

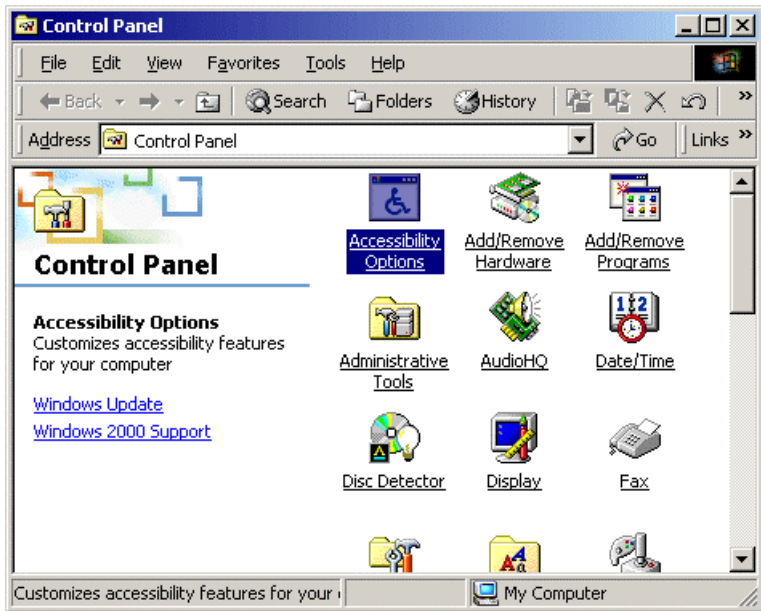
Caps Lock Trick

Don't you hate it when you accidentally hit the Caps Lock key? Sometimes I have a whole sentence typed in before I realize my mistake! (I know, GASP!)

What if you could set your computer up so it alerts you when your pinky finger wanders off and taps the Caps Lock key? With this tip, I'll show you how to make your computer beep & flash the next time it happens.

The first thing you'll need to do is get the computer to beep when you hit the Caps Lock key. Here's how:

1. Click the **Start button, Settings, Control Panel** (XP Users, hit the **Start button, Control Panel**). Open the **Accessibility Options** Icon.



2. On the **Keyboard** tab, click the "Use Toggle Keys" checkbox.

Accessibility Options



Keyboard | Sound | Display | Mouse | General

StickyKeys



Use StickyKeys if you want to use Shift, Ctrl, or Alt key by pressing one key at a time.

Use StickyKeys

Settings...

FilterKeys



Use FilterKeys if you want Windows to ignore brief or repeated keystrokes, or slow the repeat rate.

Use FilterKeys

Settings...

ToggleKeys



Use ToggleKeys if you want to hear tones when pressing Caps Lock, Num Lock, and Scroll Lock.

Use ToggleKeys

Settings...

Show extra keyboard help in programs

OK

Cancel

Apply

That's it for the beeping part.

Next, we need to get your screen to flash you, err, flash at you. Here's how:

1. From the Accessibility Options screen, click the **Sound** tab and check the **"Use SoundSentry"** checkbox.

Accessibility Options



Keyboard | Sound | Display | Mouse | General

SoundSentry



Use SoundSentry if you want Windows to generate visual warnings when your system makes a sound.

Use SoundSentry

Settings...

ShowSounds



Use ShowSounds to tell your programs to display captions for the speech and sounds they make.

Use ShowSounds

OK

Cancel

Apply

2. Next click the Settings button and select **"Flash active window"** from the **"Warning for windowed programs"** drop down box.

Settings for SoundSentry



Choose the visual warning for sounds made by the following types of programs:

Warning for windowed programs

Flash active window

[None]

Flash active caption bar

Flash active window

Flash desktop

OK

Cancel

That's it. **Hit OK until you're clear of property and settings screens.** Open your favorite word processor and hit your **Caps Lock** key.

Cool huh?

P.S. If you don't have an Accessibility Options icon in your Control Panel, you may not have it installed.

To install, hit your **Start button, Settings, Control Panel.** Open the **Add / Remove** programs icon and click the Windows Setup tab. You'll be able to add components from there. Keep in mind you'll need your Windows CD!