

To remove the rulers

- say **“Rulers Close”**

To access any Rulers menu item when the Rulers icon is in the System Tray

- say **“Rulers”** followed by the first word of the menu item

Examples: **“Rulers Right”** toggles the right ruler

“Rulers Color” brings up the Rulers Color dialog box

The Rulers utility is especially useful when you're first getting used to moving the mouse and when you need to move the mouse very precisely.

The ruler coordinates appear on the edges of your screen. The program windows on your screen and any windows you bring up automatically resize to fit within the rulers.

Placing and clicking

To place the arrow at a specific position on the screen and click the left mouse button

- say a vertical coordinate from 0 to 100 followed by **“By”** followed by a horizontal coordinate from 0 to 100

Examples: **“50 By 50”** places the arrow in the middle of the screen and clicks

“5 By 23” moves the arrow near the top left corner of the screen and clicks; if there is an icon at this screen location the click will *select the icon*

Figure 4.2b: “5 By 23”



Note: Most of the time it's more efficient to open programs using the **“<standard program name> Open”** and **“start”** commands that you learned about in lesson 2.1 and 2.2. Also see page 3 of this lesson for more on practical mouse use.

To place the arrow at a specific position on the screen and double-click the left mouse button or right-click

- say a vertical number followed by **“By”** followed by a horizontal coordinate, followed by **“Touch Twice”** or **“Touch Right”**

Examples: **“10 By 20 · Touch Twice”** moves the arrow near the top left corner of your screen and left-clicks twice; if there is an icon at this screen location, the double-click will *launch the program*

“60 By 42 · Touch Right” moves the arrow to the 60 by 42 coordinates and right-clicks

To change just the vertical position (y-axis) of the arrow, then left-click

- say a vertical coordinate followed by **“By”**

Examples: **“40 By”** moves the arrow to the vertical 40 coordinate and clicks

To change just the horizontal position (x-axis) of the arrow, then left-click

- say **“By”** followed by a horizontal coordinate