Adaptive Computing Lab

Setting Up "Filter Keys" in Vista

You can set Windows to ignore keystrokes that occur in rapid succession, or keystrokes that are held down for several seconds unintentionally. The instructions below explain how to set us this feature. The left column indicates how to accomplish this only using the mouse; the right column shows how to do it only using the keyboard.

	Mouse actions	Keyboard actions
1	To open the **Ease of Access Center**, select: • **Start**. • **Control Panel**. • **Ease of Access**. • **Ease of Access Center**.	To open the **Ease of Access Center**, press: • Windows logo key ⊞+U.
2	Under **Explore all settings**, select: • **Make the keyboard easier to use**.	Under **Explore all settings**, select: • **Make the keyboard easier to use** by pressing TAB, then ENTER.
3	Under **Make it easier to type**, select: • **Turn on Filter Keys**.	Under **Make it easier to type**, select: • **Turn on Filter Keys** by pressing ALT+I.

Set up Filter Keys

	Mouse actions	Keyboard actions
1	Under **Make it easier to type**, select: • **Set up Filter Keys**.	Under **Make it easier to type**, select: • **Set up Filter Keys** by pressing ALT+L.
2	In **Set up Filter Keys**, be sure **Turn on Filter Keys** is selected, then select from the following options:	In **Set up Filter Keys**, be sure **Turn on Filter Keys** is selected (if not, press ALT+L), then select from the following options:

	Turn on Filter Keys when right SHIFT is pressed for 8 seconds if you want to use the shortcut key to turn Filter Keys on and off. **Display a warning message when turning a setting on** if you want to see a visual message when turning Filter Keys on and off. **Make a sound when turning a setting on and off** if you want an audible message when turning Filter Keys on and off. **Beep when keys are pressed or accepted** if you want to hear a beep when keystrokes are accepted. **Display the Filter Keys icon on the taskbar** if you want a visual reminder that Filter Keys is on. **Save** to save your settings and close the dialog box.	options: **Turn on Filter Keys when right SHIFT is pressed for 8 seconds** by pressing ALT+K, if you want to use the shortcut key to turn Filter Keys on and off. **Display a warning message when turning a setting on** by pressing ALT+A, if you want to see a visual message when turning Filter Keys on and off. **Make a sound when turning a setting on and off** by pressing ALT+M, if you want an audible message when turning Filter Keys on and off. **Beep when keys are pressed or accepted** by pressing ALT+W, if you want to hear a beep when keystrokes are accepted. **Display the Filter Keys icon on the taskbar** by pressing ALT+I, if you want a visual reminder that Filter Keys is on.
3	Under **Type text here to test settings**: Test your settings by typing within the box before saving your settings.	Move to: **Type text here to test settings**, ALT+N. - Test your settings by typing within the box before saving your settings.
4	Save your settings and close the dialog box. Select **Save**.	Save your settings and close the dialog box. Select **Save** by pressing TAB, then ENTER.

Make the keyboard easier to use

When you select these settings, they will automatically start each time you log on.

Control the mouse with the keyboard ──────────────────────────────

☐ Turn on Mouse Keys

   Use the numeric keypad to move the mouse around the screen.

   Set up Mouse Keys

Make it easier to type ──

☐ Turn on Sticky Keys

   Press keyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.

   Set up Sticky Keys

☐ Turn on Toggle Keys

   Hear a tone when you press CAPS LOCK, NUM LOCK, or SCROLL LOCK.

   ☐ Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds

☐ Turn on Filter Keys

   Ignore or slow down brief or repeated keystrokes and adjust keyboard repeat rates.

   Set up Filter Keys

Make it easier to use keyboard shortcuts ──────────────────────────

☐ Underline keyboard shortcuts and access keys

See also ──

Add a Dvorak keyboard and change other keyboard input settings

Keyboard settings

Learn about additional assistive technologies online

[Save] [Cancel] [Apply]