

## Changing keyboard settings in Windows 7

**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 mis-key.

'**Ease of Access Center**' has replaced '**Accessibility Options**' in the '**Control Panel**'.

The keyboard settings can be found in the **Control Panel** press '**ctrl**' key + **esc** to open the start menu and then type "control panel" in the search box to show the link to the Control Panel or click Start button '**Control Panel**' + '**Ease of Access**' + '**Ease of Access Center**'.

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

Click to select or press '**Alt**' + '**I**' to turn on '**Filter Keys**', see Fig 1.

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

Fig 1

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**'.

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.

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, see Fig 2.

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

Fig 2

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

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:

Fig 3

If you want to hear a sound when keystrokes are accepted, **Beep when keys are pressed or accepted** press '**Alt**' + '**W**' or click to select, see Fig 4.

Other settings

Beep when keys are pressed or accepted

Display the Filter Key icon on the taskbar

Fig 4

To **Display the Filter Keys icon on the taskbar** if you want a reminder that filter keys is on press '**Alt**' + '**I**' or click to select.

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

**Note:** If this does not work it could be because your computer settings cannot be changed due to local IT policies - contact your local IT support for further help.