

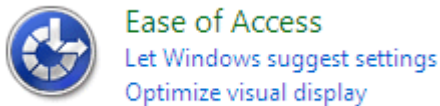
# Making The Computer Easier to Access for Students with Disabilities

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Windows 7/Vista

## Filter Keys:

For some students, who have coordination difficulties, tapping the keys on the keyboard can cause problems because they hold the key down for too long, causing repeated letters to appear on the screen. This can be turned off so that the student can be successful even when they are 'heavy handed'

To do this, select Control Panel , then select Ease Of Access:







You should see this screen:

## Make your computer easier to use

Quick access to common tools  
You can use the tools in this section to help you get started.  
Windows can read and scan this list automatically. Press the SPACEBAR to s







Always read this section aloud       Always scan this section

 Start Magnifier	 Start Narra
 Start On-Screen Keyboard	 Set up Hig

💡 Not sure where to start? [Get recommendations to make your computer e](#)

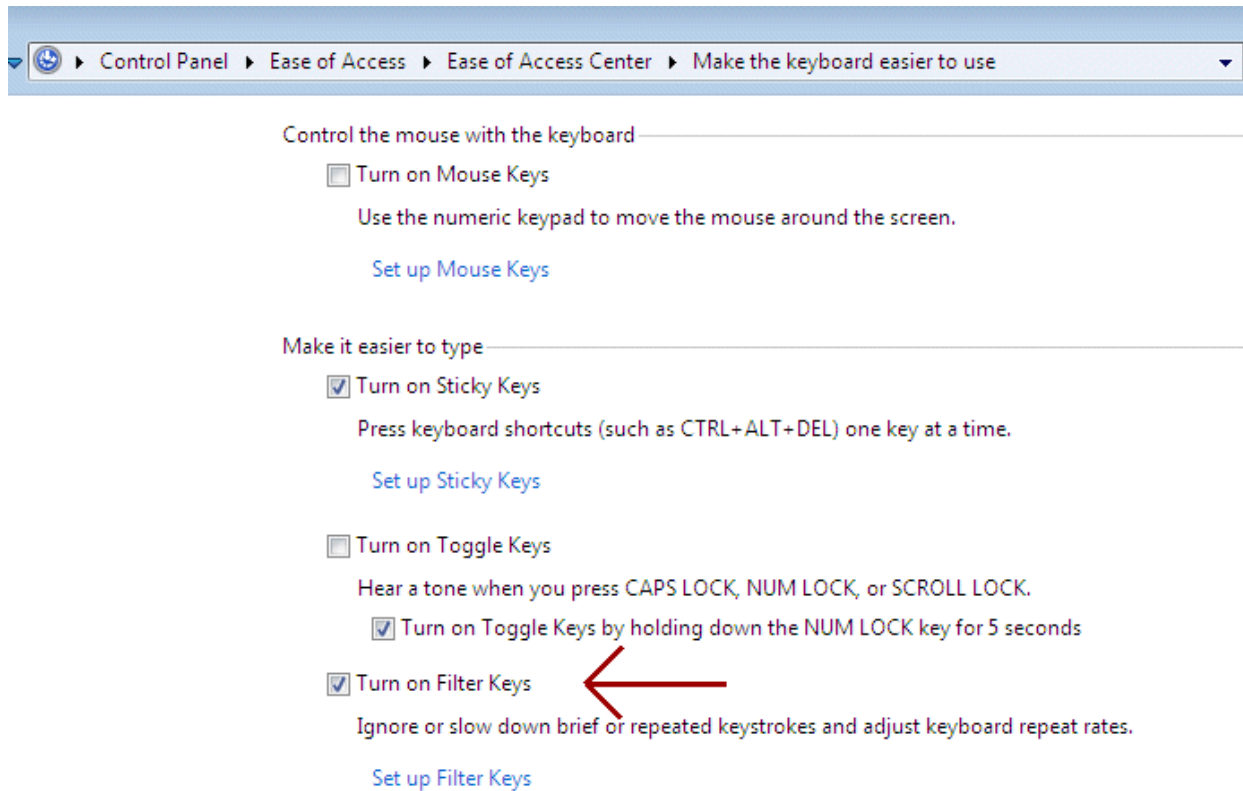
## Explore all settings

When you select these settings, they will automatically start each time you log o

-  [Use the computer without a display](#)  
Optimize for blindness
  -  [Make the computer easier to see](#)  
Optimize visual display
  -  [Use the computer without a mouse or keyboard](#)  
Set up alternative input devices
  -  [Make the mouse easier to use](#)  
Adjust settings for the mouse or other pointing devices
  -  [Make the keyboard easier to use](#)  
Adjust settings for the keyboard
- 

## Making The Computer Easier to Access for Students with Disabilities

Click on “Make keyboard easier to use” to get this screen :



Click on *Turn on FilterKeys*, then click on the [Set up Filter Keys](#) link.

Click on *Ignore repeated Keystrokes*

Clear the box for *Beep when keys pressed or accepted* Then click OK.

