

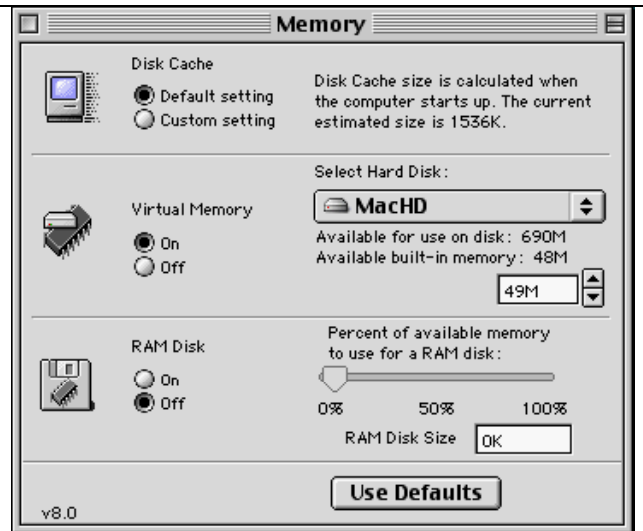
Easy Access (9k) is a control panel extension containing a set of keyboard utilities. These utilities assist people who might otherwise have difficulties using the keyboard or the mouse. Included as part of Easy Access are three main features.

- **Mouse Keys**
- **Slow Keys**
- **Sticky Keys**

MouseKeys

Part of **Easy Access**, **MouseKeys** is a program that lets you control all mouse movements by typing on the numeric keypad. This utility is especially valuable for people who lack the manual dexterity to maneuver a mouse.

Note: Apple recommends that you turn Virtual Memory off when using the **Easy Access** features. To turn off Virtual Memory, select Control Panels --> Memory from your Apple Menu and click the “off” radio button next to Virtual Memory, then restart your Mac.



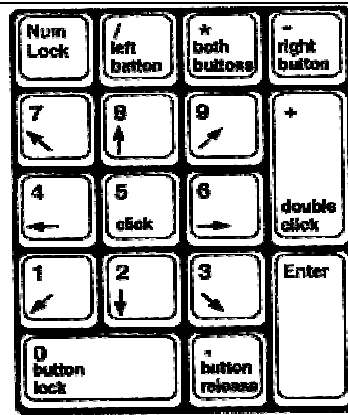
1. Turn on **MouseKeys** by pressing Command-Shift-Clear simultaneously. You can also use the Easy Access control panel to turn **MouseKeys** on and off.

You'll notice a zipping sound indicating that **MouseKeys** has been activated. Now you can use the numeric keypad to direct mouse movements on the screen.

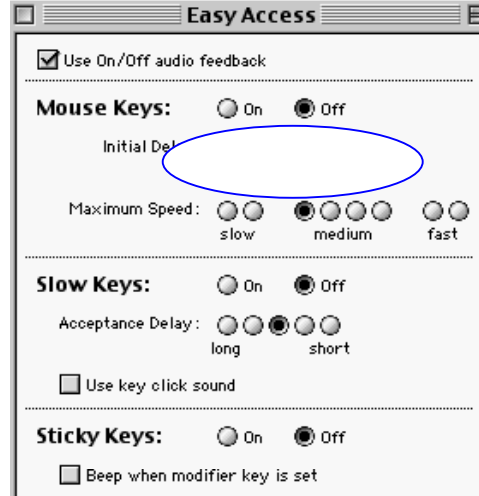


Accessibility Tutorial

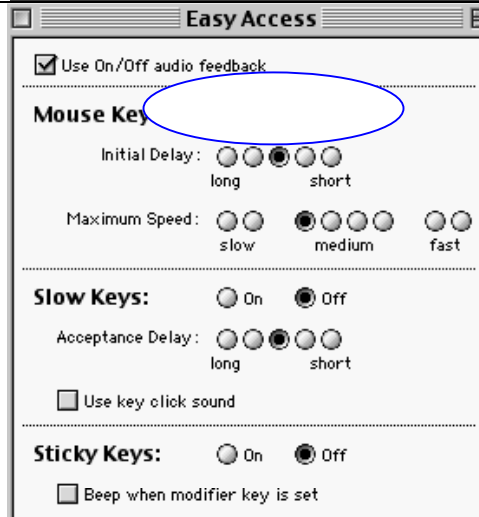
2. The numbers on the keypad are like the points of a compass. The 5 key on the numeric keypad serves as the mouse button. The 8 key goes up, the 2 key goes down, the 4 key goes left and the 6 key goes right. Mouse lock is the 0 key and the mouse button unlock is the “.” key.



3. You can change the speed of the mouse cursor by modifying the **Easy Access** control panel. Change the Initial Delay setting to “short” and change the Maximum Speed setting to “fast.” Now try using **MouseKeys** again, and notice the change in speed.



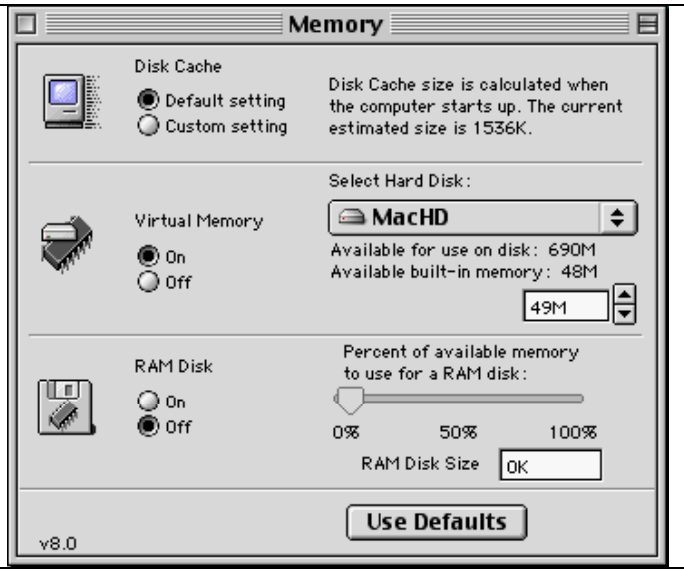
4. Turn **Mouse Keys** off by pressing the Shift key by pressing Command-Shift-Clear simultaneously. (or go to the **Easy Access** control panel).



Accessibility Tutorial

Slow Keys

Note: Apple recommends that you turn Virtual Memory off when using the **Easy Access** features. To turn off Virtual Memory, select Control Panels --> Memory from your Apple Menu and click the “off” radio button next to Virtual Memory, then restart your Mac.



1. Turn on **SlowKeys** by opening up the Easy Access control panel. You'll hear a zipping sound effect signifying that **SlowKeys** is activated. Change the Acceptance Delay setting to increase the time between keystrokes.

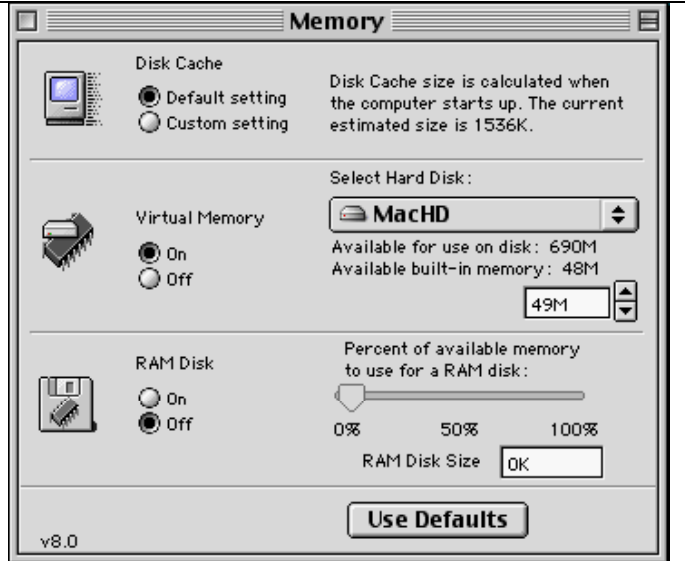
Note: There is also a **Mouse Keys** for the PowerBook (4k), because the PowerBook does not have a built-in numeric keypad. The file “**Mouse Keys for the PowerBook**” is used to emulate the numeric keyboard on the standard PowerBook keyboard.

Accessibility Tutorial

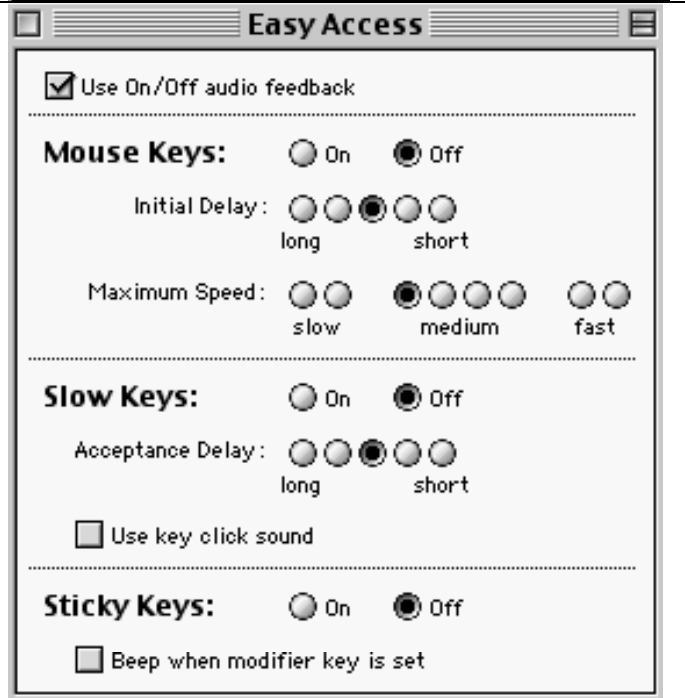
Sticky Keys

Part of **Easy Access**, **StickyKeys** is a software keylatch, meaning it can help you hold down keys during times when you must press two or three keys simultaneously (if you need to type a capital letter or a question mark, for example). For people with a physical disability who type with one finger or with a mouth wand, this keylatch feature is a helpful tool.

Note: Apple recommends that you turn Virtual Memory off when using the **Easy Access** features. To turn off Virtual Memory, select Control Panels --> Memory from your Apple Menu and click the “off” radio button next to Virtual Memory, then restart your Mac.



Turn on **StickyKeys** by pressing the Shift key five times. (You can also use the Easy Access Control Panel to turn **StickyKeys** On and Off). You'll notice a sound effect and a small icon of an empty bucket appearing in the upper right hand corner of the menu bar, indicating **StickyKeys** is active.



3. Type a capital letter using **StickyKeys** by taking one finger and pressing the Shift key once. Look at the **StickyKeys** icon again and you'll see that there is now an arrow pointing into the bucket. This indicates the Shift key you just pressed has been “locked” into memory. The next letter you press will be capitalized.

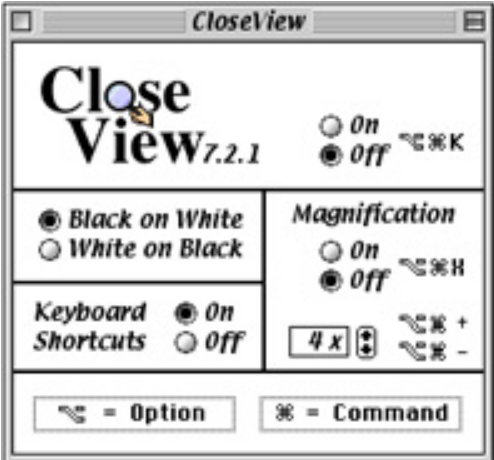
Accessibility Tutorial

4. You can also use StickyKeys for sequences that require more than two modifier keys to be held down simultaneously (for example, Command-Shift-1 to eject a floppy disk).	
Turn StickyKeys off by pressing the Shift key (again) five times (or go to the Easy Access control panel).	

Accessibility Tutorial

Close View

CloseView (16k), is a screen enlarger. It magnifies all screen images (including text, graphics, menu bar, and the mouse cursor) up to 16 times the normal size. In addition, **CloseView** can inverse the Macintosh display (so that text appears white on a black background instead of vice-versa). Naturally, these features are used most often by individuals with visual impairments.

<p>1. Open CloseView by opening the CloseView Control Panel. Turn it on by clicking on the “on” button. You’ll immediately notice a black rectangle on the screen. The area inside the rectangle will be magnified once the magnification is turned on.</p>	
<p>2. Click on the White-on-Black button. The screen will immediately reverse to white letters on a black background. Sometimes it’s easier for a person with a visual impairment to see white-on-black rather than black-on-white.</p>	
<p>3. Select the degree of magnification by pressing the arrows in the Magnification box. You’ll notice the black rectangle growing and shrinking as you decide which magnification you want.</p>	
<p>4. When you’re ready for the magnification, press the “on” button in the Magnification box. The Macintosh screen will now be magnified. Again, you can use the arrows to change the degree of magnification.</p>	
<p>5. To turn the magnification off, either click on the “off” button in the Magnification window, or press Command-option-X simultaneously. To turn CloseView Off, completely removing the magnification rectangle, click on the main “off” button or press Command-Option-O simultaneously.</p>	