


# HELP NOTES

These notes are designed to enable users to change the:

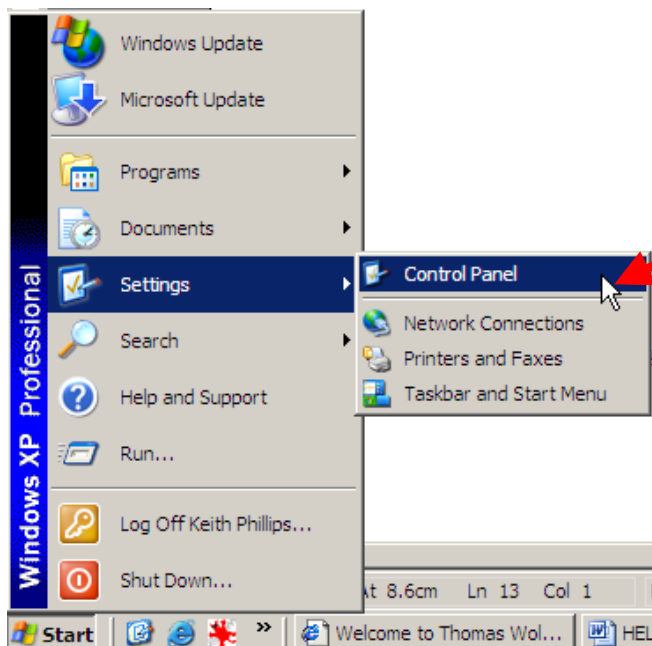
## KEYBOARD OPTIONS

### How to check/adjust the Keyboard options:

Move the mouse and point to  button at the bottom of the screen.

Now press and release the Left Mouse button.

Move the mouse upward (the pointer will move up the list) – stop at the **Settings** item.



Another box will appear.

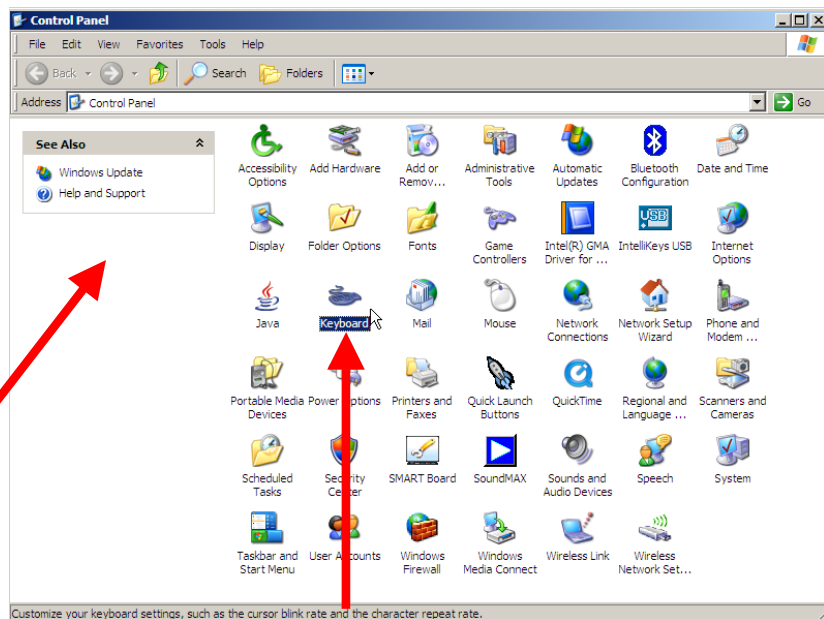
Move the cursor so that it points to the **Control Panel**

Now click the Left Mouse Button

Another screen (or 'Window') will eventually appear similar to the one shown here.

(If it looks different to the one shown and you are using Windows XP press the line that will be displayed here called Classic View)

