

## Using Windows on-screen keyboard in Windows 7

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

Open **Ease of Access Center** press **'Windows'** logo key + **'U'** or click Start button **'Control Panel'** + **'Ease of Access'** + **'Ease of Access Center'**.

The windows on-screen keyboard can be used instead of a physical keyboard to interact with your computer. You can use your mouse or pointing device to select the keys.

Open the **'Ease of Access Center'**, under **Quick access to common tools** press **'Alt'** + **'K'** or select **'Start On-Screen Keyboard'**, see Fig 1. This will start the key board for current use.

### Make your computer easier to use

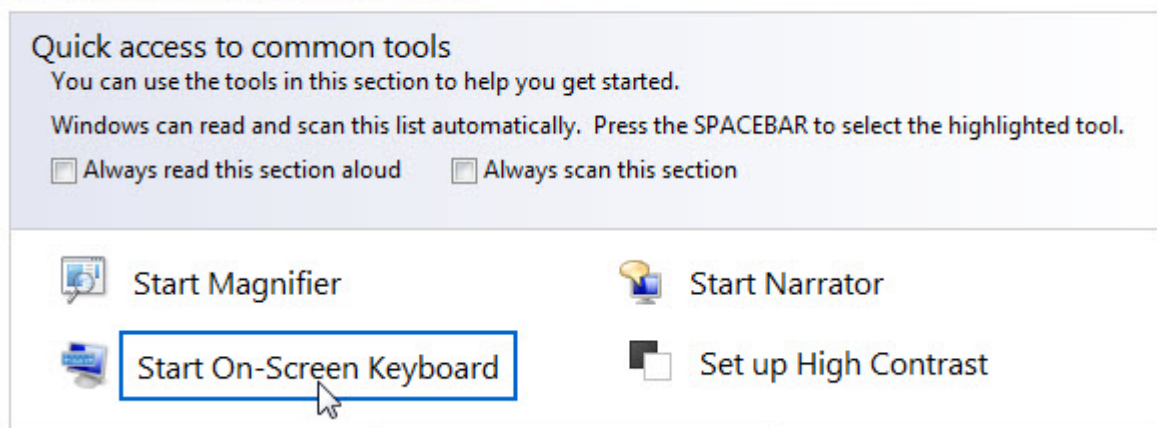


Fig 1

To have the keyboard start at your login, under **Explore all settings**, 'Tab' to or select **'Use the computer without a mouse or keyboard'** and press **'Enter'**, see Fig 2.

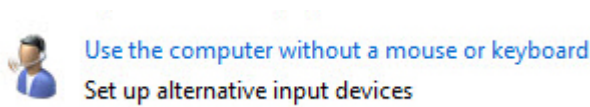


Fig 2

Under Type using a pointing device, press **'Alt' + 'K'** or click to select **'Use On-Screen Keyboard'** and press **'Alt' + 'S'** or click **'Save'**, see Fig 3.

