



Tuning your keyboard in Windows Vista



Indicates the keyboard shortcuts



Indicates the mouse instructions

In Vista **Ease of Access Centre** has replaced **Accessibility Options** in the **Control Panel**.

1. To open **Ease of Access Centre**:



Press Windows logo key  + U



Control Panel



[Ease of Access Center](#)
Let Windows suggest settings

2. **TAB** to and press **Enter** or click to select **Make the keyboard easier to use** under **Explore all settings**.



Make the keyboard easier to use

Adjust settings for the keyboard



Use text or visual alternatives for sounds

Set up alternatives for sounds



Make it easier to focus on tasks

Adjust settings for reading and typing



3. You will see there are several options available to help you tune your keyboard.

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



Mouse Keys

Mouse Keys enables you to use the numeric keypad on a standard keyboard as a three button mouse.

1. Press **Alt + M** or click to select **Turn on Mouse Keys**, to customise click to select **Setup Mouse Keys** or press **Alt + Y**.

Set up Mouse Keys

Turn on Mouse Keys
Use the numeric keypad to move the mouse around the screen.

Keyboard shortcut _____

Turn on Mouse Keys with left ALT + left SHIFT + NUM LOCK

When using keyboard shortcuts to turn Ease of Access settings on:

Display a warning message when turning a setting on

Make a sound when turning a setting on or off

Pointer speed _____

Top speed:

Low High

Acceleration:

Slow Fast

Hold down CTRL to speed up and SHIFT to slow down

Other settings _____

Use Mouse Keys when NUM LOCK is:

On

Off

Display the Mouse Keys icon on the taskbar

	Left Mouse Button	Both Mouse Buttons	Right Mouse Button
↖	↑	↗	Double Click
←	Click	→	
↙	↓	↘	
Lock Mouse Button	End Drag		

Save Cancel Apply

2. You can turn on the keyboard shortcut, **Alt + left Shift + Num Lock** to allow you to turn on and off the **Mouse keys** as you need to use them. To use this option, click to select or press **Alt + K**.

Keyboard shortcut _____

Turn on Mouse Keys with left ALT + left SHIFT + NUM LOCK

When using keyboard shortcuts to turn Ease of Access settings on:

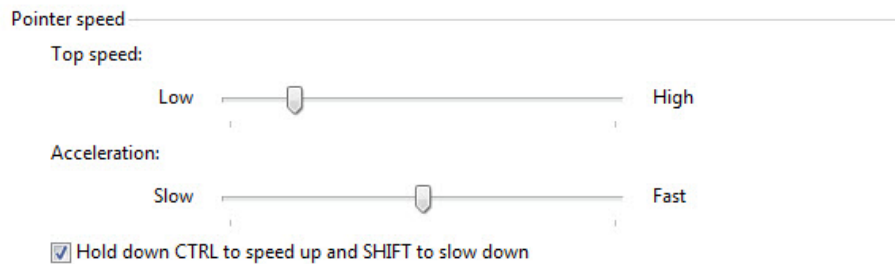
Display a warning message when turning a setting on

Make a sound when turning a setting on or off

3. You can turn on a visual warning **Alt + A** when Mouse keys is turn on or click to play a sound **Alt + U** when it is turned on or off.



4. Pointer speeds when using **Mouse Keys** can be tailored to suit your needs by slowing down or speeding up the rate which it moves.



5. Press **Alt + W** or click to select the option to alter these settings, by using the **Ctrl** key to speed up and **Shift** to slow down the mouse pointer.

Top Speed is the maximum speed of the pointer when the mouse key direction key is held down.

Acceleration is how quickly the mouse pointer accelerates to its maximum speed.

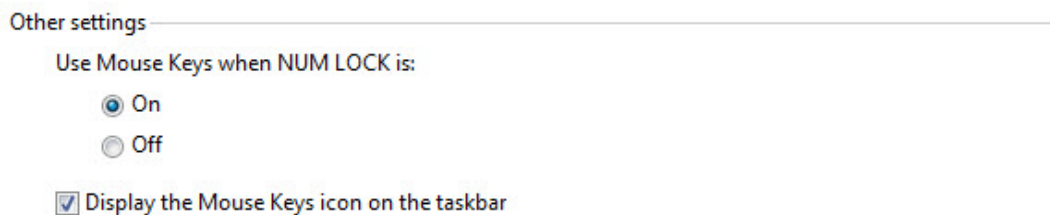
6. Under **Other Settings** click to select to **Use Mouse Keys** when the **Num Lock** is selected or when **NUM LOCK** is **Off**.