Look for the

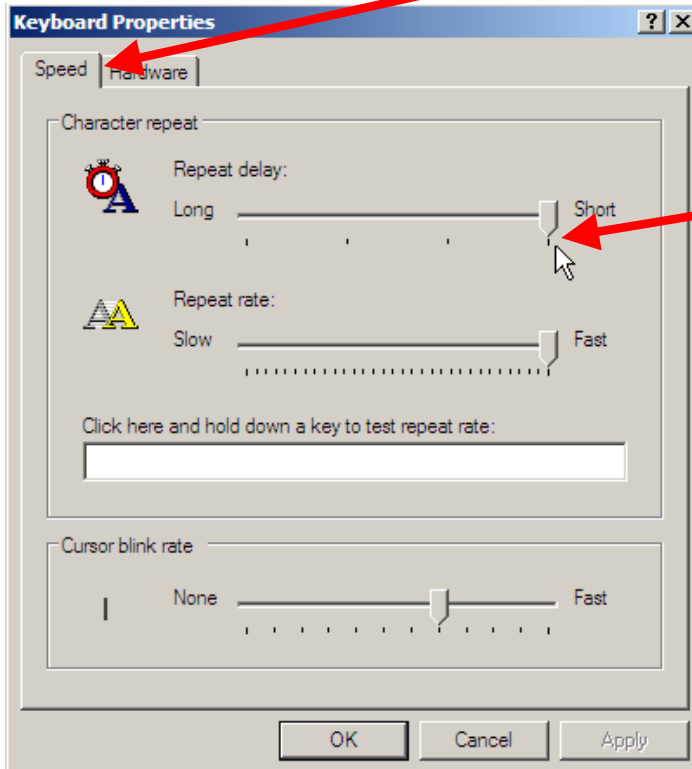


# HELP NOTES

Keyboard Icon - double click the Left Mouse Button on the **Keyboard** Icon  
A 'Keyboard Properties' screen will appear similar to the one shown below

This screen enables the user to alter the time taken for repeat characters to appear and to slow down the repeat rate of the character.

Click the Left Mouse button on the **Speed** tab



Point to this control then click and hold the Left Mouse button down

Move the mouse to the left and the control will move towards the Long Repeat Delay

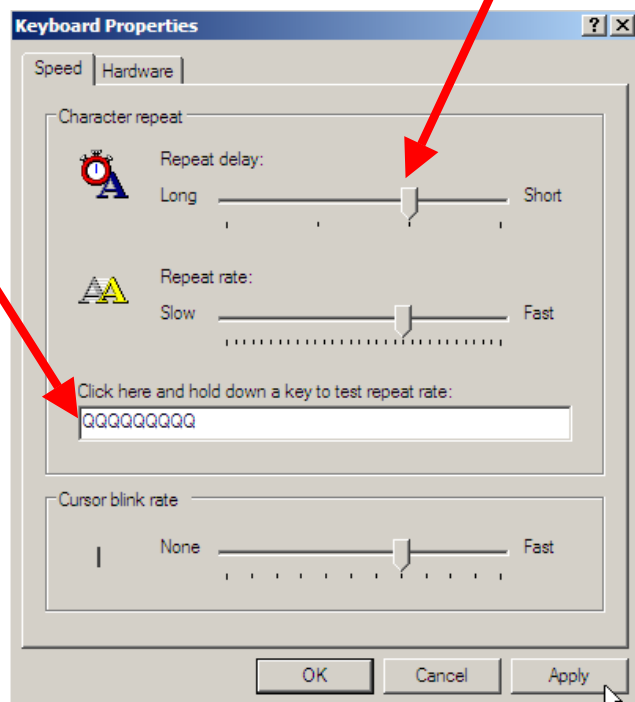
An example is shown here

Test the setting you have selected by pointing the cursor here and clicking the Left Mouse button.

Now press and hold down a keyboard letter or number key to test the chosen setting.

(The capital letter Q was used for the sample 'screen shot' shown here)

Carry out the same process with the Repeat rate control and test the rate at which the letter or number will be repeated if the key is held down.



# HELP NOTES

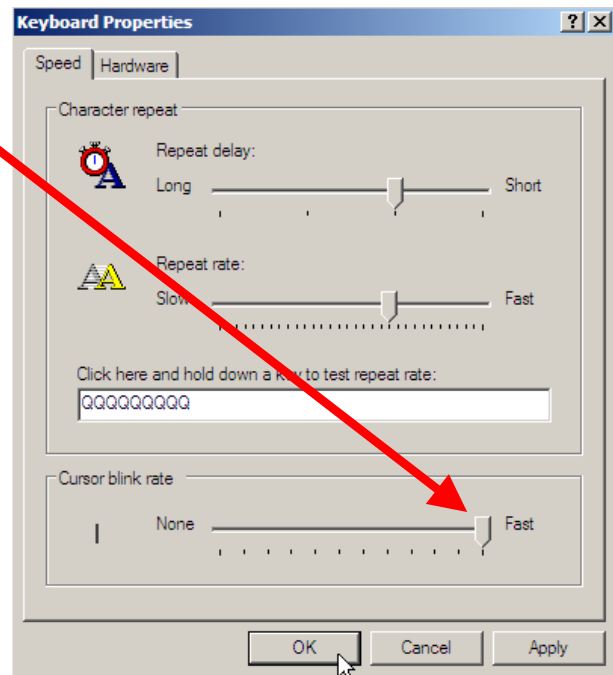
If you are happy with the settings you have selected press the **Apply** button. The 'Blink Rate' of the cursor can also be changed – the faster the 'Blink Rate' the more often you will see it on the screen.

Point to this control then click and hold the Left Mouse button down

Move the mouse to the left and the control will move towards the 'None' or move it to the right towards the 'Fast' blink rate.

At the 'None' end the cursor will be on permanently on

At the 'Fast' end the cursor will flash very quickly but offer better visibility



When you are satisfied with you selections press the **OK** button and the Keyboard Properties window will disappear.