

Preventing Mouse Pointer Movement When Typing Reports on Your Laptop

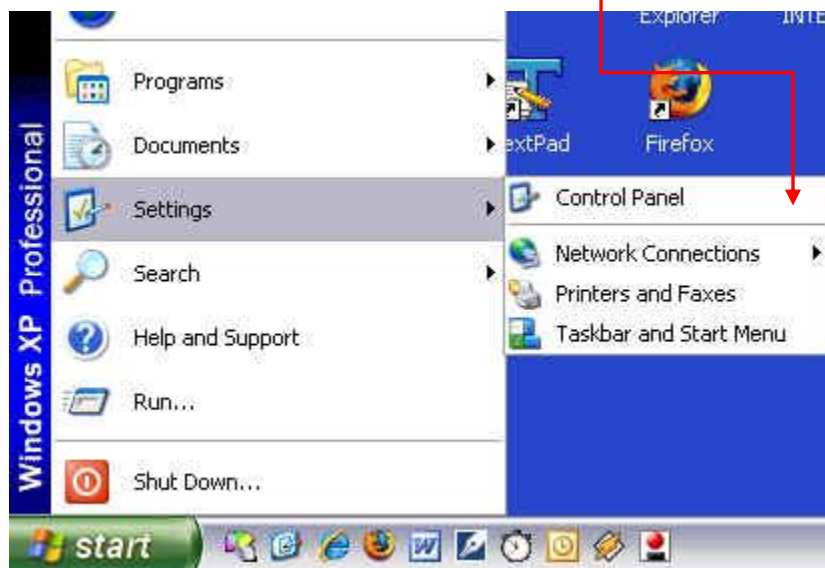
One of the more irritating problems that can happen when typing reports on your laptop is the sudden (often unobserved) movement of the insertion point to some other location on the page. This results in the realization at some point that you have been typing info into the “wrong place”, the subsequent deleting of that mistyped info and then retyping (or cutting and pasting) into the correct location in the report.

It turns out that this is happening because your thumb or palm or some part of your hand is inadvertently brushing the Touch Pad while you are typing, causing the mouse insertion point to move to some other location in your document.

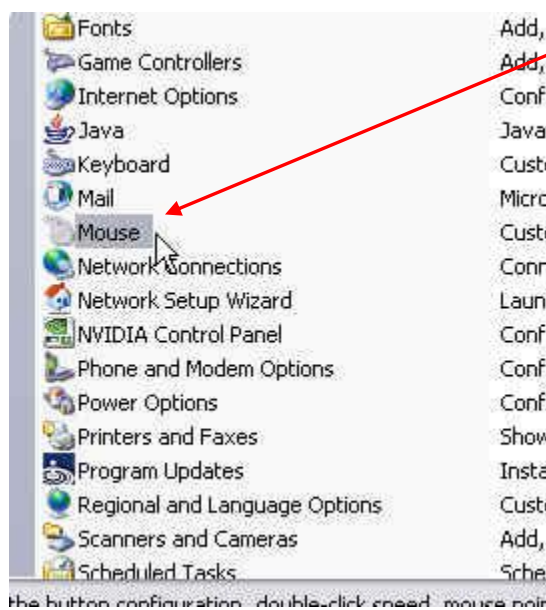
The following information should prevent that from happening.

NOTE—The process described may vary with the particular brand of laptop that you have. Since many of the field staff have Sony laptops of some sort, these instructions will probably meet most FS needs. However, I’ve also included some info from one other brand of laptop (Dell) that will help those who do not have a Sony laptop.

