

## LESSON 33

### SPEED UP WIN 98- ADD SOUNDS TO CERTAIN KEYBOARD KEYS

Some of you seem to feel that Windows 98 operates slower than Windows 95. This may be because your "Effects Settings" in Windows 98 force pop-up or pull-down menus to slide gracefully onto your screen. If this "special effect" gets old, why not just tell Windows 98 to go back to fast menus and pull-downs. Here's how to do it.

Right-click anywhere on the desktop and then click on Properties. Now select the Effects tab. Click on and remove the check mark in the animate windows, menus and list box. Now click on OK.

Some of us hit the Caps Lock, Num Lock or Scroll keys by accident while we are typing. Notebook computers usually don't have an easy-to-see visual clue that these keys have been pressed. You can make your computer beep when these keys are pressed. Here's how.

Double-click on My Computer and then open Control Panel. Click on Accessibility Options. If you don't see that icon, insert the Windows CD-ROM disk into the CD-ROM drive, and on the resulting blue screen click on Add/Remove Software. Click on the Windows Setup tab, click the Accessibility Options icon, and then click on OK. Click Yes when asked if you want to restart your computer.

After restarting your computer go back to the Control Panel and double-click on Accessibility Options. Click the Keyboard tab and then click on the little square box in the Toggle Keys box.

You can also select Sticky Keys in the top portion of that dialog box. Once you have selected Sticky Keys, you can press the Shift, CTL or Alt keys one at a time instead of having to press them at the same time.

Now, that wasn't so hard, was it?