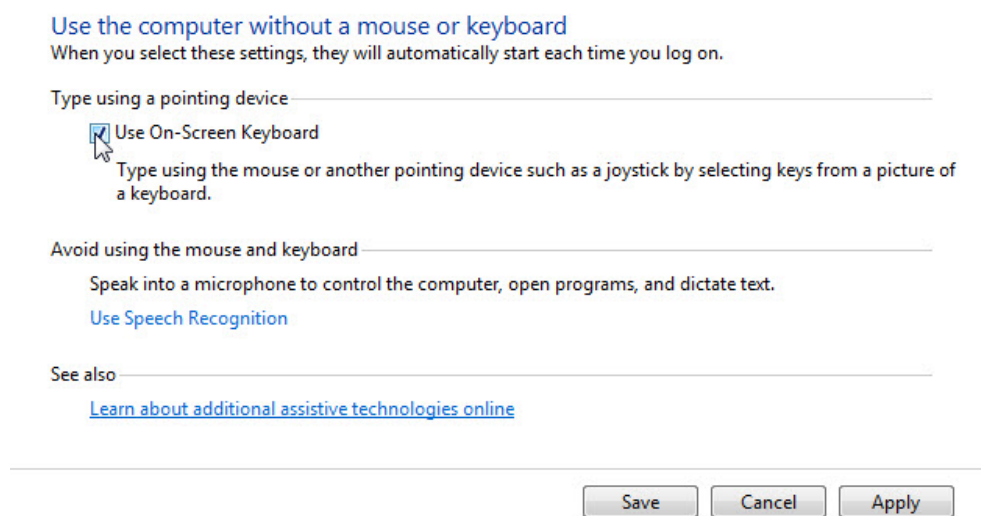


Fig 3

Once the keyboard is on screen you can tailor it to suit your needs, click on options on the on screen keyboard to open the options window.

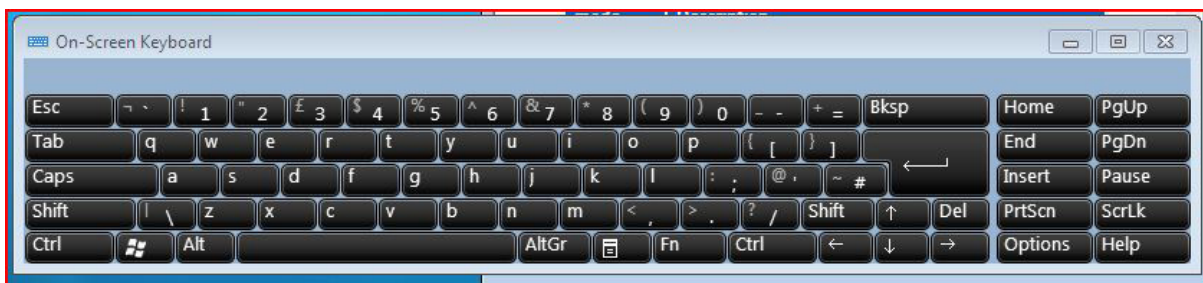


Fig 4

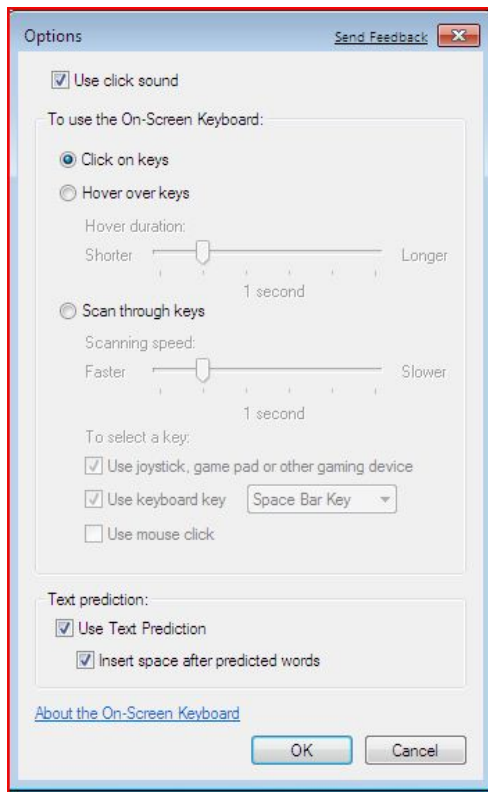


Fig 5

There are several ways you can use the keyboard select or press:

**‘Click on keys’** to access the keyboard with a mouse or other pointing device by clicking on the cell you wish to use.

**‘Hover over Keys’** to access the keyboard with a mouse or other pointing device by ‘hovering’ over the cell to select. You can select the length of time that you will be required to hover by using **‘Hover duration’** slider.

**‘Scan through keys’** to access the keyboard using a range of access devices including the spacebar, switch or gamepad.

The scanning speed can be selected through the use of the **‘Scanning Speed’** slider.

## Text Prediction

In **Windows 7** the **On-screen Keyboard** has an integrated text prediction tool to speed up typing and to help with spelling.

To turn on text prediction select '**Use Text Prediction**' you can also choose to add a space to all selected words as in Fig 6.



Fig 6

**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.