.





THINGS YOU CAN DO WITH THE MOUSE

You've been introduced to the basic function of the mouse. I am sure that most of you are pretty well aware of them. Some of you perhaps did not have a clear delineation in your mind of the distinction. Wherever you go when playing with your computer keep clicking the right mouse key to see what options you have. In the previous scenario, of course, somehow she managed to get a white background on her display. How she managed to do something she does not know about remains a mystery as many things that happen with the computer. I suspect that in trying to get out of a mess a client keeps clicking on things right and left hoping to undo a mistake. As you well know, it is best to know where you are going and where you've been.

ACCESSING THE DISPLAY FUNCTION WITH THE KEYBOARD

Supposing I told my Client to use the keyboard? I'd tell her to press the windows key (usually between Ctrl and Alt). Then I'd tell her to use the arrow keys to select the Control Panel. Then press Enter which opens the Control Panel. Use the arrow keys again to go up to the Display and Enter.

KEYBOARD VS MOUSE

Let's face it! Some people are handy with the mouse and use it almost exclusively which except when entering data by the keyboard.. They are not the most efficient users of computers. Some people are good on the keyboard, being typists to begin with. Since there are so many keyboard shortcuts to use instead of the mouse he has to have a good memory. He also is not the most efficient user of the computer.

Some are good on both the keyboard and the mouse and they enjoy the Kingdom of the Computer most. Some are not good at either the mouse or the keyboard. They are often the oldest users since they are not typists and lack the finger agility and mobility to handle the mouse.

MOUSE TRICKS.

These are not tricks, per se. I am surprised how many people don't know these 'tricks.' You can spot them because they cling to the mouse like a cat.

1. Clicking. We covered the single click so far. You also have to double click occasionally. If you want to open a program in the Quick Launch Bar, you should single click. If you are opening a file to start a program on the desktop you double click on the icon. For an exercise, I suggest that you →

Clicking Tip

Ever notice that when you are working with various Windows you will have buttons like 'Cancel,' 'OK,' or 'Run,' or 'Next,' or 'Start,' 'Close,' or 'Finish,' or 'Select,' etc. Of course, you grab the mouse and point to the button and click. Did you notice that one of the buttons will have a dark border around it. That means you can use Enter on the keyboard to do the 'clicking.'

Keep in mind that the one you want to click on may not have the border. If your fingers are already on the keyboard you can put the border around the button you want to 'click' on. Use the arrow keys on the keyboard to select the key you want to activate.

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right click on every where on the desktop. I makes a difference where. I need to clarify the right key. There are some special programs that have a function for the right key. I described one such program called Gladwin which I used to capture parts of the screen to use in these articles. Gladwin uses the right key to create a 'text' box .

2. One of the most versatile uses of the clicking function on the left key involves selecting text in a document for moving, deleting, copying, etc. It is useful in word processing functions. There are so many of those tricks that it is difficult to remember them. I am going to describe how to do it with the mouse. *(See next page.)*



Here are a few rules for selecting text with the mouse in MS Word Documents.

- a. Select one word. Double click on it.
- b. Select one line. Put the cursor in the left and click once to select the line.
- c. Select one paragraph. Put the cursor in the left margin alongside of the paragraph and double click or triple click.
- d. Select more than one line. Put the cursor in the margin next to the first line to be selected, hold the key down and drag the mouse to highlight the lines.
- e. Select the whole page of text. Put the cursor at the top in the margin, hold the key down and drag it to the bottom of the page in the margin.

There are more. These are the useful ones. Remember that whatever you have selected can be cut, copied or moved. I covered Cut Copy and Paste in an issue of this newsletter in 2008.

4. Drag and drop is a very useful function but it can be tricky if you are not handy with the mouse. Sometimes the mouse settings will limit you on how much you can move the mouse to do the drag and drop. A problem arises when you start the mouse motion but don't have any room left on your mouse pad. You should be aware that if you run out of dragging space, you can still hold the mouse key down and lift the mouse to the other end of the mouse pad.

5. You can create text boxes in many software. Notice this page. I have two big half page text boxes for this writing. Here is a text box that I quickly created with the mouse. In order for you to see it I have to Format the box. In the text box to the right I put some clipart. And notice that I did find a mouse with a scroll wheel between the keys. Once you have created the text box you can move it about. Clicking on the (LEFT CLICKING!) box will outline it with little circles at the corners and a double cross indicating that you can grab it with the mouse and drag it.

Creating this text box involves placing the cursor at a spot where you want one corner of the text box. Then you drag the mouse until the text box is the size that you want I formatted this box in red just for the fun of it.



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7.. Since many of you are working with pictures cropping is the function which you will find the mouse good for. Here is a picture: I want to crop it so that I have only her head in the picture. If you have never cropped a picture before, you can try it yourself



at home. I am using MS Paint because I know all of you have it. You may use your own picture program but the procedure may be a different.

A. First open a MS word blank document. Click on Insert on the menu bar. Click (LEFT CLICK!) on Picture in the drop down menu. Type Computer in the Search box. You'll find the above picture.



- B. Paste it in the blank word document.
- C. Point to the picture with the mouse arrow and click on copy.
- D. Open Paint (Start, Programs Accessories, Paint.) Click on the Rectangle. (Select)
- E. Right click on the white area. Left click on Paste.
- F. Click on the Rectangle (select) then create a cropping around the head of the woman in the picture. See instructions above.
- G. Point to it the cropped head, right click, then, click copy.
- H. Click on File and New which opens a new blank Paint window.
- I. RIGHT click on the white area and LEFT click on Paste. Now you should see the head as I have shown above.

Now with all of that stuff about the mouse I hope that you will have more respect for it and don't let the cat get to it.