




Adaptive Computing Lab

Setting “Sticky Keys” in Windows XP


Sticky Keys enables the user to use keyboard combinations while only holding down one key at a time. Instead of having to press three keys at once (such as when you must press the CTRL, ALT, and DELETE keys together to log on to Windows), you can press one key at a time by turning on Sticky Keys. Then, you can press a modifier key (such as CTRL, ALT, the Windows Key, or Shift) and have it remain active until another key is pressed.



The instructions below show how to turn on StickyKeys through **Accessibility Options** in **Control Panel** either by mouse (left column) or keyboard (right column).

	Mouse actions	Keyboard actions
1	<p>On the Start menu:</p> <ul style="list-style-type: none">• Select Control Panel	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key .</p> <ul style="list-style-type: none">• Select Control Panel by pressing C.
2	<p>In Control Panel:</p> <ul style="list-style-type: none">• Be sure you are in Classic View (all Control Panel icons are showing).• If not, under Control Panel in the left pane, select Switch to Classic View.• Select Accessibility Options.	<p>In Control Panel:</p> <ul style="list-style-type: none">• Be sure you are in Classic View (all Control Panel icons are showing).• If not, under Control Panel in the left pane, select Switch to Classic View by pressing TAB.• Press ENTER.• Press the RIGHT ARROW key, and then the LEFT ARROW key to select Accessibility Options.• Press ENTER.

3	<p>In the Accessibility Options dialog box, on the Keyboard tab:</p> <p>To turn on StickyKeys:</p> <ul style="list-style-type: none"> • Select the Use StickyKeys check box. <p>Note: To turn off StickyKeys, clear the Use StickyKeys check box.</p>	<p>In the Accessibility Options dialog box, on the Keyboard tab:</p> <p>To turn on StickyKeys:</p> <ul style="list-style-type: none"> • Select the Use StickyKeys check box by pressing U. <p>Note: To turn off StickyKeys, clear the Use StickyKeys check box by pressing U.</p>
4	<p>To access StickyKeys settings:</p> <ul style="list-style-type: none"> • Select Settings. 	<p>To access StickyKeys settings:</p> <ul style="list-style-type: none"> • Select Settings by pressing S.
5	<p>In the Settings for StickyKeys dialog box:</p> <ul style="list-style-type: none"> • Select the options you want by selecting or clearing the check boxes. • Select OK twice to save the settings and exit Accessibility Options. 	<p>In the Settings for StickyKeys dialog box:</p> <ul style="list-style-type: none"> • Select options by pressing the underlined access keys (see notes below). • Press ENTER twice to save the settings and exit Accessibility Options.
6	<p>To close Control Panel:</p> <ul style="list-style-type: none"> • Select the Close button. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> • Press ALT+F, C.

Notes:

- There is a keyboard shortcut that allows you to turn StickyKeys on or off by pressing the SHIFT key five times. To enable this shortcut select the **Use shortcut** check box (Press U).
- To specify that when a modifier key (CTRL, ALT, or SHIFT), or the Windows logo key  is pressed twice in succession, the key will remain active until the key is pressed again, under **Options**, select the **Press modifier key twice to lock**

- check box (Press P).
- To turn off StickyKeys when a modifier key (CTRL, ALT, or SHIFT), or the Windows logo key  and another key are pressed simultaneously, under **Options**, select the **Turn StickyKeys off if two keys are pressed at once** check box (Press T).
 - To play a tone to indicate when a modifier key (CTRL, ALT, or SHIFT), or the Windows logo key  is pressed, locked, or released, under **Notification**, select the **Make sounds when modifier key is pressed** check box (Press M).
 - To display an icon for StickyKeys on the taskbar when StickyKeys is turned on, under **Notification**, select the **Show StickyKeys status on screen** check box (Press S).

