

## News & Tips

### Avoid Accidentally Typing in Capitals

If you're not the world's most skilful typist, this is probably something that happens to you a lot: a finger catches the Caps Lock key, perhaps while you're aiming for the Shift key or the A key, and the next time you look at the screen you find you've typed the last few WORDS IN CAPITAL LETTERS!

Luckily, Windows provides an easy way to avoid this. There's a little hidden feature called Toggle Keys which makes your computer beep each time you press Caps Lock. (It also beeps if you press Num Lock or Scroll Lock, but you're less likely to hit those by accident.) With this feature turned on, if you hear an unexpected beep while you're typing, you'll know what's happened.

Here's how to turn on the Toggle Keys feature:

1. The first job is to open Control Panel:
  - Windows 10: open the Start menu, scroll down to the 'W' section, open the **Windows System** folder and click on **Control Panel**.
  - Windows 8.1: press **Win+X** to open the Quick Access menu and click on **Control Panel**.
  - Windows 7: open the Start menu and click on **Control Panel**.
2. In the Control Panel window, click the large green words **Ease of Access**.
3. Below the 'Ease of Access Centre' heading, click the blue words **Change how your keyboard works**.
4. On the next page you'll see the section pictured in the following screenshot. Tick the box beside Turn on **Toggle Keys**.

*Keep hitting the Caps Lock key?*

*Toggle Keys can help you avoid it!*



*Switch on Toggle Keys*

Turn on Toggle Keys

Hear a tone when you press CAPS LOCK, NUM LOCK or SCROLL LOCK.

Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds



You'll notice there's an option to switch Toggle Keys on and off by holding down the Num Lock key for 5 seconds, and it shouldn't really matter whether this is ticked or not. On the one hand, you probably won't want to switch off Toggle Keys, so you might think of unticking it; on the other, you're unlikely to hold down Num Lock for 5 seconds by accident, so it shouldn't hurt to leave it ticked.

5. Click **OK** at the bottom of the Control Panel window and you've finished. From now onwards, whenever you catch the Caps Lock key, you'll hear a warning beep from your PC and you'll know to give that key another tap before you carry on typing.

## Easily Type Accented Letters in Microsoft Word

*Should this word have an accented letter?*

You want to type the word rôle or cliché in Microsoft Word, but you want it to look authentic. You could go to the **Insert** tab on the Ribbon, click **Symbol** and hunt through the available characters to find the correct accented letter, but there's a quicker way: do it by typing!

*Just precede it with the correct key combination*

Here's how it works. When you're ready to type the accented character, you first press a key combination which tells Word that the next letter you type should have (for instance) an acute accent. Then you type the letter itself. The table below shows the key combinations needed for the various accents (each of which looks similar to the accent itself, making them somewhat easier to remember):

Accent	Keys to press
Grave (à è ì ò ù À È Ì Ò Ù)	<b>Ctrl+`</b> then letter
Acute (á é í ó ú ý Á É Í Ó Ú Ý)	<b>Ctrl+'</b> then letter
Circumflex (â ê î ô û Â Ê Î Ô Û)	<b>Ctrl+Shift+^</b> then letter
Umlaut (ä ë ï ö ü ÿ Ä Ë Ì Ö Ü Ÿ)	<b>Ctrl+Shift+:</b> then letter
Tilde (ã ñ õ Ã Ñ Õ)	<b>Ctrl+Shift+~</b> then letter
Cedilla 'ç' (ç Ç)	<b>Ctrl+,</b> then 'c' or 'C'
Ring 'a' (å Å)	<b>Ctrl+Shift+@</b> then 'a' or 'A'
Strikethrough 'o' (ø Ø)	<b>Ctrl+/</b> then 'o' or 'O'
AE ligature (æ Æ)	<b>Ctrl+Shift+&amp;</b> then 'a' or 'A'
OE ligature (œ Œ)	<b>Ctrl+Shift+&amp;</b> then 'o' or 'O'
German scharfes s (ß)	<b>Ctrl+Shift+&amp;</b> then 's'

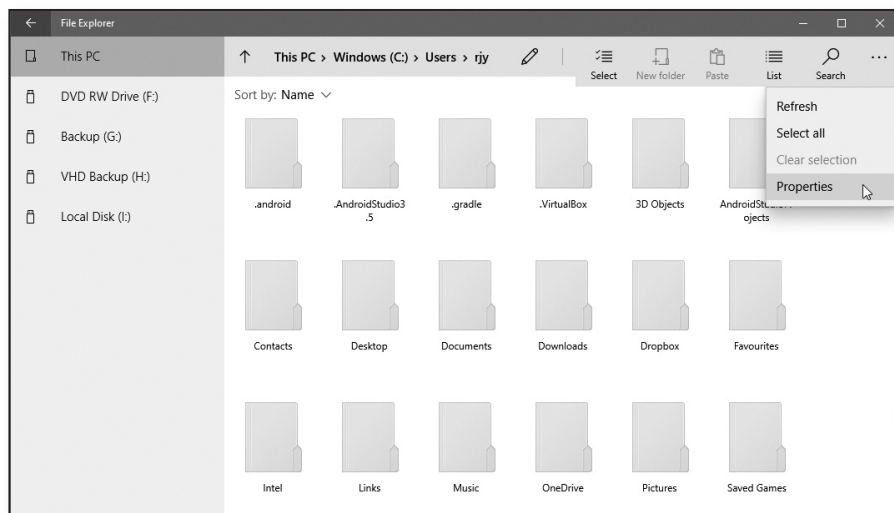
As an example, if you did want to type the word cliché, *Try this example* you'd type **c-l-i-c-h** in the normal way, then you'd press **Ctrl+'** to tell Microsoft Word to add an acute accent to the letter that follows, and finally you'd type the **e**.

## Windows 10: Try a Simpler File Explorer!

Hidden away in Windows 10, there's a much-simplified version of File Explorer. It's intended for use on computers with touch-sensitive screens (chiefly tablets, of course), offering much fewer options than the usual File Explorer and making everything larger and more widely-spaced.

*A finger-friendly version of File Explorer*

That said, you might like to give it a try on a mouse-operated desktop or notebook PC and see whether you prefer it, or at least find it useful to have as an alternative.



Finding it involves some careful typing, but you only have to do it once. Here's what to do:



1. Right-click a blank space on the desktop, move the mouse to **New** and choose **Shortcut**.
2. In the dialog that opens, type this:

```
explorer.exe shell:AppsFolder\c5e2524a-ea46-4f67-841f-6a9465d9d515_cw5n1h2txyewy!App
```

*Be sure to type it correctly!*

Note that there's only one space in this (near the beginning, after '.exe'), and besides the several hyphens there's one unexpected underscore about 18 characters from the end. And yes, that is an exclamation mark before 'App' at the end. Isn't computing odd?

3. Click **Next**, type the name **Simple File Explorer** and click **Finish**.

*Delete the icon if you don't like it*

This adds a 'Simple File Explorer' icon to your desktop which you can double-click to start the program. Don't like it? Just delete that icon from your desktop!