

LESSON 38

USING YOUR KEYBOARD MOUSE KEYS TO MINIMIZE/MAXIMIZE

In Windows 98, as in Windows 95, there are three little buttons in the upper-right corner of the screen. When clicked these buttons will, from left to right, minimize, maximize/restore or close that window. Tired of dragging the mouse pointer all the way up to those little buttons? Here's a secret for you.

To minimize the active Window, press Alt-Spacebar, N. To maximize the active Window, press Alt-Spacebar, X. To restore the active Windows, press Alt-Spacebar, R. Alt-Spacebar C will close the active Window, as will Alt-F4.

We dread the day that our mouse goes into the deep freeze mode and stops working. This is especially bad when you've moved a Window to a position where you can't drag it back. No mouse, no Window. What to do!

Here's a way to create a safety net for just such an event. It works in both Windows 95 and 98, but requires a keyboard with a numeric keypad, so it may not work for all notebook computers.

Double-click on My Computer and then double-click on Accessibility Options. Click on the Mouse tab but don't click on Use MouseKeys. Instead, click on Settings. Now click on the Use Shortcut box. Notice that the keystrokes used to enable MouseKeys are a combination of Left Shift + Left Alt + Num Lock. You might want to write this down and tape it up under the keyboard, which is also a good place to keep passwords.

When you press Left Shift + Left Alt + Num Lock you are asked to click OK to turn on the feature. Press the Enter key and you're off and running. You can move the mouse pointer by pressing numbers on the numeric keypad. The number 5 is used to left-click while the INS key is used to hold down for dragging. The DEL key releases that button.

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

