

Using your keyboard to control the mouse 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'**.

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

Mouse Keys enables you to use the numeric keypad on a standard keyboard as a three button mouse, see Fig 1.

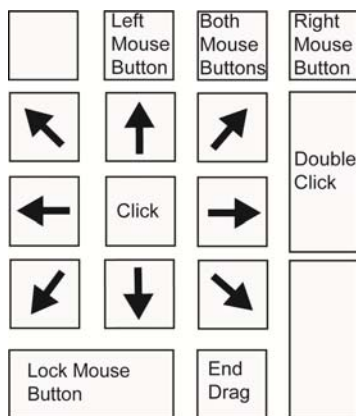


Fig 1

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

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'**, see Fig 2.

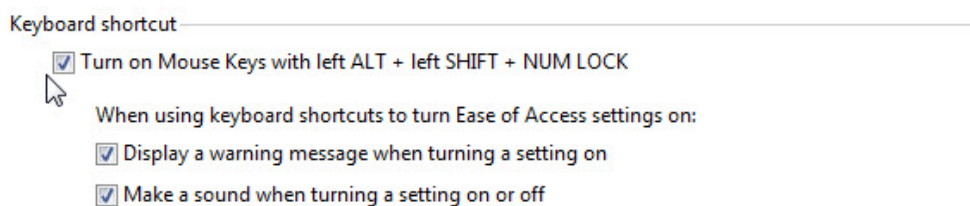


Fig 2

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.

Pointer speeds when using **Mouse Keys** can be tailored to suit your needs by slowing down or speeding up the rate which it moves, see Fig 3.

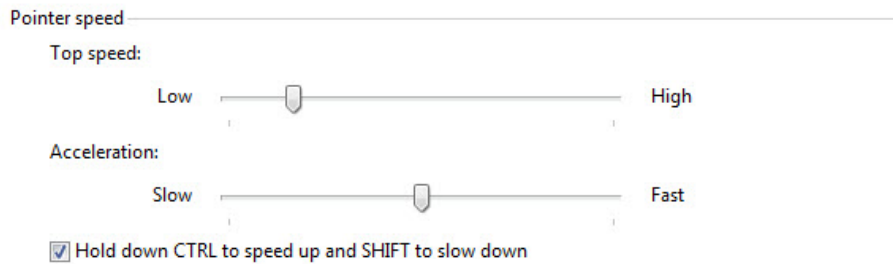


Fig 3

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.

Under **Other Settings** click to select to **Use Mouse Keys** when the **Num Lock** is selected or when **NUM LOCK** is **Off**, see Fig 4.

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

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

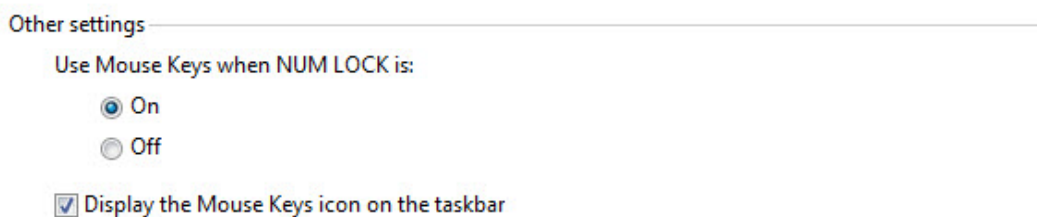


Fig 4

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.