

Microsoft Windows XP Accessibility Resources for Dexterity Needs

Adapted from <http://www.microsoft.com/enable/products/windowsxp/default.aspx>

For people who have difficulty using the keyboard or mouse:

1. On the Start menu, point to All Programs.
2. Point to Accessories.
3. Point to Accessibility.
4. Select **Accessibility Wizard**.
5. In the Welcome to the Accessibility Wizard dialog box, select Next.
6. In the Text Size dialog box, select the smallest text you can read.
7. Select Next.
8. In the Display Settings dialog box, select the options you want.
9. Select Next.
10. In the Set Wizard Options dialog box, select the **I have difficulty using the keyboard or mouse** check box.
11. Select **Next** to continue through the wizard.
12. In the Completing the Accessibility Wizard dialog box, select Finish to save your changes and exit the wizard.

StickyKeys

StickyKeys is a feature designed for users who find it difficult to press more than one key at a time.

1. On the Start menu, select Control Panel
2. Select Accessibility Options.
3. In the Accessibility Options dialog box, on the Keyboard tab, to turn on StickyKeys, select the Use StickyKeys check box.
4. To access StickyKeys settings, select Settings.
5. In the Settings for StickyKeys dialog box, select the options you want by selecting or clearing the check boxes.
6. Select OK twice to save the settings and exit Accessibility Options.
7. To close Control Panel, select the Close button.

FilterKeys

FilterKeys adjusts the keyboard response so that inadvertently repeated keystrokes are ignored.

1. In the Control Panel, Select **Accessibility Options**.
2. In the **Accessibility Options** dialog box, on the **Keyboard** tab, select the **Use FilterKeys** check box.
3. To access FilterKeys settings, select **Settings**.
4. In the Settings for FilterKeys dialog box, select the options you want by selecting or clearing the check boxes.
5. Select **OK** *twice* to save the settings and exit Accessibility Options.
6. To close Control Panel, select the **Close** button.

Janet Benincosa, Harrison County Technology Integration Specialist
jhbeninc@access.k12.wv.us

Microsoft Windows XP Accessibility Resources for Dexterity Needs

Adapted from <http://www.microsoft.com/enable/products/windowsxp/default.aspx>

Extra keyboard help on programs *in which it is available*:

1. In Control Panel, select **Accessibility Options**.
2. In the Accessibility Options dialog box, on the Keyboard tab, select the **Show extra keyboard help in programs** check box.
3. Select **OK**.
4. To close Control Panel, select the **Close** button.

Mousekeys

Mousekeys is designed for people who have difficulty using a mouse. This feature allows you to use the numeric keypad to control the movement of the mouse pointer. If you want to use the numeric keypad for data entry as well as for navigation, you can set MouseKeys to be activated by pressing NUM LOCK.

1. In Control Panel, select Accessibility Options.
2. In the Accessibility Options dialog box, select the Mouse tab.
3. On the Mouse tab, select the Use MouseKeys check box.
4. To access MouseKeys settings, be sure that Use MouseKeys is selected.
5. Select Settings
6. In the Setting for MouseKeys dialog box, select the options you want.
7. Select OK twice to save your settings and close the dialog boxes.
8. To close Control Panel, select the Close button.

Reverse the Function of the Right and Left Mouse Buttons

1. In Control Panel, select Mouse.
2. In the Mouse Properties dialog box, on the Buttons tab, under Button configuration, select the Switch primary and secondary buttons check box.
3. Select OK.
4. To close Control Panel, select the Close button.

Adjust the Double-Click Speed of the Mouse

1. In Control Panel, select Mouse.
2. In the Mouse Properties dialog box, on Buttons tab, under **Double-click speed**, select the double-click speed you want by moving the Speed slider arrow --- left for slower and right for faster.
3. Select OK.
4. To close Control Panel, select the Close button.

Janet Benincosa, Harrison County Technology Integration Specialist
jhbeninc@access.k12.wv.us

Microsoft Windows XP Accessibility Resources for Dexterity Needs

Adapted from <http://www.microsoft.com/enable/products/windowsxp/default.aspx>

ClickLock: Highlight or Drag Without Holding Down the Mouse Button

1. In Control Panel, select Mouse.
2. In the Mouse Properties dialog box, on Buttons tab, under **ClickLock**, select the **Turn on ClickLock** check box.
3. Select the ClickLock Settings button.
4. To close Control Panel, select the Close button.

Select a Pointer Speed
Cp, Select Mouse.

In the Mouse Properties dialog box:

Select the Pointer Options tab.

On the Pointer Options tab, under Motion:

Select a pointer speed by moving the Select a pointer speed slider arrow toward Slow or Fast.

Select OK.

To close Control Panel:

Select the Close button.

On-Screen Keyboard

On-Screen Keyboard is an accessibility utility that displays a virtual keyboard on the computer screen. It allows people with mobility impairments to type data by using a pointing device or joystick.

On the Start menu:

Point to All Programs.

Point to Accessories.

Point to Accessibility.

Select On-Screen Keyboard.

In the **On-Screen Keyboard** window:

On the Keyboard menu, choose the keyboard options you prefer by selecting or clearing the check boxes.

After selecting On-Screen Keyboard options, to return to the document you want to type characters in:

Place the insertion point where you want to begin.

Note: To exit On-Screen Keyboard, select the Close button.

In the On-Screen Keyboard window:

Select Settings.

Select Always on Top.

Janet Benincosa, Harrison County Technology Integration Specialist
jhbeninc@access.k12.wv.us