



Adjusting the mouse and keyboard in Windows

There are settings within Windows that can be adjusted for users who have problems accurately controlling the mouse or keyboard – these include slowing the mouse pointer down and adjusting the repeat rate for key presses. These instructions are for Windows XP, but the procedure will be very similar for other versions of Windows.

Slowing the mouse down

Click *Start – Control Panel*, then *double click* on the *Mouse* icon or *Printers and Other Hardware* then the *Mouse* icon.

On the *Buttons* tab, move the *Double Click Speed* slider down to *Slow* to reduce the speed at which double clicks have to be made. Click on *Apply* and then close the window.

On the *Pointer Options* tab, move the *Motion* slider towards *Slow* to slow down the rate at which the pointer moves across the screen when the mouse is moved. The setting will take effect when the *Apply* button is clicked.

Using Clicklock for Drag and Drop

For users who have problems holding the mouse button down, ClickLock can be turned on for drag and drop functions. One click of the mouse will then 'pick up' the object and the second click will 'drop' it.

Go to the mouse menu within Control panel as before.

On the *Buttons* tab, put a tick in the *ClickLock* box. Click on the *Settings* button and move the slider to the required position. Click on the *OK* button and then the *Apply* button.

Using StickyKeys for multiple key presses.

Some users may have problems pressing more than one key at a time (for example Ctrl+Alt+Del). Actions like this can be performed with one finger by enabling the StickyKeys function.

Click *Start – Control Panel*, then *double click* on the *Accessibility options*.

On the *Keyboard* tab, put a tick in the *Use StickyKeys* box. Click on the *Settings* button and make sure all the boxes are ticked apart from the *Use Shortcut* box and the *Turn StickyKeys off if two keys are pressed at once* box. Click on *OK* and then click the *Apply* button.

When using the StickyKeys function you will now hear a beep when it is activated. Pressing a key twice will lock its' function until it's pressed again.

To test if StickyKeys is working, press the *Shift* key, you should hear a beep, the next key that you press should come out as a capital.

Using FilterKeys

Some users may have problems with multiple characters appearing because they press the keys for too long. Turn on the FilterKeys function to avoid this.

Go to *Accessibility Options* from within *Control panel* as before. On the *keyboard* tab tick the *Use FilterKeys* box then click on *Settings*. Select *Ignore repeated keystrokes* and then tick or untick any boxes in the *Notification* area as required. Click on *OK* and then click *Apply*.