

If you type as I do - spending most of your time looking at the keyboard - sometimes you look up and realise that instead of pressing the shift key for a single capital letter, you pressed the caps lock key by mistake and now have a line of type all in capitals (upper case).



Rather than re-type, the situation can be recovered by highlighting the offending text and holding down the shift key whilst you press the function button 'F3' (usually on the top line of your keyboard). The highlighted upper case instantly switches to lower case. Remember to check the text to insert any required capitals.

For prevention rather than cure, try this:-
Click on Start > Control Panel > Accessibility Options to get the dialogue box.
On the 'Keyboard' tab put a tick in the box against "Use ToggleKeys" and click "Apply".

Now when you press the Caps Lock key you will hear a beep to warn you. The beep also sounds if you use the Number Lock key or the Scroll Lock key as these are the other keys most likely to confuse if accidentally pressed. Thus alerted, a second keypress will sound a different beep as you cancel the accidental key press.

The above was in response to a question addressed to the committee at our recent Brains Trust evening. The questions and answers ranged over several other topics such as :-

The benefit of learning useful shortcuts was reviewed and also the ways available to insert special characters – as usual in Windows there are several ways of doing it. Some people, using Word, prefer to select Insert > Symbol; select the font; select the symbol and click 'Insert'. For special characters to be used frequently its unique code could be learnt. The character set dialogue box in Word will often provide a keyboard shortcut. If not, it is possible to create your own, but that's another story.

If you are filling in a form on a web site and you do not want to provide information it says it must have, there is nothing you can do about it. Either provide it or give up.
You could lie (give mis-information), but that might well be pointless.

A word of caution about social websites: any information you do not want to be available world-wide should not be put onto a website. We see stories about private information shared with friends that someone has thought OK to pass to their friends who pass it on.....

In the same vein do not click on any unexpected email or pop-up links. Do not 'click here' to unsubscribe from a spam source: you will merely confirm your address is genuine. Flag up the source as spam and set up automatic deletion of anything from there.

The next meeting is on Tuesday 28th February 2012 at All Saints Lesser Hall, Victoria Square, Penarth. 7.30 pm for 8.00. We will take a look at an E-book reader. (A Kindle)

For more information ring Howard on 029 20708439.