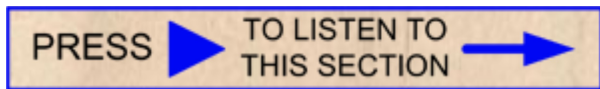


Controlling Your Computer's Audio



When the above notice appears ahead of a section of these classes that you are interested in, I invite you to 'listen' to the section while you follow the printed words. The actual controls for the audio should appear to the right of the above notice, or just below it.

The notice suggests you 'Press' (*select or touch*) the universal **symbol** for 'PLAY' in the control section to the right of or just below the notice. Once you have done so, the **Audio** control keys on your **keyboard** can be used to control the audio: play/pause, Mute, increase or decrease the volume.

While most manufacturers have their own layout for controls on the keyboard, the following instructions should help you locate the audio control keys on your keyboard:

The 'top' row (*furthest row from the user*) of keys on the keyboard are called the 'function' keys. The keys were originally used to select specific 'functions', therefore were labeled with function numbers such as F1 through F12. With the advent of 'all in one' computers, such as laptops and desktops where the computer is built into the screen case, the need for more controls than F1 through F12 became apparent. Also space in such computers was very limited. As a result, the function keys were assigned alternate functions, usually displayed by icons on the keys. In order to invoke the new function instead of the F number, yet another key was added to the mix. The 'Fn' key (*function key*) was added to keyboards, usually left of the space bar (*long key*). Sometimes the manufacturer will color the function icons and the function key legend differently than all the other keys to make use of them more intuitive: press and hold the Fn key, then poke the appropriate function key. Release the Fn key when you are done using the desired functions. Before you wonder why they didn't use the character case *shift* key, the 'shift lock' key would interfere with function key usage.

Universal (*multi-national*) symbols

You may already know some of the **universal** control symbols from you use of remote controllers, clothes washing machines, dishwashing machines

and audio/video players, to mention only a few devices that respond to 'play' and 'pause'. The following photo is to show you the player symbols and where they are located on one of my computers. Don't expect to find yours in the same place:

