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## Keyboard – Using it One-Handed

Many people use a computer keyboard with one hand, with a typing wand grasped in a fist, or using a mouth stick.

Many software programs require you to press two or three keys at one time (e.g. **Ctrl + S** to save your document). For people who type using a mouth stick this is impossible – and for those using one hand such combinations may be difficult or uncomfortable.

A feature called StickyKeys makes the modifier keys (i.e. **Ctrl**, **Alt** and **Shift**) “sticky”. In other words it allows you to press one key at a time and instructs Windows to respond as if the keys had been pressed simultaneously.

This skillsheet is for Windows XP. Similar features are available in other versions of Windows. Please see our website at [www.abilitynet.org.uk/mway](http://www.abilitynet.org.uk/mway) or consult the Help facility in your version of Windows.

### To Turn StickyKeys On

- Using the mouse, Click the **start** button or alternatively you can press the **windows logo** key on your keyboard (or **Control + Esc**).
- Click on **Control Panel** or press the letter **C** on the keyboard.
- Double click on **Accessibility Options** or press the **A** key repeatedly until Accessibility Options is highlighted and then press **Enter**. The Accessibility Options properties box should now be displayed and as default this window will display the current keyboard settings. (see Fig 1). (If you cannot see the accessibility option, you may need to view the Control Panel in Classic view, not category view).



**If for any reason your machine does not display this icon, Windows Accessibility has been optionally removed, or not installed. You will need to install it from your original Windows CD ROM. You can consult either the manual, or the Windows Help for details on how to reinstall these options onto your computer.**

- If you are not already looking at the Keyboard tab, either click on it or press **Control + Tab** until it is at the front.
- Click the checkbox marked **Use StickyKeys** or alternatively press **Alt + U** on the keyboard which puts a tick in the box.
- Click **OK** or press **Enter** to confirm your choice and exit the Accessibility Options properties.

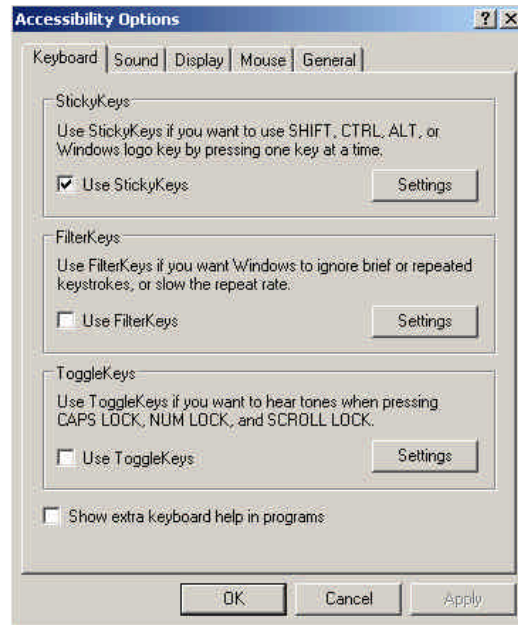


Fig 1

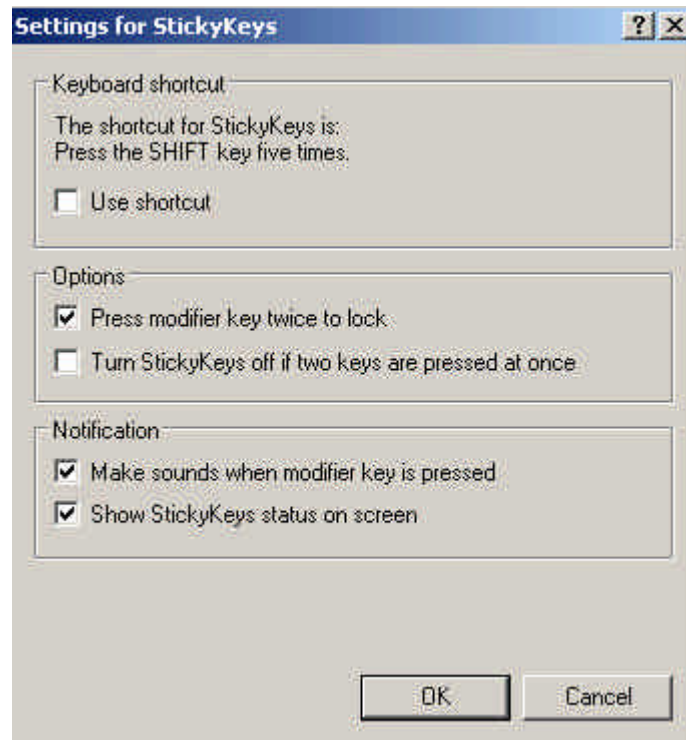
StickyKeys operates in two modes; Latched mode and Locked mode: Any and all of the modifier keys (SHIFT, CTRL, and ALT) can be latched or locked in combination.

**Latched mode:** Tapping once on a modifier key puts it into Latched mode. So the key pressed is held down for you until you release the mouse button or press a key that is not a modifier key. If the StickyKeys sound features are enabled, you will hear a short low-beep/high-beep. When the next non-modifier key is pressed, the modifier key(s) are released.

**Locked mode:** Tapping twice in succession on a modifier key puts it into Locked mode. If the StickyKeys sound features are enabled, you will hear a short low-beep/high-beep after the first tap and a single high beep after the second tap. Once a modifier key is locked, it stays locked until it is pressed a third time. It is possible however to disable the Locked mode of StickyKeys by making sure the “press modifier key twice to lock” option box is not checked.

## Adjusting StickyKeys Settings

StickyKeys has a number of settings which can be adjusted by clicking on **Settings** or pressing the letter **Alt + S** with the keyboard.



If the **Use shortcut** is enabled, StickyKeys can be turned on or off by using a hot key (which is pressing the SHIFT key five times). If you have the sound features of StickyKeys enabled, you will hear a rising siren tone when StickyKeys is turned on or off using the hot key.

- Enable this by clicking the **use shortcut** checkbox or pressing **Alt + U** to check the box.

Having the option **Press modifier key twice to lock** checked means that you can latch and lock the modifier keys. It is possible however to disable the Locked mode of StickyKeys by making sure the **Press modifier key twice to lock** box is not checked.

- Enable this by clicking the **Press modifier key twice to lock** checkbox or by pressing **Alt + P**.

If the **Turn StickyKeys off if two keys are pressed at once** option is enabled, StickyKeys automatically switches off when it detects two keys held down at the same time. This can be particularly useful for shared computers.

- Enable this by clicking the **Turn StickyKeys off if two keys are pressed at once** checkbox or by pressing **Alt + T**.

Some people do not like to have keyboard sounds, while others find them useful. You can turn feedback sounds on or off in the StickyKeys properties by using the option **Make sounds when modifier key is pressed**.

- Enable this by clicking the **Make sounds when modifier key is pressed** checkbox or by pressing **Alt + M**.

When the **Show StickyKeys status on screen** option is checked, three small boxes appear in the system tray near your clock, to show when StickyKeys is running.



- Enable this by clicking the **Show StickyKeys status on screen** checkbox or by pressing **Alt + S**.

Click **OK** or press **Enter** to return to the Accessibility Options page.

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