

# Assistive Technology Training Online

University at Buffalo - The State University of New York  
USDE# H324M980014  
<http://at-training.com>



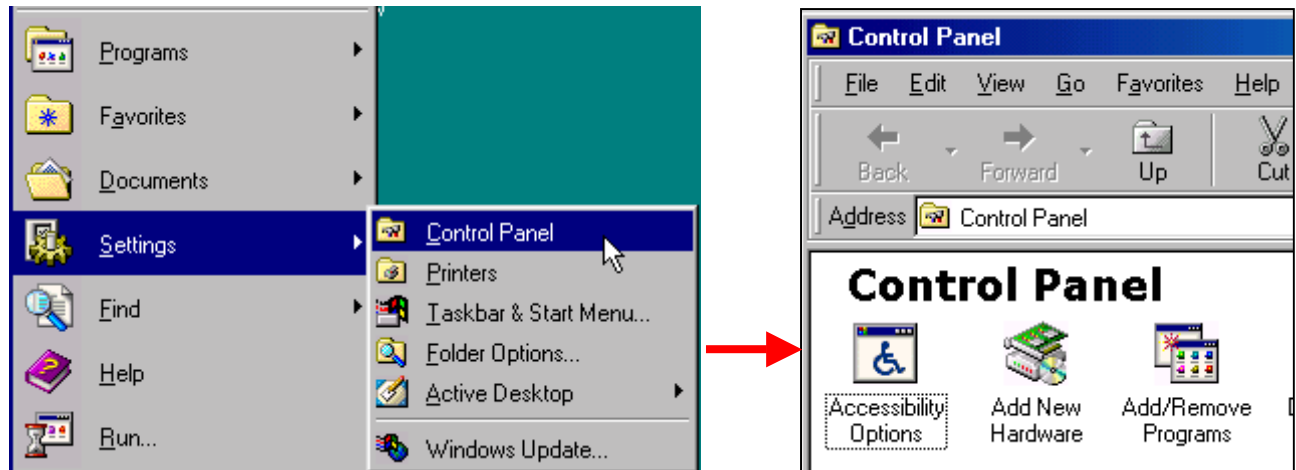
## STICKY KEYS

### STEP-BY-STEP for Windows OS

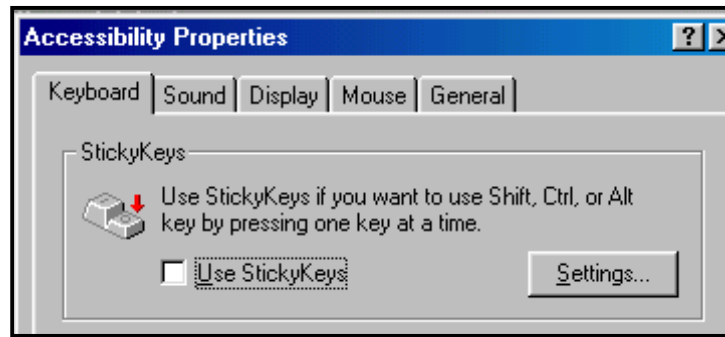
This feature provides a way to use keys in sequence instead of simultaneously for better control. Beyond capitalizing letters or using the shift with number keys, keyboard equivalents can be used to control many functions of the software program. For example, to print a document, a student can press the **Ctrl** key and then the **P** key; the keys don't have to be held down at the same time when StickyKeys is on. This is particularly useful when a "3 key press" is required. It also breaks down a task into smaller components for students with physical, sensory and cognitive limitations.

#### Where to find it in Windows Operating System:

1. At the Start Menu, go to Settings and then click on Control Panels. Double click on the Accessibility Options icon to open it.



2. Find the StickyKeys option under Keyboard. Click on the box next to *Use StickyKeys* and click on the "Settings" button.



3. Click the *Use Shortcut* box if you want to turn StickyKeys on by pressing the <Shift> key 5 times without going into the Control Panels each time.

Select which of the StickyKeys features you want:

- Locking StickyKeys on
- Automatic turn off
- Related sounds
- Visual status

Click *OK* when you are finished.

