

or stiffness due to Parkinsons
ult in your feeling much more confident in your ability to
some of these adjustments based on your needs.

sure your computer is on a steady surface like a table
and reduce the impact a tremor or stiffness

6.

Abbreviation Expansion for Microsoft Word

Microsoft Word includes many AutoCorrect features that help to offset typing (as an example, Word has the ability to automatically detect when you are starting a new sentence and then capitalizes the first word of that new sentence if you have forgotten to). Reducing the number of keystrokes required when typing by using **Abbreviation Expansion**, allows people with keyboarding difficulties to increase typing ease and efficiency. A strategy that follows this logic is called text-expansion. Some computers already have AutoCorrect default settings set up. See below to

To expand an abbreviation or sequence of characters follow these steps:

1. Go to the File tab in Word, scroll down, and select **Options**.

2. In the Options box, select **Proofing**.

3. Select the **AutoCorrect Options...** button.

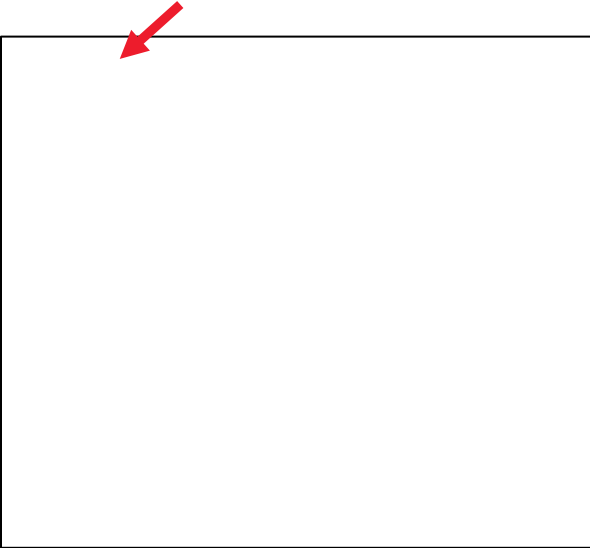
3. When the **AutoCorrect** box opens, check the **Replace text as you type** box

Sticky Keys

The Sticky Keys feature in Windows can be helpful to people with tremor or stiffness who may not be able to hold down several keys at once to enter a difficult keyboard shortcut such as Control, Alt, Delete. When Sticky Keys are turned on, pressing the keys in sequence rather than all at once can activate the keyboard shortcut.

To enable the **Sticky Keys**

6. Select **Set up Sticky Keys** to customize your keyboard even further.



6. In the **Pointer Options**

