

Instructions

1. Open the ' Start ' menu by clicking on the ' Start ' button or by pressing the ' Windows ' logo key (located between the ' Ctrl' + ' Alt ' keys on most keyboards) alternatively press ' Ctrl ' + ' Esc ' .
2. Click on ' Control Panel ' or press the letter ' C ' on the keyboard.
3. If you see the text ' Pick a category ' (see Fig 1) as the main title on the page and under the 'Control Panel' title you can see ' Switch to Classic View ' you need to click the ' Switch to Classic View ' (you are currently in 'Category View ') by clicking on the link or by pressing tab until the ' Switch to Classic View ' is selected and then press ' Enter ' .

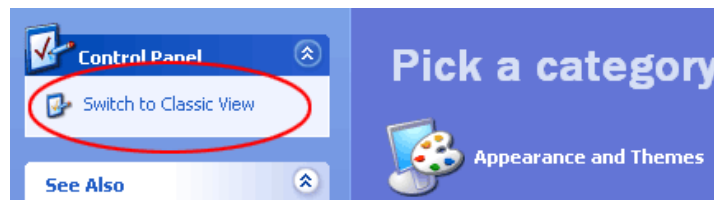


Fig 1

4. In ' Classic View ' Double click on ' Mouse ' or press the ' M ' key repeatedly until ' Mouse ' is highlighted and then press ' Enter ' .
5. The ' Mouse Properties ' page should be displayed (see Fig 2).

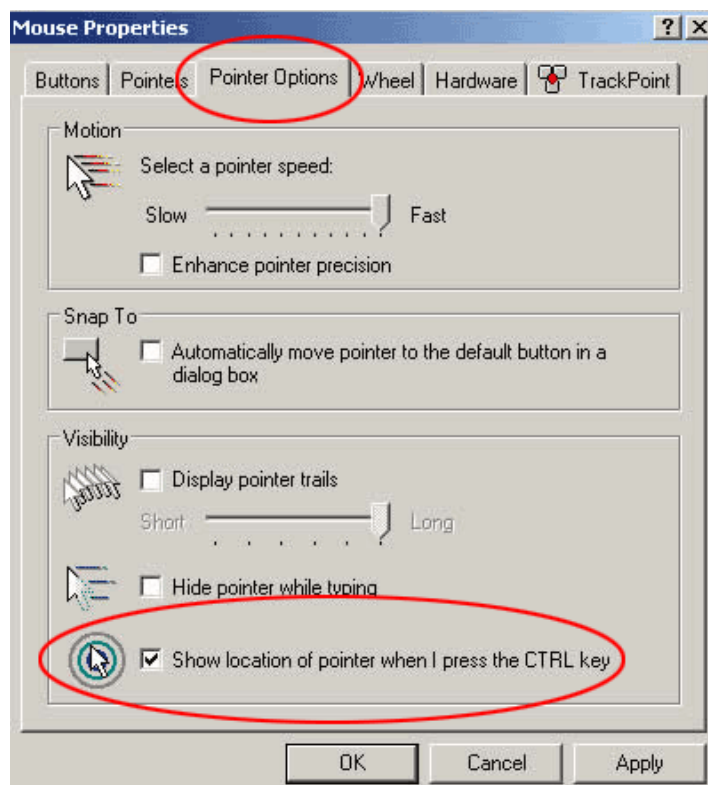


Fig 2

© BBC – see http://www.bbc.co.uk/accessibility/win/sub_root.shtml for more help

6. Click on the ' Pointer Options tab ' or press ' Ctrl ' + ' Tab ' until the ' Pointer Options ' tab is at the front.
7. Click the checkbox marked ' Show location of pointer when I press the CTRL key ' or press ' Alt ' + ' S ' on the keyboard which puts a tick in the box.
8. Click ' OK ' or press ' Enter ' to confirm your choice and exit the mouse properties. Now when you can not find the mouse pointer, pressing ' Ctrl ' on the keyboard will give you a visual clue by surrounding the pointer with circles.

Note: If this does not work it could be because your computer settings cannot be changed due to local IT policies - contact your local IT support for further help.