

Windows

Customizing Windows for Low Vision Accessing the Keyboard

Is using the mouse or touchpad not for you?

Windows Ease of Access offers ways to use your keyboard to access settings. Some of these settings have been helpful to those with low vision. **So check it out and see if you think they may help you.**

1. Use the keyboard shortcut **Windows + U** to open the Ease of Access menu.

The **Settings** list on the left side shows a list of customizing tools. Find the **Keyboard** tools under the **Interaction** heading. Select this option to view the keyboard settings that appear on the right. There are a lot of helpful tools in the Keyboard category.

2. **Toggle Keys:** If you select this setting, Windows makes a sound whenever you press the CapsLock, NumLock, or ScrollLock keys. This lets you know if you accidentally press one of

these keys. Select this toggle setting by using your mouse or pressing the spacebar.

3. **Allow the shortcut key to start Toggle Keys:** Check this box if you want to use a keyboard shortcut to turn Toggle Keys on and off. The keyboard shortcut is to hold down the NumLock key for 5 seconds. You'll hear a tone when you press the CapsLock key and a different tone when you press CapsLock again to turn it off.

Tip: This keyboard command won't work for you if you are on a laptop, because most laptops do not have NumLock or ScrollLock key.

4. **Use Filter Keys:** This is for users who might have trouble with hand tremors. This option ignores brief or repeated keystrokes. Toggle the switch to turn on **Filter Keys**.
5. **Change how keyboard shortcuts work:** This toggle control tells the system to underline keyboard shortcuts and access keys when they are available. Pressing the **access key with the Alt key**, you can jump to a specific menu item and select it.

6. **Make it easier to type:** You can select checkboxes to show a warning message or to make a sound when you have used a shortcut command to activate Sticky Keys, Toggle Keys, or Filter Keys.

There are so many great low vision options built right into Windows. Other workshops in this series explore more ways to customize how you use your computer. Try them out to see which ones work best for you!

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