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How to use a Laptop Touchpad

*The Touchpad enables you to move the mouse pointer on the screen.
The Touchpad buttons allow the selection and execution of commands.
The buttons correspond to the buttons on a conventional mouse. These
instructions are typical for most laptops.*

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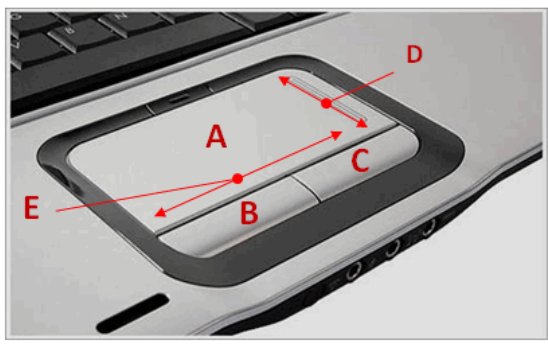
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- A – Touchpad**
- B – Left touchpad button**
- C – Right touchpad button**
- D – Vertical scroll**
- E – Horizontal scroll**



Moving the Pointer

► Move your finger on the touchpad (A) – the pointer will move on the screen accordingly. **As if using the Mouse.**

Selecting an Item

► Move the pointer to the item you wish to select
► tap the touchpad once or press the left button (B) once - the item will be selected.

Executing a Command

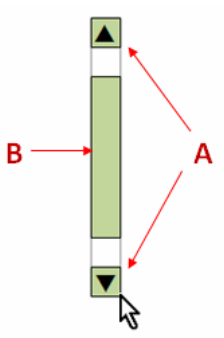
► Move the pointer to the field / link etc you wish to select
► Tap the touchpad twice or depress the left button quickly twice in succession. The command will be executed.

To Select Text

► Move the text cursor to the start of the text you wish to select then tap the touchpad to leave it there. Then keeping the left touchpad button down move your finger along area E.

To Drag an Object

► Place the pointer over the object – then while keeping the left touchpad button down move your finger over the touchpad (A) to reposition the object – release the left mouse button. For Text Boxes etc (items with bounding boxes) you need to select them first.



To Scroll a page Vertically

► Move the pointer over the vertical scroll bar. (B) - while keeping the left button pressed down move your finger up or down area D of the Touchpad to scroll the page correspondingly.

To Scroll a Page Horizontally

► As above – but move the pointer over the horizontal scroll bar and move your finger across area E of the Touchpad.

The right touchpad button (C) if pressed when the pointer is over an item will show a menu for that item if the item has one.



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