Make the keyboard easier to use

For a student who has pain or discomfort when using the keyboard, consider a different style of keyboard (options discussed below) and also make sure to adjust the keyboard controls. You can adjust these settings on the **Make the keyboard easier to use** page in the Ease of Access Center.

1. In Windows 7 or Windows Vista, open the [**Make the keyboard easier to use**](http://windows.microsoft.com/en-us/Windows7/Make-the-keyboard-easier-to-use) page by clicking the **Start** button Description: Picture of the Start button, clicking **Control Panel**, clicking **Ease of Access**, clicking **Ease of Access Center**, and then clicking Make the keyboard easier to use.
2. On the **Make the keyboard easier to use** page, select the options that you want to use:
   * **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 at a time by turning on Sticky Keys and adjusting the settings. Then, 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 below).
   * **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.

Keyboard shortcuts

Keyboard shortcuts are combinations of two or more keys that, when pressed, can be used to perform a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier for students with all kinds of impairments, particularly dexterity impairments who might find using the mouse tiresome. Memorizing a few keyboard shortcuts makes it faster for students to get to where they need to go.

A list of keyboard shortcuts for Windows is available at [http://windows.microsoft.com/en-US/Windows7/  
Keyboard-shortcuts](http://windows.microsoft.com/en-US/Windows7/Keyboard-shortcuts)

Here are a few keyboard shortcuts for the features mentioned in this section:

| **Press this key** | **To do this** |
| --- | --- |
| RIGHT SHIFT for eight seconds | Turn Filter Keys on and off |
| LEFT ALT+LEFT SHIFT+PRTSCN (or PRTSC) | Turn High Contrast on or off |
| LEFT ALT+LEFT SHIFT+NUM LOCK | Turn Mouse Keys on or off |
| SHIFT five times | Turn Sticky Keys on or off |
| NUM LOCK for five seconds | Turn Toggle Keys on or off |
| Windows logo key Description: Picture of Windows logo key +U | Open the Ease of Access Center |

Use the computer without the mouse or keyboard

Windows has two features that make it possible to use the computer without using a mouse or keyboard: Speech Recognition, which lets you use voice commands to navigate Windows 7 or Windows Vista, and On-Screen Keyboard, which lets you enter text by selecting keys on a visual keyboard on the screen.

You can turn on or adjust settings for these features on the **Use the computer without a mouse or keyboard** page in the Ease of Access Center.

|  |
| --- |
| **Tip** To go to the Ease of Access Center, press Windows logo key Description: Picture of Windows logo key + U. |

1. In Windows 7 or Windows Vista, open the [**Use the computer without a mouse or keyboard**](http://windows.microsoft.com/en-us/Windows7/Use-the-computer-without-the-mouse-or-keyboard-alternative-input-devices) page by clicking the **Start** button Description: Picture of the Start button, clicking **Control Panel**, clicking **Ease of Access**, clicking **Ease of Access Center**, and then clicking **Use the computer without a mouse or keyboard**.
2. Select the options that you want to use:
   * **Use On-Screen Keyboard**. On-Screen Keyboard displays a visual keyboard with all the standard keys. Instead of relying on the physical keyboard to type and enter data, you can use On-Screen Keyboard to select keys using the mouse or another pointing device. On-Screen Keyboard in Windows 7 can be resized and customized to make it easier to see and use. On-Screen Keyboard now also includes text prediction in eight languages. When text prediction is enabled, as you type, On-Screen Keyboard displays a list of words that you might be typing. For more information, see [Type without using the keyboard (On-Screen Keyboard)](http://windows.microsoft.com/en-us/windows7/Type-without-using-the-keyboard-On-Screen-Keyboard).
3. **On-screen keyboard programs** provide an image of a standard or modified keyboard on the computer screen. The user selects the keys with a mouse, touch screen, trackball, joystick, switch, or electronic pointing device. On-screen keyboards often have a scanning option. With the scanning capability turned on, the individual keys on the on-screen keyboard are highlighted. When a desired key is highlighted, the user is able to select it by using a switch positioned near a body part that he or she has under voluntary control. On-Screen Keyboard is found in [Windows 7](http://windows.microsoft.com/en-US/Windows7/Type-without-using-the-keyboard-On-Screen-Keyboard) and [Windows Vista](http://windows.microsoft.com/en-US/windows-vista/Type-without-using-the-keyboard-On-Screen-Keyboard).