

Using Windows On-Screen Keyboards

To open the Windows on-screen keyboard:

- Open the Start menu by clicking on the **Start** button.
- Click on **All Programs**.
- Click on **Accessories**.
- Click on **Accessibility**.
- Click on **On-Screen Keyboard**.

Whilst the keyboard cannot be adjusted in size, there are two versions available:

Standard (with the minimum amount of keys on it).



Fig 1

Enhanced (which includes the numeric keypad)



Fig 2

To switch between both types of keyboard:

- Click the **Keyboard** menu
- Click on **Standard Keyboard**, to load the keyboard shown in Fig. 1
- Click on **Enhanced keyboard**, to load the keyboard shown in Fig. 2

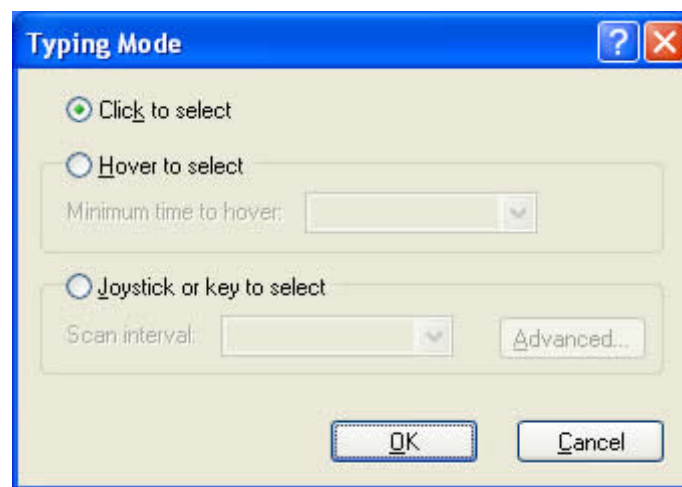
When you have decided which keyboard you are going to use, you should decide how you want to use the keyboard.

Using the On-screen Keyboard With your Mouse

- Load the onscreen keyboard as per previous instructions.
- Click on the key you want to generate. If you have a word processor open you will see the letter appear.

If you have any difficulties clicking the mouse button then you can opt to hover the mouse over a key for a preset time, after which time the key is automatically pressed. In order to work like this you first need to let the program know.

- Click the **Settings** menu
- Click on **Typing mode** to display the typing mode dialog box (see fig. 3).



The Standard On-Screen Keyboard Hover Option.

- Click on the **Hover to Select** option.
- Click on the **minimum time to hover drop down box** and **select a time**. Now press **Enter** or click **OK**.

You can now type just by hovering the mouse cursor above the letter you want to press. After the cursor has hovered over the letter for the time specified in the above step, the letter will be automatically clicked on.

Using the On-screen Keyboard with a Switch

The onscreen keyboard can be accessed entirely with a single switch. This works by row/column scanning (a highlight sweeps across and down the rows and columns and the switch is pressed to select the desired choice).

A switch will need to be purchased separately and set up to emulate a chosen key on the keyboard.

To activate the scanning feature:

- Load the onscreen keyboard as outlined in the previous section
- Click the **Settings** menu
- Click on **Typing mode** to display the typing mode dialog box (see fig. 3).
- Click on the **Joystick or key to select** check box.
- Click on the **scan interval drop down box** and **choose a time** for the scan interval.
- Click the **Advanced** button to display the advanced options. (see fig. 4)

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Fig 4.

- Click the **Keyboard key** check box.
- Click in the **drop down box to choose a key** to initiate and control the scanning. The space bar is a sensible default.
- Click **OK** or press **Enter** to return to the Typing Options dialog box.
- Click **OK** or press **Enter** to return to the onscreen keyboard.

Press the key that you set up for scanning and the scanning box should appear and start scanning. When the scanning box is on the line you want to access, press the scanning key and the bar should stop on this row and start moving across the screen column by column. When the letter you want is highlighted, press the scanning key to 'type' that letter.