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Changing How the Keyboard Works in Windows 7

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Introduction

The keyboard can be adjusted to suit you in a variety of ways to make it easier to type on, for example, if you:

- cannot hold down more than one key at a time
- keep mishitting keys or accidentally rest your hand on the keyboard
- want to slow the keyboard down
- have a tremor and get repeated key strokes on screen

To use the links below hold down the Control key and click on one or press the *PageDown* key to see the topics

[Holding down more than one key at a time - Sticky Keys](#)

[Avoid accidental keystrokes - Filter keys with Slow Keys](#)

[Slowing the keyboard down](#)

[Stop repeated keystrokes – Filter Keys with bounce](#)

[How will the changes you make affect other users of the computer?](#)

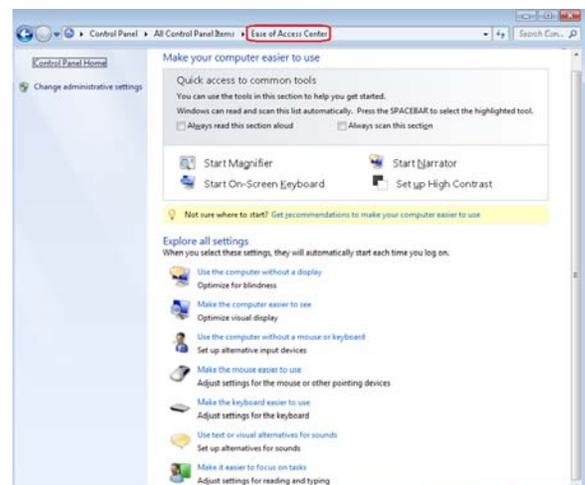
Note:

- Instructions for mouse users have black bullet points
- Instructions for keyboard users have arrow shaped bullet points

All these settings are in the Ease of Access Centre

To get to the Ease of Access Centre

- Click on the start menu and either click on the Control Panel in the Start menu or type Control Panel into the search box at the bottom of the Start menu and press *Enter*
Or
 - Press the windows key  and *U*
- Once in the control panel double click on the Ease of Access centre
Or
 - *Tab* to the Ease of Access Centre and press *Enter*



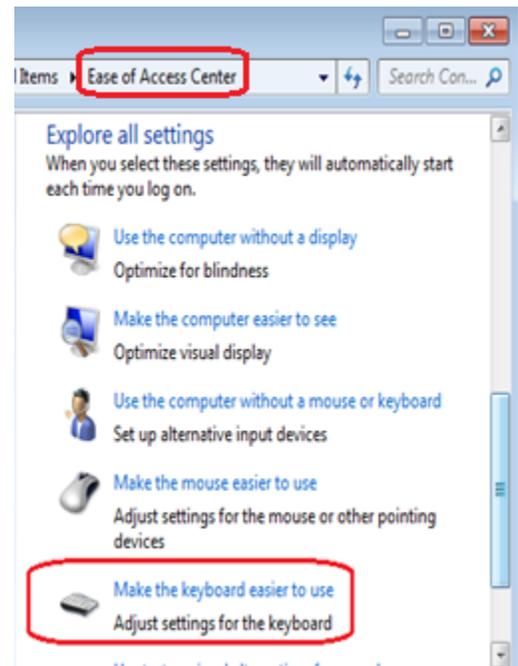
Holding down more than one key at a time - Sticky Keys

Some people use the computer one handed or with one finger or have limited hand movement cannot hold down more than one key at a time. For example typing symbols such as \$&? is impossible. Turning on Sticky Keys gets the computer to hold down the keys down for you.

To do this

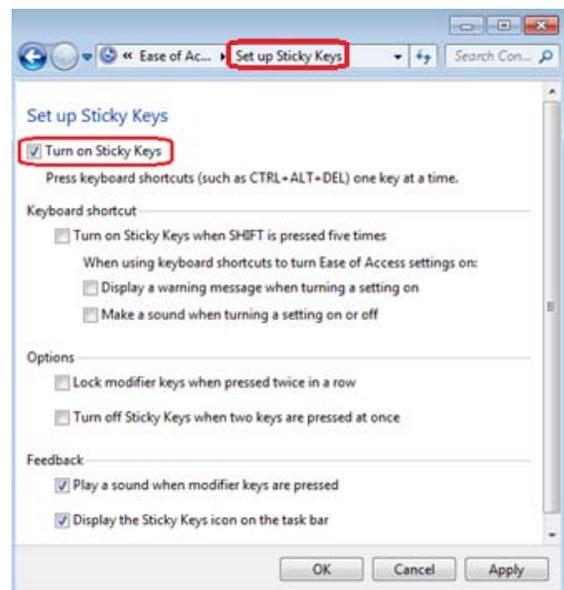
Go to the Ease of Access centre, see Instructions on Page 1.

