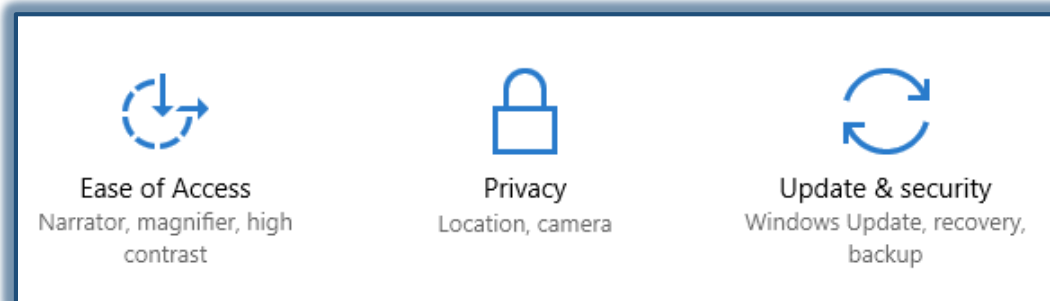


Accessibility-Keyboard

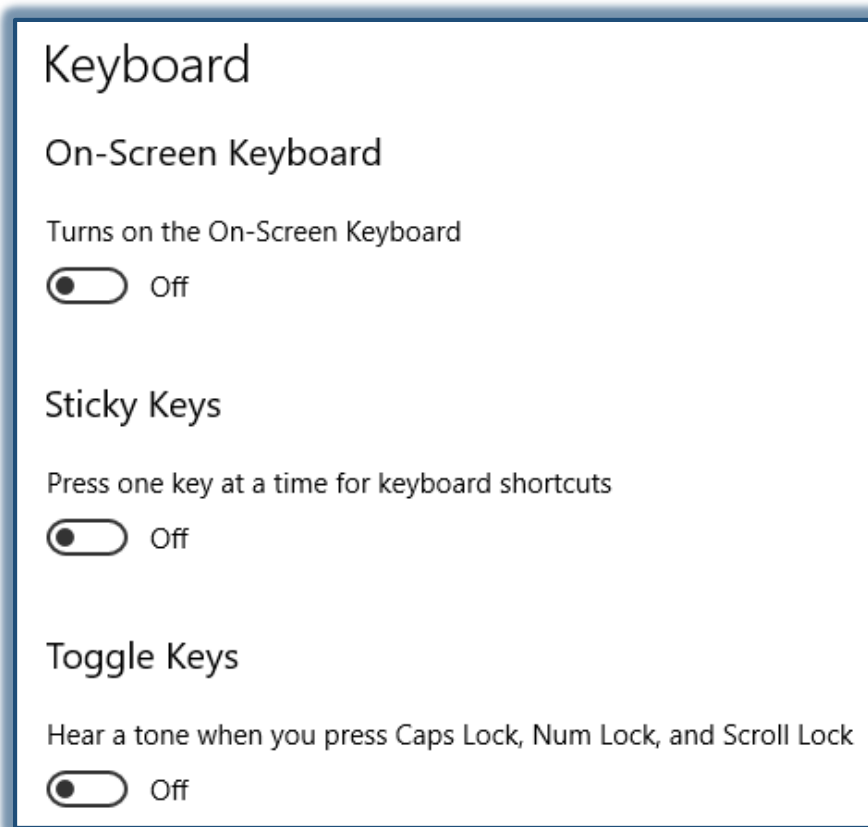
Changes settings can be changed that will assist users, especially those with dexterity issues to work with the keyboard.

SPECIFY KEYBOARD SETTINGS

- ✚ Click the **Start** button.
- ✚ Click the **Settings** icon on the left side of the **Start Menu**.
- ✚ The **Settings** window will display.

