

5. Choose Apply to make your changes and leave the dialog box open or choose OK to make your changes and close the dialog box.

**To change the mouse double-click speed:**

1. From the Start menu, choose Settings.
2. From the Settings submenu, choose Control Panel.
3. In the Control Panel window, double-click the Mouse icon.
4. In the Mouse Properties dialog box, on the Buttons page, in the Double-click speed area, drag the slider to the desired position.
5. Choose OK.

**To change the mouse tracking speed:**

1. In the Mouse Properties dialog box, select the Motion tab.
2. In the Pointer speed area, drag to change the pointer speed.
3. Choose OK.

**To create a shortcut to a program, file, or folder:**

Windows NT Explorer method

1. In Windows NT Explorer, select the item for which you want to create a shortcut.
2. Use the right mouse button to drag the item onto the desktop.
3. From the shortcut menu, choose Create Shortcut(s) Here.

Create Shortcut Wizard method

1. Right-click on an empty area of the desktop, choose New.
2. From the New submenu, choose Shortcut.
3. On the initial screen of the Create Shortcut Wizard, in the Command line text box, enter the path, and then choose Next>.
4. If desired, on the second screen of the wizard, enter a new name for the shortcut, and then choose Finish>.

**To rename shortcuts:**

1. Select the desired shortcut icon.
2. Click the shortcut name.
3. Type the new shortcut name.
4. Press ENTER