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## Hearing – Text Warnings

The computer often uses sound to alert you that a task is completed, an error has occurred or that an action is required. Programs that usually convey information only by sound can be instructed to also provide information visually. This is useful for people who cannot hear, or find it difficult to hear, sounds.

Within Windows is a feature called ShowSounds, that instructs programs which usually give information by sounds, to also provide that information by displaying text captions or informative icons.

This skillsheet is for Windows XP. Similar features are available in other versions of Windows. Please consult the Help facility in your version of Windows.

### To Turn ShowSounds On

- Using the mouse, open the **Start** menu by clicking on the **start** button or press the **Windows logo key** (located between the **Ctrl** and **Alt** keys) – or **Ctrl + Esc**.
- Click on the **Control Panel** or press **C + Enter** on the keyboard.
- In the **Control Panel** make sure you are in **Classic View** – this means all the Control Panel icons are showing. If not, click on ‘**switch to classic view**’ in the left hand pane of the **Control Panel** or press **Tab + Enter**.
- Click on **Accessibility Options** or press the **right arrow** and then the **left arrow** on the keyboard + **Enter**.
- In the **Accessibility Options** dialog box you click the **Sound tab** or press **Ctrl+Tab** on the keyboard.



If for any reason your machine does not display this icon, Windows Accessibility has been optionally removed, or not installed. You will need to install it from your original Windows CD ROM. You can consult either the manual, or the Windows Help for details on how to reinstall these options onto your computer.



Fig 1.

- On the **Sound Tab** click **Use ShowSounds** and click **OK** or press **H** to tick the box. Then press **enter**, see Fig. 1.  
**NOTE:** To turn **OFF** ShowSounds you can **untick** the **ShowSounds** box or press **H** on the keyboard.
- To **close** the Control Panel click the **Close** button or press **Alt+F, C**.

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