You will see a small icon on the bottom right of the toolbar that looks like this:



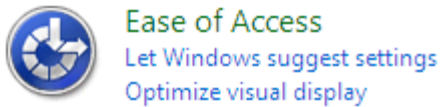
. Click on this icon

to bring up the settings screen again if you need to change settings.

## **Sticky Keys**

Some students may be unable to press two keys at the same time (such as Shift+letter for capitals, or Control +letter for shortcuts such as copy/paste). The accessibility option Sticky Keys allows the user to press the keys in succession instead of at the same time. This means even one-handed typists can be effective when using the keyboard.

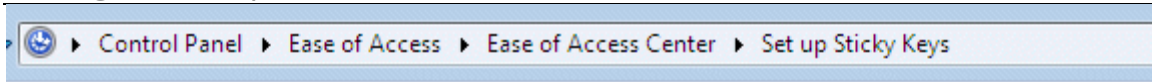
As before, select Control Panel , then select Ease Of Access:



Click on “Make keyboard easier to use” to get this screen :

The screenshot shows the Windows Ease of Access Center window. The breadcrumb trail at the top reads: Control Panel &gt; Ease of Access &gt; Ease of Access Center &gt; Make the keyboard easier to use. The main content area is titled 'Control the mouse with the keyboard' and 'Make it easier to type'. Under 'Control the mouse with the keyboard', there is a checkbox for 'Turn on Mouse Keys' which is unchecked, with a description 'Use the numeric keypad to move the mouse around the screen.' and a link 'Set up Mouse Keys'. Under 'Make it easier to type', there are three checkboxes: 'Turn on Sticky Keys' (checked), 'Turn on Toggle Keys' (unchecked), and 'Turn on Filter Keys' (checked). A red arrow points to the 'Turn on Sticky Keys' checkbox. The description for 'Turn on Sticky Keys' is 'Press keyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.' and the link is 'Set up Sticky Keys'. The description for 'Turn on Toggle Keys' is 'Hear a tone when you press CAPS LOCK, NUM LOCK, or SCROLL LOCK.' and there is a sub-checkbox 'Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds' which is checked. The description for 'Turn on Filter Keys' is 'Ignore or slow down brief or repeated keystrokes and adjust keyboard repeat rates.' and the link is 'Set up Filter Keys'.

Check the box *Use Sticky Keys* then click the [Set up Sticky Keys](#) link:



## 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

Feedback \_\_\_\_\_

Play a sound when modifier keys are pressed

Display the Sticky Keys icon on the task bar

I usually clear the box *Turn Sticky Keys off if two keys are pressed at once*. If other people are using this computer they may well press two keys at once, (such as when they are capitalizing letters) and you don't want this to clear the Sticky Keys settings for the next person who uses it. I also clear the box *Make a sound...* otherwise the computer beeps every time you press Control Shift, Alt etc. The

icon that shows in the toolbar is . Double-Click on this if you want to change or view settings.

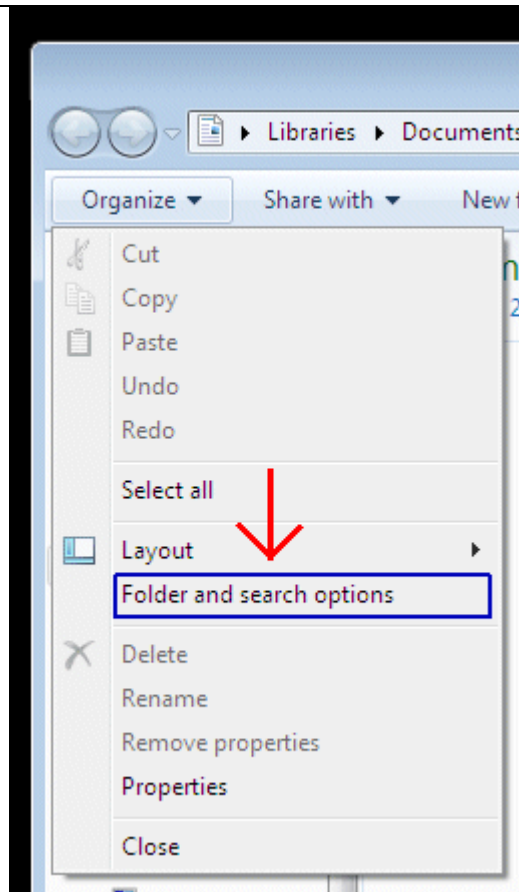
### **Double-Click**

The ability to double-click to open an item or activate a program can be difficult for people with fine-motor coordination difficulties; however it is possible to turn this off so that only a single click is needed:

- Double-click on My Documents on the desktop

## Making The Computer Easier to Access for Students with Disabilities

Once you have the file explorer window showing, select Organize from the menu, and then “Folder and search Options:



You will see this window, click on *Single Click To Open an Item*

You can select whether you want to underline items or not. Now you can single-click to open a file, run a program etc.