Press **Alt + N** to **Use Mouse Keys** when **NUM LOCK** is **On**.



Press **Alt + O** to **Use Mouse Keys** **NUM LOCK** is **Off**.



7. Click on **Save** or press **Alt + S** to Save your options.



Toggle Keys

1. Press **Alt + O** or click to select **Toggle Keys** which produce an audible sound to notify you when the **Caps Lock**, **Num Lock** or **Scroll Lock** keys have been pressed.

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

Sticky keys

Some commands require a number of keys to be held down at anyone time for example **Ctrl + Alt + Delete**, **Sticky Keys** enable you to select one key at a time.

1. Press **Alt + R** or click to select **Sticky Keys**.

Set up Sticky Keys

Turn on Sticky Keys

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

Keyboard shortcut _____

Turn on Sticky Keys when SHIFT is pressed five times

When using keyboard shortcuts to turn Ease of Access settings on:

Display a warning message when turning a setting on

Make a sound when turning a setting on or off

Options _____

Lock modifier keys when pressed twice in a row

Turn off Sticky Keys when two keys are pressed at once

Notifications _____

Play a sound when keys are pressed

Display the Sticky Keys icon on the task bar

Save

Cancel

Apply



2. You can select to use the keyboard shortcut to turn **Sticky Keys** on and off by pressing the **Shift Key 5 times**. Click to select or press **Alt + K** for this option.

Keyboard shortcut

- Turn on Sticky Keys when SHIFT is pressed five times

When using keyboard shortcuts to turn Ease of Access settings on:

- Display a warning message when turning a setting on
- Make a sound when turning a setting on or off

3. Press **Alt + M** or click to select to **Display a warning message when turning a setting on**. Press **Alt + A** or click to select to **Make a sound when turning a setting on or off**.
4. Under **Options**, **Lock modifier keys when pressed twice in a row** means that if the **Ctrl**, **Alt**, **Shift** or the **Windows logo key** are pressed twice in a row the key remains active until you press the same key for a third time. Click to select this option or press **Alt + L**.

Options

- Lock modifier keys when pressed twice in a row
- Turn off Sticky Keys when two keys are pressed at once

5. The option **Turn off Sticky Keys when two keys are pressed at once** means that should another user press the **Alt**, **Shift**, **Ctrl** or the **Windows logo key** plus another key for example **Ctrl + S** to save, **Sticky Keys** will be turn off. Click to select or press **Alt + O**.
6. For Notifications press **Alt + Y** or click **Play a Sound when keys are pressed**. To **Display the Sticky Keys icon on the task bar** click to select or Press **Alt + I**.

Notifications

- Play a sound when keys are pressed
- Display the Sticky Keys icon on the task bar

7. Click on **Save** or press **Alt + S** to Save your options.



Filter Keys

Filter Keys provides you with the ability to control the pace of repeated keystrokes and to slow down the acceptance of keystrokes if required. Avoiding accidental keystrokes or miskeys.

1. Click to select or press **Alt + I** to turn on **Filter Keys**.
2. To customise your settings click to select **Setup Filter Keys** or press **Alt + L**.

Set up Filter Keys

Turn on Filter Keys

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

Keyboard shortcut

Turn on Filter Keys when right SHIFT is pressed for 8 seconds

When using keyboard shortcuts to turn Ease of Access settings on:

- Display a warning message when turning a setting on
 Make a sound when turning a setting on or off

Filter options

Turn on Bounce Keys

If you bounce your fingers on keys inadvertently, Bounce Keys will ignore repeated keystrokes until some time has passed. You choose the time period.

How long should the computer wait before accepting keystrokes?

1.0 seconds ▼

Turn on Repeat Keys and Slow Keys

The computer will ignore brief keystrokes according to the time limits you set.