- Click on Make your keyboard easier to use
Or
➤ *Tab* to Make your keyboard easier to use and press *Enter*
- Click on Setup Sticky Keys link
Or
➤ *Tab* to the Setup Sticky Keys link and press *Enter*



Inside Set Up Sticky keys

- Click on the Turn on Sticky Keys box to insert a ✓
Or
➤ *Tab* to Turn on Sticky Keys box and press the *Spacebar* to insert a ✓
- Untick all the boxes under keyboard shortcut heading and Options heading, by left clicking on them
Or
➤ *Tab* to each box under the keyboard shortcut heading and Options heading



and press Spacebar to remove the ✓

- Leave ticks in the Feedback boxes and click on Apply
Or
- *Tab* to Apply and press *Enter*

Every time you press *Ctrl, Alt, Tab, Shift, Delete* known as modifier keys you will hear a beep and the key will be held down until you press a letter or number.

Try it out in a word processor press *Shift*, let go then press \$ and see if it works

Avoid accidental keystrokes - Filter keys with Slow Keys and No Repeated Keystrokes

If someone needs to rest their hand on the keyboard or their hands accidental brush keys, the keyboard can be set to only respond to a key press held down for a certain amount of time.

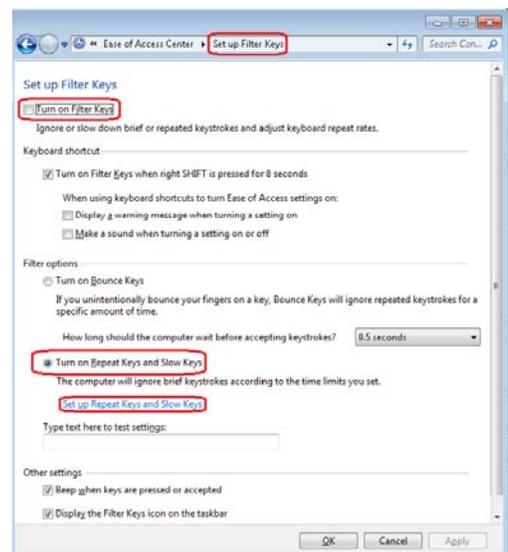
To do this

Follow the instructions on Page 1 to get to the Ease of Access Centre and Make the keyboard easier to use

- Click on the link to Set up Filter Keys
Or
- *Tab* to Set up Filter Keys link and press *Enter*

In Setup Filter keys

- Click on the Turn on Filter Keys box to insert a ✓
Or
- *Tab* to Turn on Filter Keys box and press the *Spacebar* to insert a ✓
- Click on Turn on Repeat keys and Slow keys
- Then click on the Setup Repeat keys and Slow keys link



Or

- Tab to Turn on Repeat keys and Slow keys and press the Spacebar to insert a ✓
- Tab to Setup Repeat keys and Slow keys link and press *Enter*

In set up Repeat and Slow keys

- Click on the Avoid accidental keystrokes pull down box and set time to 0.5 seconds or a time of your choice.
- Left click on ignore all repeated keystrokes so it is turned on.
- Click on the test settings box and type

Or

- Tab to Avoid accidental keystrokes
- Press the down *cursor key* to set the time to 0.5 seconds or a time of your choice.
- If Slow down keyboard repeat rates is selected, Tab to it then press *up cursor key* to turn on Ignore all repeated keystrokes
- Tab to the test settings box and type



If the timing is too fast or too slow change the timings to suit but remember to Click on Apply each time to test the settings.

Slowing the keyboard down

Slow keys with Slow Repeated Keystrokes

Some people find the keyboard too fast and need the keyboard to respond more slowly.

Follow the instructions on Page 1 to get to the Ease of Access Centre and then to Make the keyboard easier to use.

In make the keyboard easier to use

- Click on Set up Filter Keys

- Scroll down and click on Setup Repeat keys link and Slow keys link
- Or

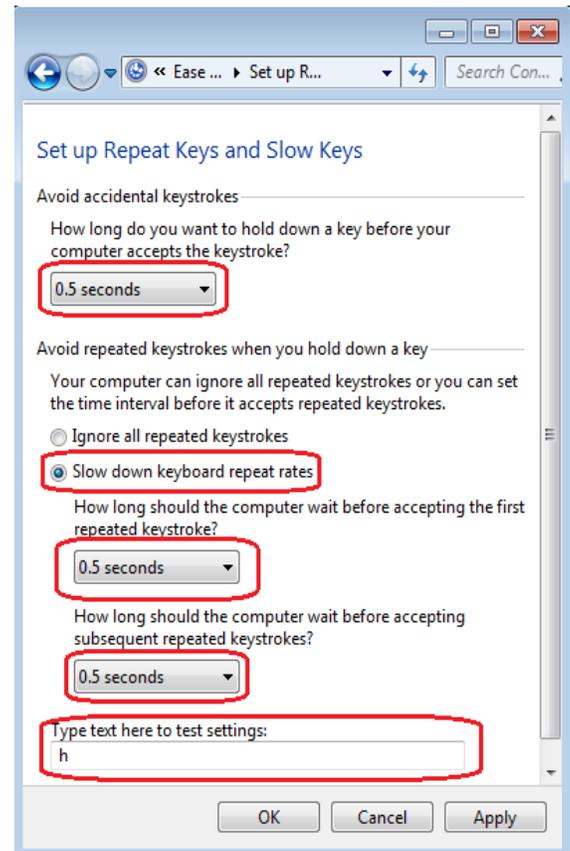
- Tab to Set up Filter Keys and press *Enter*
- Tab to Setup Repeat keys and Slow keys link and press *Enter*