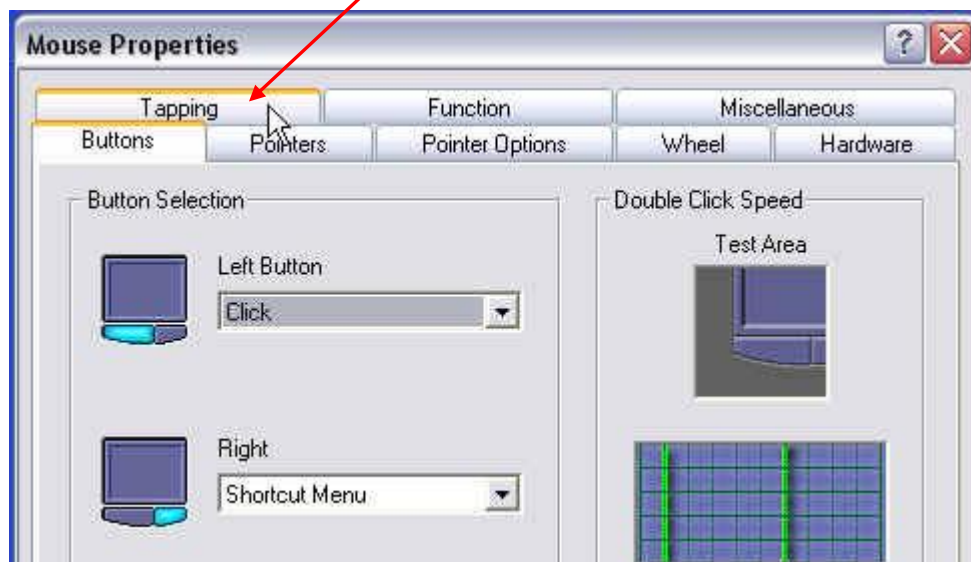
1. Click on “Start”, “Settings” and then “Control Panel” (**Note**—some laptop configurations may show “Control Panel” on the “Start” menu, eliminating the need to click on “Settings”).



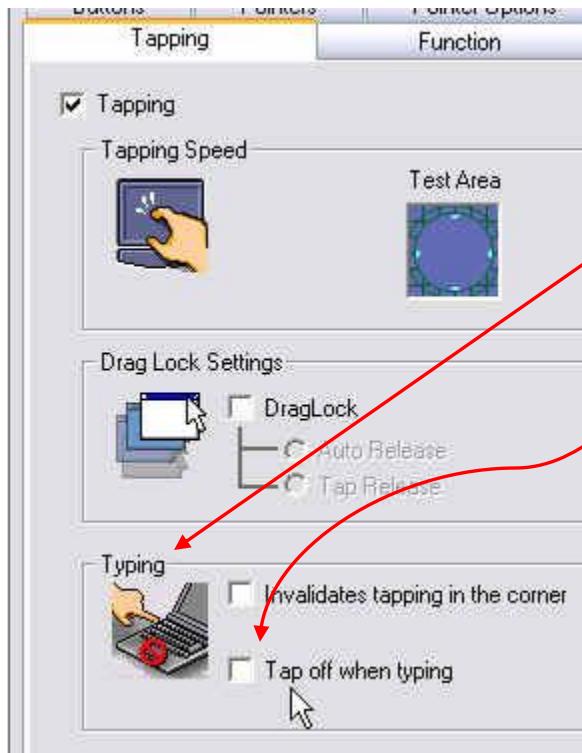
2. Once the Control Panel opens, double-click on “Mouse”



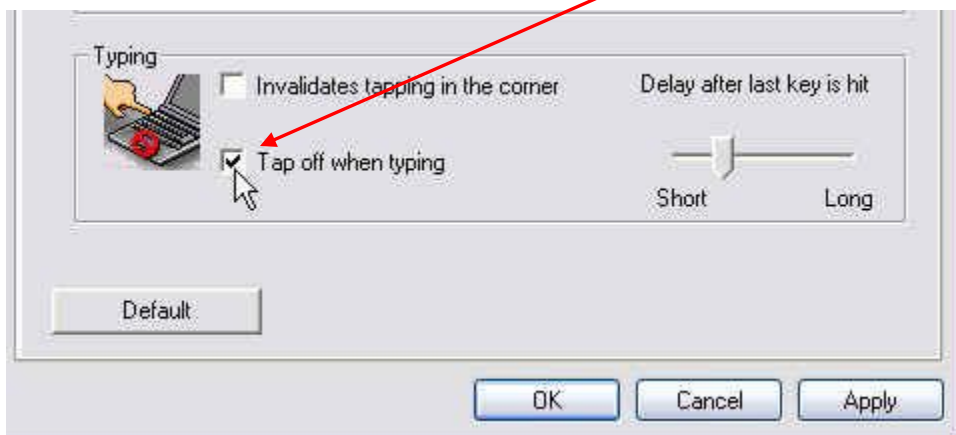
3. In the “Mouse Properties” window that opens, look for the “Tapping” properties tab (remember that this is for the Sony laptops—I’ll talk later about where to look on non-Sony laptops). Click on the “Tapping” tab.



