



Adaptive Computing Lab

Windows 7 Accessibility Features

Make the keyboard easier to use

You can use your keyboard to control the mouse and make it easier to type certain key combinations.

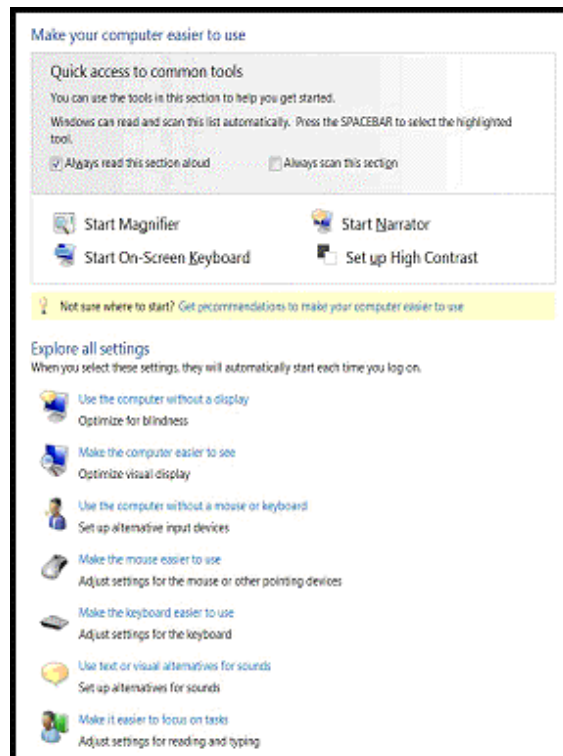
You can adjust these settings on the [Make the keyboard easier to use page](#) in the Ease of Access Center.

1. Open the Control Panel, click the Ease of Access Center

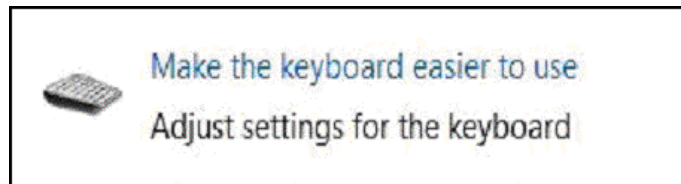


(You may also get to the Ease of Access Center using the Windows logo key plus U keyboard shortcut.)

2. Ease of Access Center options page is shown below



3. Select “Make the keyboard easier to use”



4. Select the options that you want to use:

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 **M**ouse Keys
Use the numeric keypad to move the mouse around the screen.
[Set up Mouse Keys](#)

Make it easier to type

- Turn on **S**ticky Keys
Press keyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.
[Set up Sticky Keys](#)
- Turn on **T**oggle **K**eys
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 **F**ilter 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

- U**nderline keyboard shortcuts and access keys

Make it easier to manage windows

- Prevent windows from being automatically arranged when moved to the edge of the screen

See also

- [Add a Dvorak keyboard and change other keyboard input settings](#)
- [Keyboard settings](#)
- [Learn about additional assistive technologies online](#)

Explanation of keyboard options

- Turn on **Mouse Keys**. This option sets Mouse Keys to run when you log on to Windows. Instead of using the mouse, you can use the arrow keys on your keyboard or the numeric keypad to move the pointer.
- Turn on **Sticky Keys**. This option sets Sticky Keys to run when you log on to Windows. Instead of having to press three keys at once (such as when you must press the Ctrl, Alt, and Delete keys together to log on to Windows), you can use one key by turning on Sticky Keys and adjusting the settings. This way, you can press a modifier key and have it remain active until another key is pressed.
- Turn on **Toggle Keys**. This option sets Toggle Keys to run when you log on to Windows. Toggle Keys can play an alert each time you press the Caps Lock, Num Lock, or Scroll Lock keys. These alerts can help prevent the frustration of inadvertently pressing a key and not realizing it.
- Turn on **Filter Keys**. This option sets Filter Keys to run when you log on to Windows. You can set Windows to ignore keystrokes that occur in rapid succession, or keystrokes that are held down for several seconds unintentionally.
- Underline keyboard shortcuts and access keys. This option makes keyboard access in dialog boxes easier by highlighting access keys for the controls in them. For more information about keyboard shortcuts, see Keyboard shortcuts.
- Prevent windows from being automatically arranged when moved to the edge of the screen. This option prevents windows from automatically resizing and docking along the sides of your screen when you move them there.
- You may change the keyboard to an alternative input system (for a Dvorak keyboard instead of a QWERTY keyboard)
- You may change Keyboard Properties