In Set Up Repeat and Slow Keys

- Click on the Avoid accidental keystrokes timer pull down box and set time to 0.5 seconds
- Click on Slow down keyboard repeat rates to turn it on
- Click to change the repeat rate, to 0.5 seconds, in the boxes for first repeated keystrokes and subsequent repeated keystroke.
- Click on Apply

Or

- Tab to Avoid accidental keystrokes
- Press the down cursor key to set the time to 0.5 seconds
- If ignore all repeated keystrokes is on, Tab down to it then press the *down cursor* key to select Slow down keyboard repeat rate
- Tab and use the *down cursor* arrow to change the repeat rate, to 0.5 seconds, in the boxes for first repeated keystrokes and subsequent repeated keystroke.
- Tab to Apply and press Enter



Type in the test settings box to see if the settings are correct

You can change the timings to suit you, remember to click on Apply each time

Stop repeated keystrokes – Filter Keys with bounce

Some people with tremors tap the same key several times and get a lot of repeated key strokes on screen. This can be stopped by using filter keys with bounce

To do this

Follow the instructions on Page 1 to get to the Ease of Access Centre and then Make the keyboard easier to use

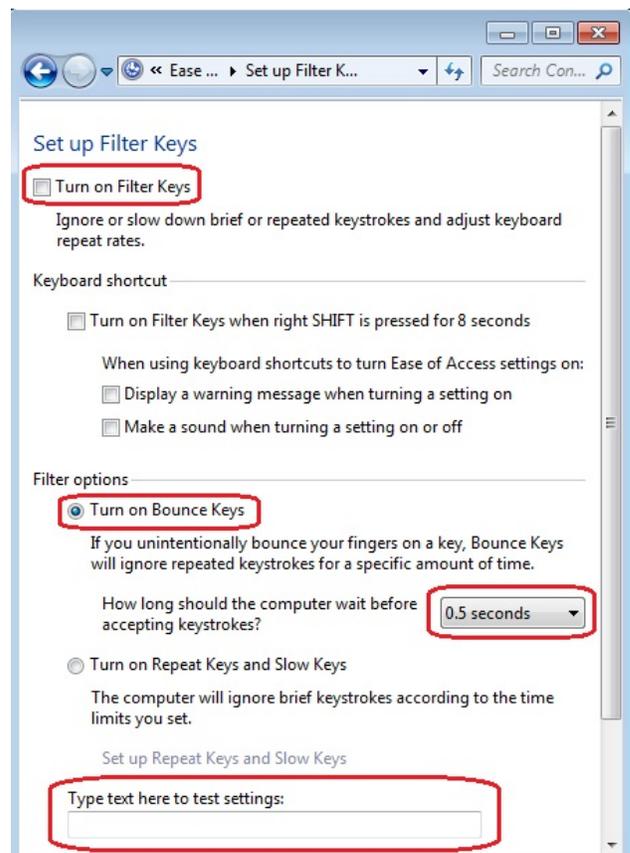
- In Make the keyboard easier to use
 - Click on Set up Filter Keys link
- Or
- In Make the keyboard easier to use
 - *Tab* to Set up Filter Keys and press *Enter*

In the Set Up Filter Keys menu

- Left click on the Turn on Filter Keys box to insert a ✓
- Left click on Turn on Bounce keys button.
- Click on the timer box choose a time
- Click Apply

Or

- Press *Spacebar* to insert a ✓
- *Tab* to Turn on Bounce keys button.
- *Tab* to the timer box and press the down *cursor key* to choose a time
- *Tab* to Apply and press *Enter*



The time chosen affects how long the computer waits between accepting repeated key presses from 0.5 second up to 2.0 seconds

Try typing in the test settings box and see what happens. You may find you need to adjust the keyboard delay time to suit your needs, remember to click Apply each time you try it out.

How will the changes you make affect other users of the computer?

- Any changes made may affect other people who use the computer, especially if there is no log on screen.
- Please tell other people what you have changed so they understand what is happening
- If you have your own computer logon, changes will just affect your computer use
- Please see the Information Sheet on Themes and User Profiles in Windows 7 on setting up the computer for different users

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