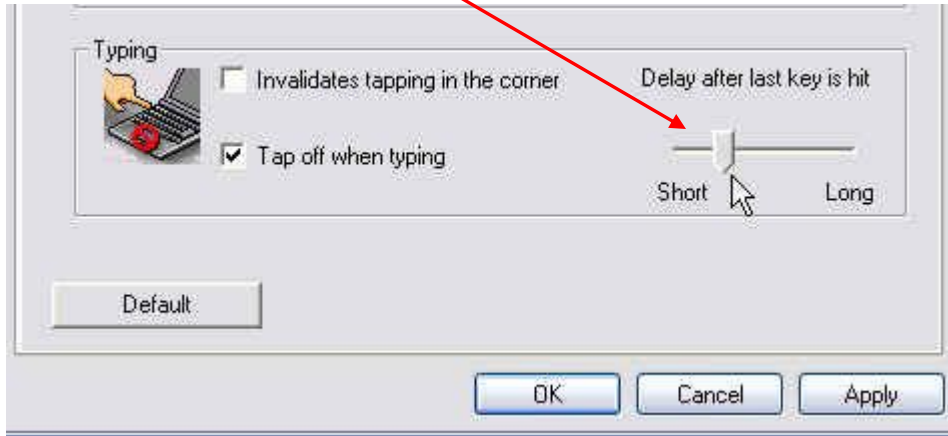
4. Once you have clicked on the “Tapping” tab, look for the section labeled “Typing”. In that section you should see a “check box” labeled “Tap off when typing”



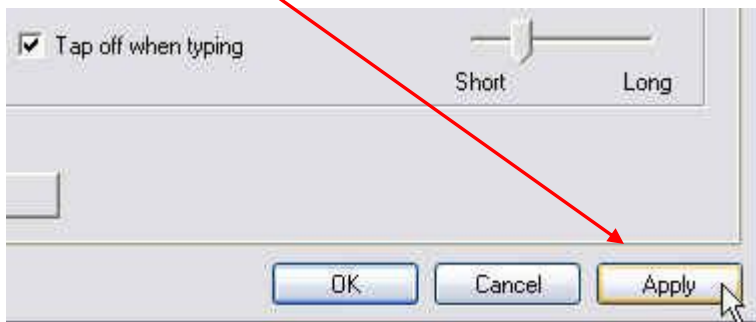
5. Click the “check box” so you can see a **check mark**.



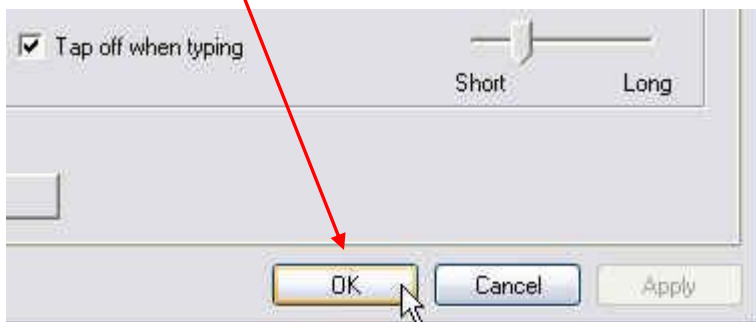
6. You will also notice a “Delay after last key is hit” slider—adjust this to the approximate position indicated here (the position of this slider is not critical). To adjust, click on the slider with the left mouse button, hold the left mouse button down and drag the slider to the left or right until it is located where you want it. Again, the position is not critical.



