

LESSON 34

MIN, MAX & CLOSE A WINDOW USE HIGH-CONTRAST SCREEN

One of the features of both Windows 95 and 98 are the three small boxes at the top right of every open window. The X closes the current window, the Box resizes the window, either full screen or smaller, and of course the underscore or _ minimizes the current screen and places in on the task bar.

The blue bar at the top of each window identifies the open window. If you have changed your color scheme your title bar may be a different color. The point of this is that if you double-click on that colored title bar, you can toggle between full screen and the smaller version of the same window.

Sometimes, because of the glare we encounter when we use our computers during the day at home or at the office, computer screens become hard to read. Fear not. Both Windows 95 and 98 can take care of that. Here's how to access the high-contrast screen features. Open Control Panel by double-clicking on My Computer or clicking on Start, then Settings, then Control Panel. Now double-click on the Accessibility Options icon. Click on the Display tab. If you don't see the Accessibility Options icon, look back to Lesson 33 for the instructions on how to add that Icon to your Control Panel Click on the check box labeled Use High Contrast. Now click on the Settings button. Try both the White On Black and the Black on White settings. You can also create a custom screen. The Black on White is probably the easiest to read.

If you want to use your keyboard to toggle between regular and high contrast settings, click on the check box labeled Use Shortcut. It appears near the top of the Settings for High Contrast window. Click on OK, and then again on OK to close the Accessibility Option box.

To toggle between your regular and high-contrast screen just press the left Shift key, the left Alt key and the Print Screen key all that the same time. The Print Screen key is located at the top right section of your keyboard just to the right of the F12 key.

