

TECH CONNECT TIPS

Accessibility

Using Digital Resources with Limited Mobility

- Use voice recognition and talk to your device
- Use a keyboard instead of a mouse
 - Use keyboard shortcuts or try turning on Sticky Keys in settings if you have trouble pressing multiple keys at the same time. Sticky Keys will leave on modifiers like "Ctrl" and "Shift" so you can press the shortcut keys in sequence instead.
 - You can also change the keyboard settings to one-handed or add an on-screen keyboard to your device
- Make the computer mouse easier to use by making the mouse pointer larger, slowing down your mouse, or making your mouse left-handed. If you have trouble double-clicking the mouse, you can slow down the mouse's double click speed.



Resources For more specific How To's for your device visit

<https://mcmw.abilitynet.org.uk/impairment/motor>

TECH CONNECT TIPS

Accessibility (Continued)

Universal Keyboard Shortcuts

Shortcut	Function
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + P	Print
Ctrl + A	Select All
Ctrl + home	Goes to beginning of page/document
Ctrl + end	Goes to end of page/document
Ctrl + S	Save document
Ctrl + Z	Undo
Ctrl -/+	Zoom out/Zoom In
Ctrl + W	Close
Ctrl + N	New Document
Ctrl + O	Open
Ctrl + 0 (zero)	Fit on Screen
Ctrl + Q	Close All