7. Click on the “Apply” button.



8. Click on the “OK” button.



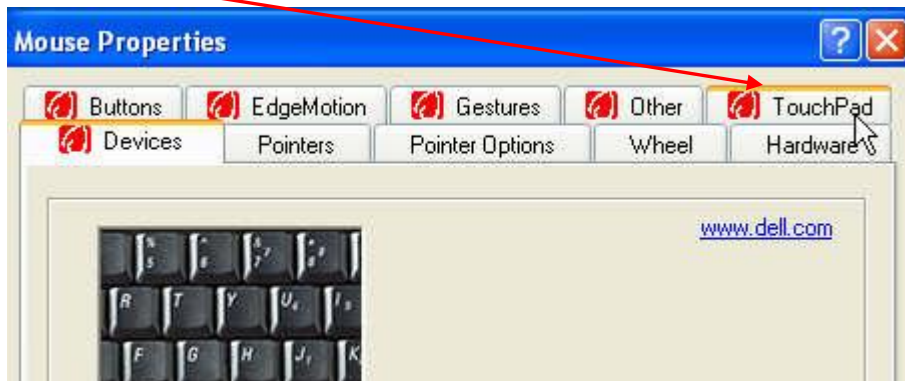
You should now no longer have the problem of the insertion point moving to some other location in your document while you are typing as a result of inadvertently brushing the touch pad with your thumb or palm/hand.

For those FS who do not have Sony laptops, the process is similar. However, the terms, names, labels and locations will probably vary. It is just a matter of finding the place in the “Mouse Properties” window that controls the action of the Touch Pad while you are typing.

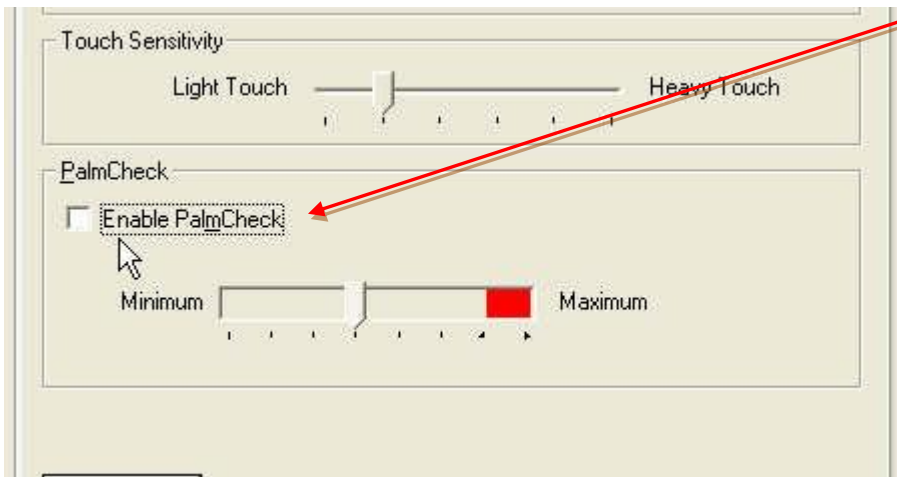
I’ve included an example using my own laptop (Dell) so you can get an idea of what things to look for to accomplish the task.

1. The process of getting to the “Mouse Properties” window is the same as described above for the Sony laptops—click on “Start”, click on “Settings”, click on “Control Panel”, double click on “Mouse”. (**Note** that some laptop configurations may show “Control Panel” on the “Start” menu, eliminating the need to click on “Settings”).

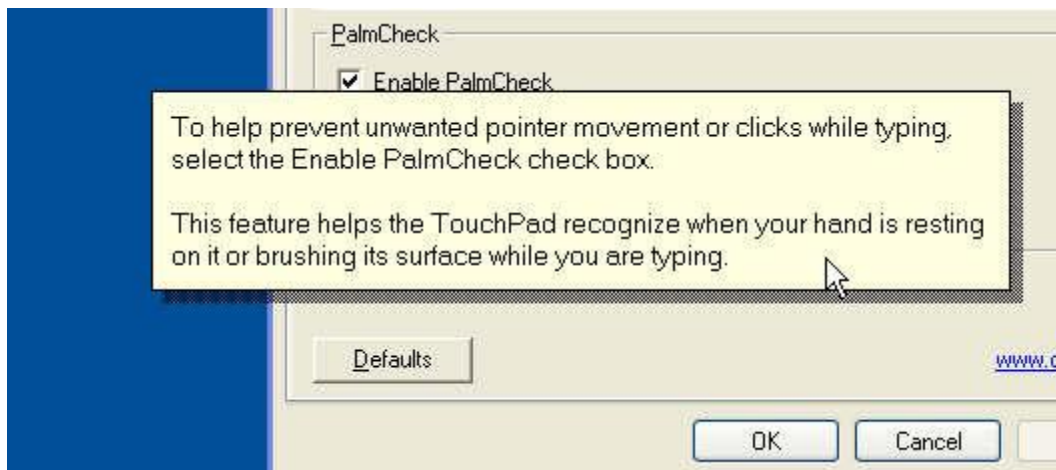
2. Once you have the “Mouse Properties” window open, look for a tab whose name indicates that it probably is involved in controlling the “Touch Pad”. In this case it is a tab that is labeled “Touch Pad”!! You may have to click on several tabs to find what you are looking for.