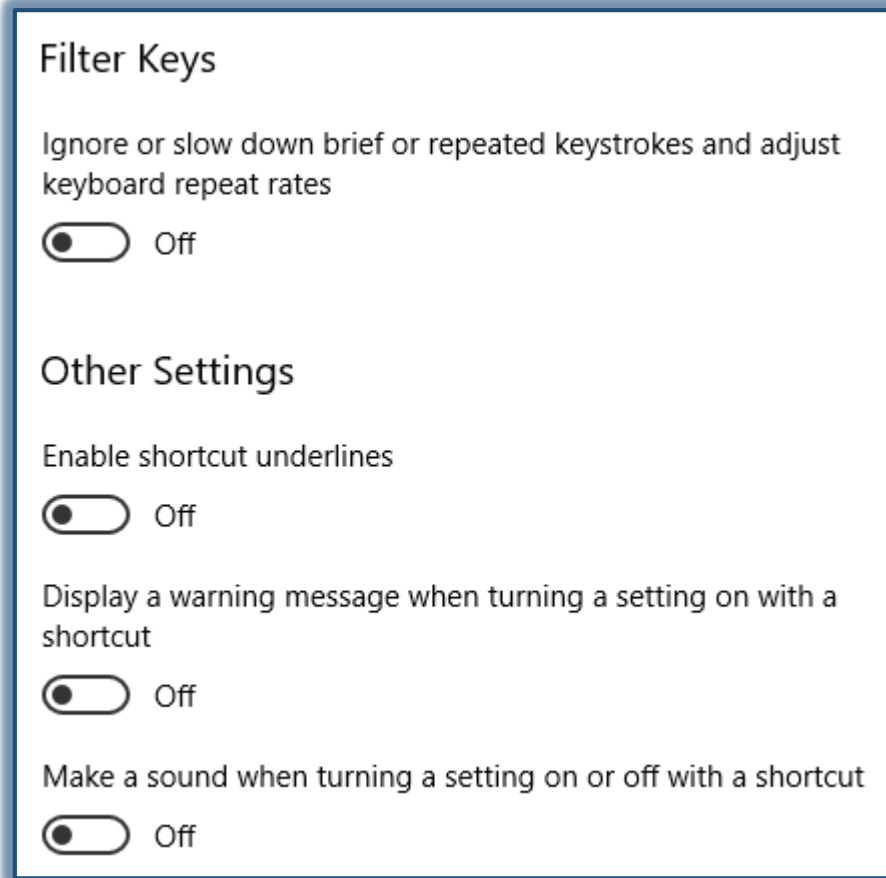


- ✚ Scroll down the page and select **Ease of Access**.
- ✚ The **Ease of Access** window will display.
- ✚ Click the **Keyboard** link.
- ✚ The **Keyboard** window will display.



- ✚ Click the Toggle Buttons to select the options in this window.
 - ✚ **On-Screen Keyboard** - When the toggle key is changed to **On**, the keyboard will appear on the computer screen after a couple of minutes.

- ☆ **Sticky Keys** – Usually to copy content you use two keyboard keys simultaneously such as Ctrl + C for copy or Ctrl + P for Print. With this option, you would click the Ctrl key, release the key and then click the C or P key. After this feature is selected, additional options will display.
- ☆ **Toggle Keys** – With this feature, a sound will play when the Caps Lock, Num Lock, and Scroll Lock keys are pressed. After this feature is selected, additional options will display.



- ☆ **Filter Keys** – This feature prevents brief or repeated keystrokes and adjusts the keyboard repeat rates. After this feature is selected, additional options will display.
- ☆ **Other Settings** – There are three additional settings available:
 - ☆ **Enable Shortcut Underlines** – To underline the hotkeys by default, enable this feature.
 - ☆ **Display a Warning Message When Turning a Setting On with a Shortcut** – When a setting is turned on with the help of a shortcut key, a warning message will display.
 - ☆ **Make a Sound When Turning a Setting On or Off with a Shortcut** – A sound will play when any setting that uses a keyboard shortcut is enable.