

## 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 ' .

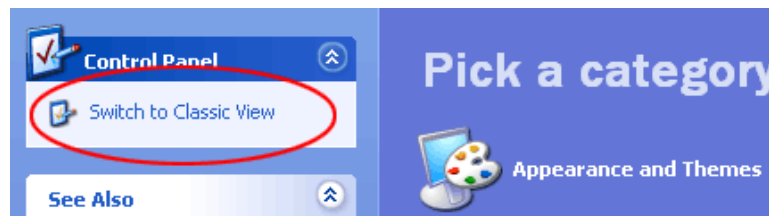


Fig 1

4. Once 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 ).

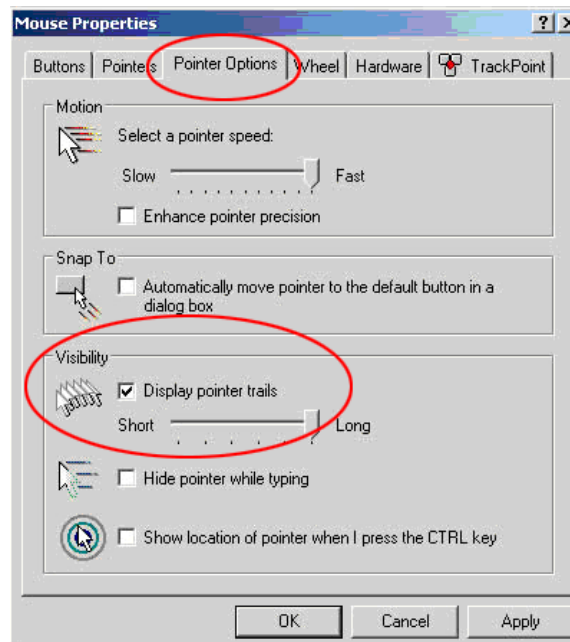


Fig 1

6. Click on the ' Pointer Options ' tab or press ' Ctrl ' + ' Tab ' until the ' Pointer Options ' tab is at the front.

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7. Click the checkbox that says ' Display pointer trails ' or press ' Alt ' + ' D ' on the keyboard.
8. To adjust the size of the pointer trails, either drag the slider underneath ' Display pointer trails ' or press ' Tab ' until the slider bar is highlighted and then use the ' left ' and ' right ' arrow keys to adjust the pointer speed.
9. Click ' OK ' or press ' Enter ' to confirm your choice and return to Windows.  
You should now find that your mouse pointer has trails.

**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.