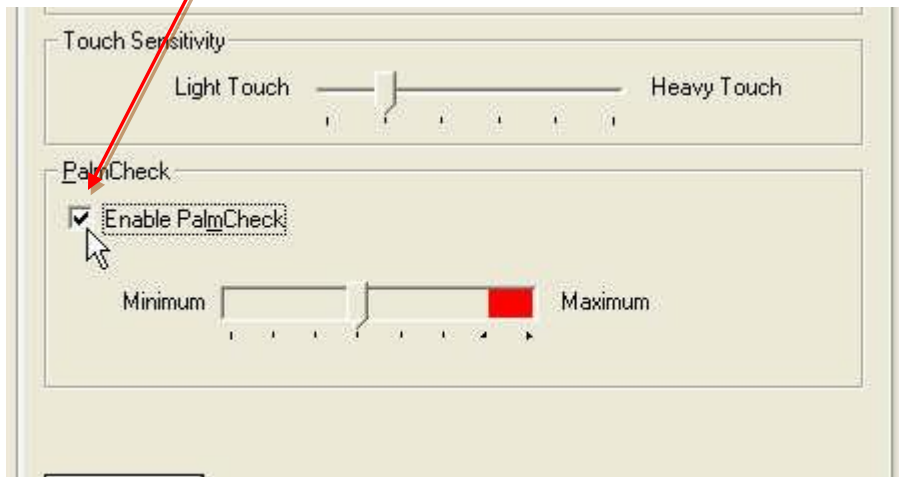
3. After clicking on the appropriate tab look for something that indicates that it controls the touch pad during typing. For some unknown reason, Dell refers to this as “Palm Check”.



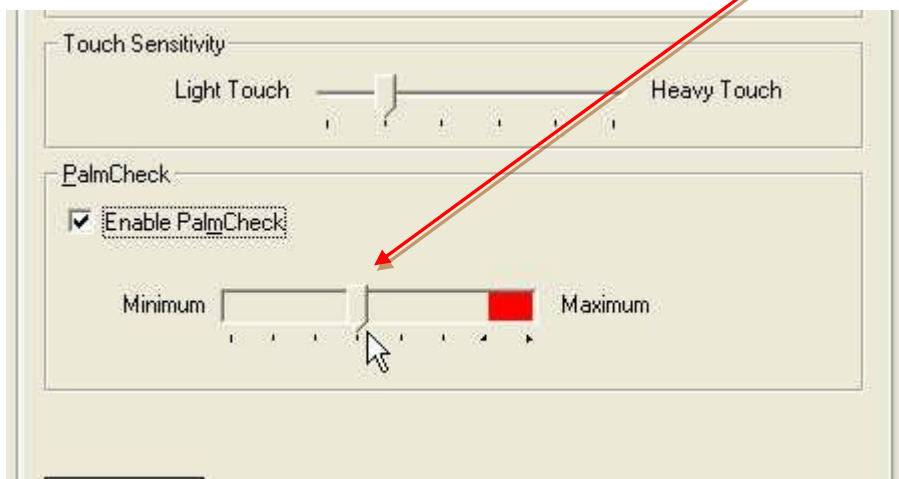
4. The only way I found this was to hover the mouse and a “Help” window popped up indicating what I was looking for.



5. Once you find the place that controls the touch pad during typing, check the box to make this function active,



adjust the slider that controls the amount of delay after the last key is hit before the touch pad is active (the position of this is not critical),



and then click on the “Apply” button and then the “OK” button.

This should now solve the problem of the mouse insertion point moving to some other location while you are typing (as a result of your thumb or palm/hand inadvertently brushing the touch pad).

If you are not able to figure out the appropriate location of this function in your “Mouse Properties” window, make a comment to this post and we can make arrangements work things out together.