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## Mouse – Using the Keyboard

Many people find using a standard mouse difficult. Choosing an alternative to the standard mouse may help, but others may find pressing keys on the keyboard to control the mouse the easiest option for them. This feature is called MouseKeys.

This skillsheet shows you how to activate MouseKeys that enable you to control your mouse from the numeric keypad. You need not have a conventional mouse plugged in to use this feature.

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

### To Turn MouseKeys On

- Click the **Start** button or press **Ctrl + Escape** to display the Start menu.
- Click on **Settings** or press **S** until settings is highlighted and press Enter.
- Click on **Control Panel** or press **C** until Control Panel is highlighted and press Enter.
- Double click on **Accessibility** or press **A** until accessibility is highlighted and press Enter to display the **accessibility options** dialog box. (If you cannot see the accessibility option, you may need to view the Control Panel in Classic view, not category view)
- Click on the **Mouse** tab, or press **Ctrl + Tab** until the mouse tab is at the front. (See Fig 1)



**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.**

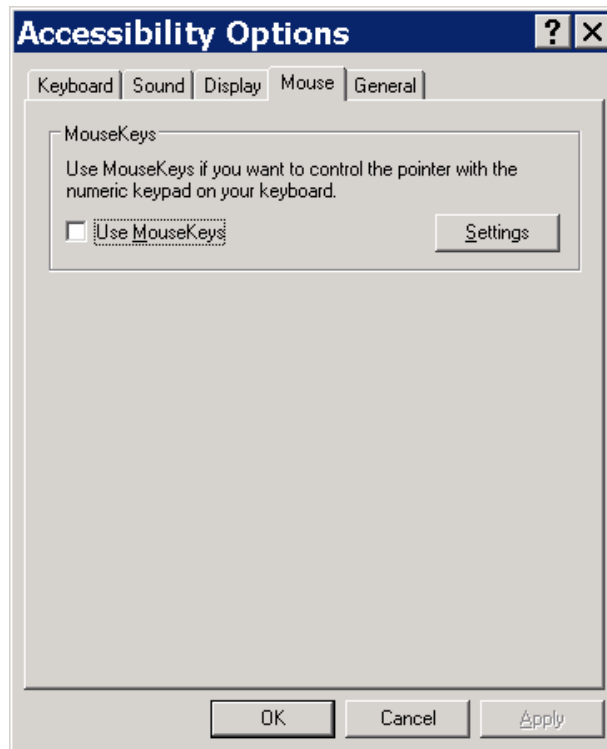


Fig. 1

- Click the checkbox marked **Use MouseKeys** or press **Alt + M** to turn MouseKeys on.
- Click **OK** or press **Enter** to return to Windows.
- You should be able to use the number pad on your keyboard to control the mouse cursor. See Fig. 2 for a description of which keys do what.

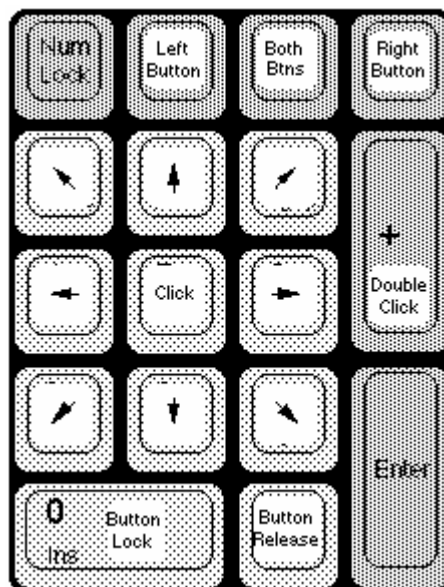


Fig. 2

## Changing MouseKeys Settings

Here are some instructions for changing the settings for MouseKeys.

- Click the **Start menu** button or press **Ctrl + Escape** to display the Start menu.
- Click on **Settings** or press **S**.
- Click on **Control Panel** or press **C**.
- Double click on **Accessibility Options** or press the **A** key repeatedly until **Accessibility Options** is highlighted and then
- Click on the **Settings** button or press **Alt + S** to display the settings dialog box (see Fig. 3)



Fig.3

## Use Shortcut

If this option is selected, then **MouseKeys** can be activated by pressing the key combination **Left Alt + Left Shift + Num Lock**. If you are using only one finger, a mouthstick, or a headpointer to operate the computer, the easiest way to activate MouseKeys is to first activate StickyKeys by tapping either SHIFT key five times. You can then press the three keys in sequence rather than simultaneously.

- Check this option by clicking in the **Use Shortcut** check box or pressing **Alt + U** to check this check box.
- Click **OK** or press **Enter** to return to the Accessibility options.

## Pointer Speed: Top Speed

Specifies the maximum speed at which the mouse pointer moves when you hold down a MouseKeys direction key.

- Use the mouse to click on and drag the slider to where you want it, or press **Alt + T** to select the **Top Speed** slider bar and then use the left or right arrow keys to adjust the slider position. Click **OK** or press **Enter** to return to the Accessibility options.

## Pointer Speed: Acceleration

Specifies how quickly the mouse pointer accelerates to its maximum speed when you hold down a MouseKeys direction key.

- Use the mouse to click on and drag the slider to where you want it, or press **Alt + A** to select the **Top Speed** slider bar and then use the left or right arrow keys to adjust the slider position. Click **OK** or press **Enter** to return to the Accessibility options.

## Hold down Ctrl to speed up and Shift to slow down.

Specifies that you can use the **Shift** and **Ctrl** keys to temporarily slow down or speed up mouse pointer movement when you are using MouseKeys. To move the pointer slowly, hold down the **Shift** key while you press the MouseKeys direction keys. To move the pointer slowly, hold down the **Ctrl** key while you press the MouseKeys direction keys.

- Click in this box or press **Alt + H** to check this box.

## Use MouseKeys when Numlock is on\off

Specifies whether the **Num Lock** setting must be on or off for the numeric keypad to function as MouseKeys. This enables you to switch between MouseKeys and standard keypad operation by pressing Num Lock.

If you also want to use the numeric keypad for data entry click **OFF**, If you use the numeric keypad for navigation and for the INS and DEL keys, click **ON**.

- Click in the **on** or **off** box to set this option, or press **Alt + N** to set the option to **On** or press **Alt + F** to set the option to **Off**

## Show MouseKeys Status on Screen

Displays a status indicator for MouseKeys on the taskbar.

Click in this box to check it, or press **Alt + S** to check the box.

**Note:** If SlowKeys is active, all the MouseKeys control keys respond according to the acceptance delay set for SlowKeys.

**Note:** If the MouseKeys feature is on but NUM LOCK is toggled to the opposite setting, the MouseKeys icon in the taskbar shows that MouseKeys is disabled.

For example, if you were using the numeric keypad for number entry before starting MouseKeys, when you toggle out of MouseKeys by using the NUM LOCK key, you can enter numbers with the numeric keypad. If you were using the numeric keypad as a cursor keypad before starting MouseKeys, when you toggle out of MouseKeys by using the NUM LOCK key, you will have a cursor keypad.

It can be useful to combine use of MouseKeys and a physical mouse. For example, you can use the standard mouse to move quickly around the screen, and then use MouseKeys to move more precisely (unit by unit) to your final destination. Some people cannot use the standard mouse while simultaneously holding down the mouse button, so you can use MouseKeys to lock down the currently active mouse button, then move the mouse cursor by using MouseKeys or the real mouse, and then release the mouse button by using MouseKeys.

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