

Using your keyboard one-handed in Windows 7

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

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**'.

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

Select '**Set up sticky keys**'.

Press '**Alt**' + '**R**' or click to select '**Turn on Sticky Keys**', see Fig 1.

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

Fig 1

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.

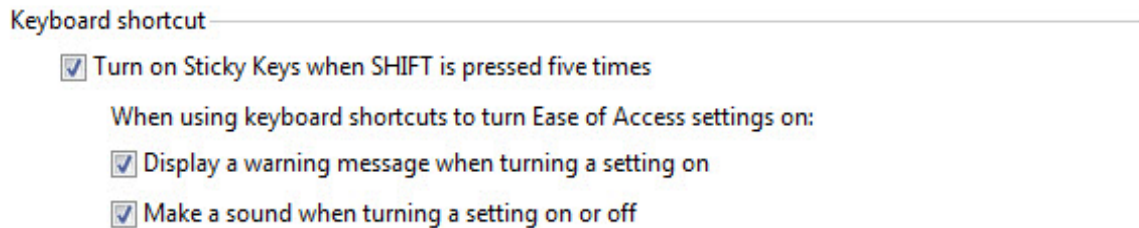


Fig 2

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'**.

Under **Options**, see Fig 3, **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'**.

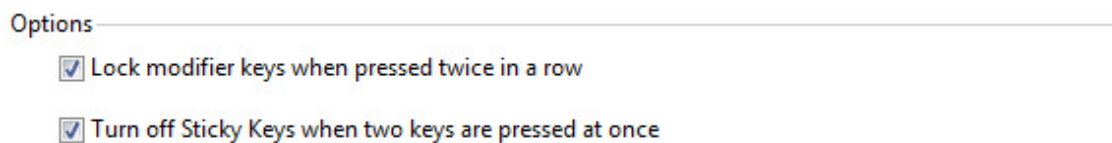


Fig 3

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'**.

For Notifications see Fig 4, 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'**.

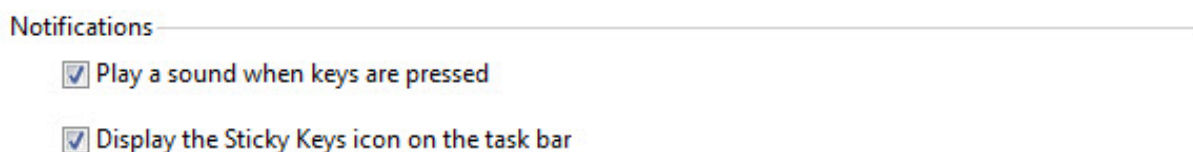


Fig 4

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.