

By Paul J. Raine

Technically Speaking...

A hhh...June in Michigan...time for June bugs and mosquitoes to annoy us outdoors. Here are a couple of indoor annoyances with some suggested solutions:

Q. The CAPS LOCK key on my keyboard is just above the SHIFT key. I often hit the CAPS LOCK key by mistake when I intend to hit the SHIFT key. By the time I realize it, I have a bunch of text all typed unintentionally in CAPS. This is rather annoying because then I have to go back and fix the text. I've looked into replacing the keyboard, but keyboards all seem to have the CAPS LOCK key dangerously close to the SHIFT key. Is there anything I can do to prevent this annoyance from happening?

A. The easiest solution I've found to this pesky problem is to pop off the plastic CAPS LOCK key from the keyboard (that's what I do). Use a small flat blade screwdriver and just pry the key from the keyboard. If you ever need the CAPS LOCK function, you can press the underlying keyboard switch



with a pencil. After your text is typed, if you need a block of lower-case text in CAPS, you can format the text in your word processing program. In Microsoft Word, you do this by: 1) highlight the text you want in CAPS. 2) Right-click the mouse. 3) Select from the pop-up menu. 4) put a check in the "all caps" box and then click the OK button. Unfortunately, there isn't any "all no caps" choice in Microsoft Word.

Q. I have a problem that occurs when I try to highlight text with my mouse in a Microsoft Word document. If the text I want to highlight spans more than one page, I can't seem to stop the document from scrolling too fast. If I move the mouse pointer to the top of the page, then the document scrolls backwards so fast, that (again) I can't stop the scrolling. Is there something I can do to slow the speed of the scrolling?

A. Although there is no specific way to slow down the scrolling when highlighting text, there are a few ways to work around it:

First, if you want to use the mouse, you can place the cursor where you would like to start highlighting and click the left mouse button to anchor the cursor. Then, use the scroll bars to scroll down to where you would like to stop the highlighting. Use the mouse to place the cursor at the desired spot in the text where the highlighting should stop. Now hold down the SHIFT key and click the left mouse button once. This will highlight everything between the two mouse-button clicks. If all you need to do is highlight a paragraph, you can triple click anywhere inside the body of the paragraph and it will highlight the entire paragraph.

For the second solution, you'll need to use the keyboard. Start by placing the cursor where you would like to start highlighting. Then hold down the SHIFT key and press

the down arrow. This will allow you to highlight one line at a time. If you want to go a little faster, you can press the PAGE DOWN button to highlight one screen at a time. Once you have reached the part where you want to stop highlighting, you can also use the left and right arrows to adjust exactly where the highlighting should end. If the left and right arrows are too slow for you, you can hold down the CTRL and the SHIFT keys and press left and right to highlight a word at a time instead of a character at a time.

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