[Set up Repeat Keys and Slow Keys](#)

Type text here to test settings:

Other settings

- Beep when keys are pressed or accepted
 Display the Filter Key icon on the taskbar

Save

Cancel

Apply

3. To use the keyboard shortcut to turn Filter Keys on and off, click to select or press **Alt + K** to **Turn on Filter Keys when right SHIFT is held down for 8 seconds**.

Keyboard shortcut

Turn on Filter Keys when right SHIFT is pressed for 8 seconds

When using keyboard shortcuts to turn Ease of Access settings on:

- Display a warning message when turning a setting on
 Make a sound when turning a setting on or off



4. Press **Alt + M** or click to select **Display a warning message when turning a setting on**. Press **Alt + A** or click to select **Make a sound when turning a setting on or off**.

Bounce Keys prevent a key stroke being recorded should your finger accidentally repeatedly touch a key on the keyboard.

5. Click to select **Turn on Bounce Keys** or press **Alt + B**. You change the setting to set the time a key is held down before it is recorded, click to select the time limit or **TAB** to the drop down box and use the arrow keys or to click to select your desired setting.

Filter options

- Turn on Bounce Keys

If you bounce your fingers on keys inadvertently, Bounce Keys will ignore repeated keystrokes until some time has passed. You choose the time period.

How long should the computer wait before accepting keystrokes?

1.0 seconds

6. Click to select or press **Alt + R** to switch on **Repeat Keys and Slow Keys** which prevents brief key strokes from being recorded. Click to select or press **Alt + U** to setup the **Repeat Keys and Slow Keys**.

- Turn on Repeat Keys and Slow Keys

The computer will ignore brief keystrokes according to the time limits you set.

[Set up Repeat Keys and Slow Keys](#)

Type text here to test settings:

7. Click to select or press **ALT + K** to click to select **How long do you want to hold down a key before your computer accepts the keystroke?** Use the arrow keys to click to select the time delay.

[Set up Repeat Keys and Slow Keys](#)

Avoid accidental keystrokes

How long do you want to hold down a key before your computer accepts the keystroke?

0.0 seconds



8. You can set the keyboard to ignore repeated keystrokes by selecting **Ignore all repeated keystrokes** or by pressing **Alt + N**.

To alter the setting of how long a key is held before the selected key stroke is repeated, click to select or press **ALT + R** to **Slow down keyboard repeat rates**.

Avoid repeated keystrokes when you hold down a key _____

Your computer can ignore all repeated keystrokes or you can set the time interval before it accepts repeated keystrokes.

Ignore all repeated keystrokes

Slow down keyboard repeat rates

How long should the computer wait before accepting the first repeated keystroke?

0.3 seconds ▼

How long should the computer wait before accepting subsequent repeated keystrokes?

0.3 seconds ▼

Type text here to test settings:

If you want to slow down the keyboard repeat rates press **Alt + K** or click to select **How long should the computer wait before accepting the first repeated keystroke?** Use the arrow keys to select the time interval.

How long should the computer wait before accepting the first repeated keystroke?

0.3 seconds ▼

9. To setup **How long should the computer wait before accepting subsequent repeated keystrokes?** Click to select or press **ALT + L** and use the arrow keys.

How long should the computer wait before accepting subsequent repeated keystrokes?

0.3 seconds ▼

Type text here to test settings:

10. You can test your settings by typing in the box provided, click in the box or press **Alt + G** then type in the text.



11. If you want to hear a sound when keystrokes are accepted, **Beep when keys are pressed or accepted**



Press **Alt + W**.



Click to select.

Other settings

Beep when keys are pressed or accepted

Display the Filter Key icon on the taskbar

12. To **Display the Filter Keys icon on the taskbar** if you want a reminder that **Filter Keys** is on.



Press **Alt + I**.



Click to select.

13. Click on **Save** or press **Alt + S** to **Save** your options.

Make it easier to use keyboard shortcuts

Selecting this option will turn on the onscreen visual prompts for the keyboard shortcuts to commands, replacing the need for a mouse.

1. To turn on **Underline keyboard shortcuts and access keys**.



Press **Alt + N**.



Click to select.

Make it easier to use keyboard shortcuts

Underline keyboard shortcuts and access keys

2. Click on **Save** or press **Alt + S** to **Save** your options.