

LESSON 178

WINDOWS ME KEYBOARD & MOUSE TRICKS

Windows ME has an on-screen keyboard available. With the on-screen keyboard you can point to the letters you want and click them into a document with your mouse. Using a joystick can make the on-screen keyboard entry even faster.

To enable the on-screen keyboard, click on Start, Programs, Accessories, Accessibility and then select On-Screen Keyboard. Clicking on Keyboard on the Menu bar lets you select between a standard and an enhanced keyboard. Clicking on Settings and then on Typing Mode lets you select a mouse click to enter a letter in a document, or a hover mode, so that when the cursor is left "hovering" above a character, the "click" is done by Windows.

From Start, Programs, Accessories and Accessibility, you can click and drag On-screen Keyboard to the Desktop to create a short cut.

If you're tired of clicking, dragging and dropping items with your mouse, ME has a feature called ClickLock. To turn Click Lock on; double-click on My Computer and then on Control Panel. On the Buttons tab, click next to Turn on Click lock. Click on the Settings button in the same section to adjust the amount of time you'll have to hold down the left mouse button before the Click Lock feature takes over.

Finally, Windows ME can make the Caps Lock, Num Lock and Scroll Lock keys sound off whenever they are pressed. To enable this feature, double-click on My Computer and then on Control Panel. Double-click on Accessibility Options. On the Keyboard tab, click on the check box in the Toggle Keys section. Click on the Settings button and you can enable a feature that lets you turn the the Toggle Key feature on and off by holding down the NumLock key for five seconds.

