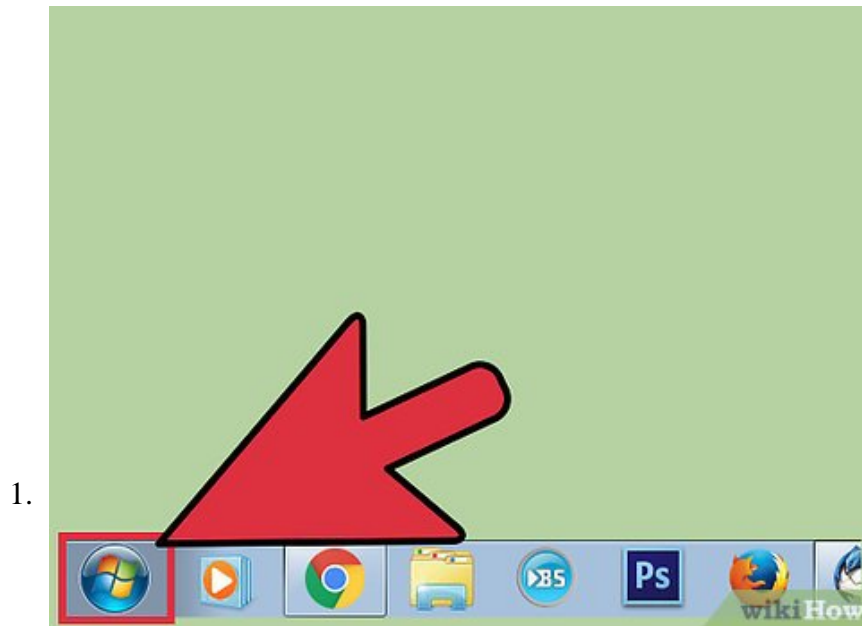


How to Type With a Virtual Keyboard

Both Mac and PC computers have virtual keyboards that, once opened, let you type by clicking (instead of typing) letters. Virtual keyboards are great for keeping your keystrokes anonymous when typing sensitive information on the internet,...

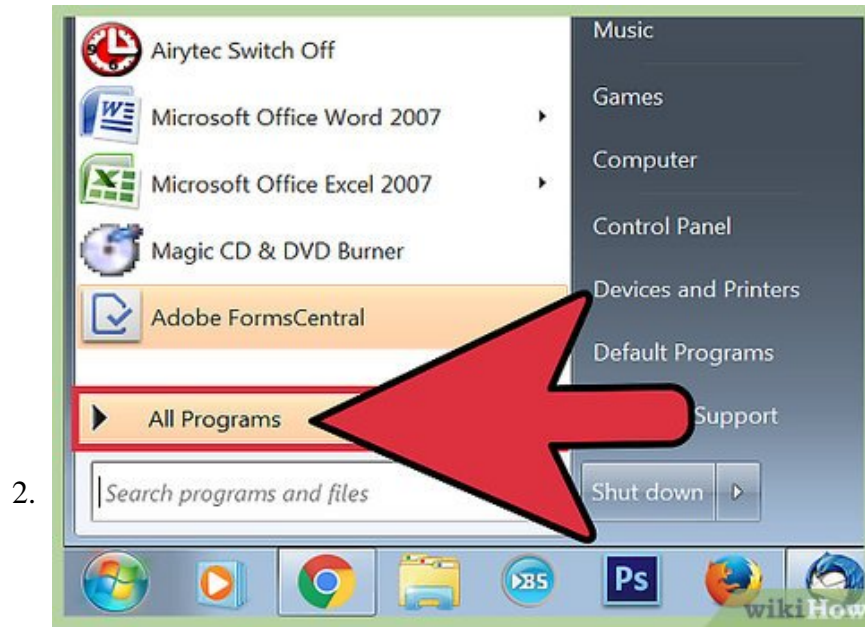
Method 1 of 2:

PC



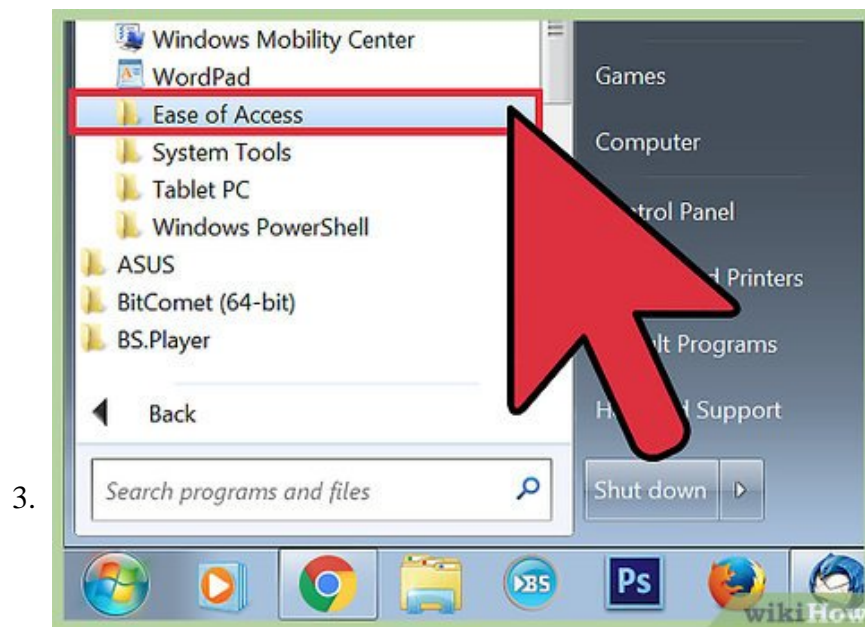
Open the Start menu. This will give you access to all of your computer's basic programs.^[1]

1. You can also press the `Win` button on your keyboard to open the Start menu.



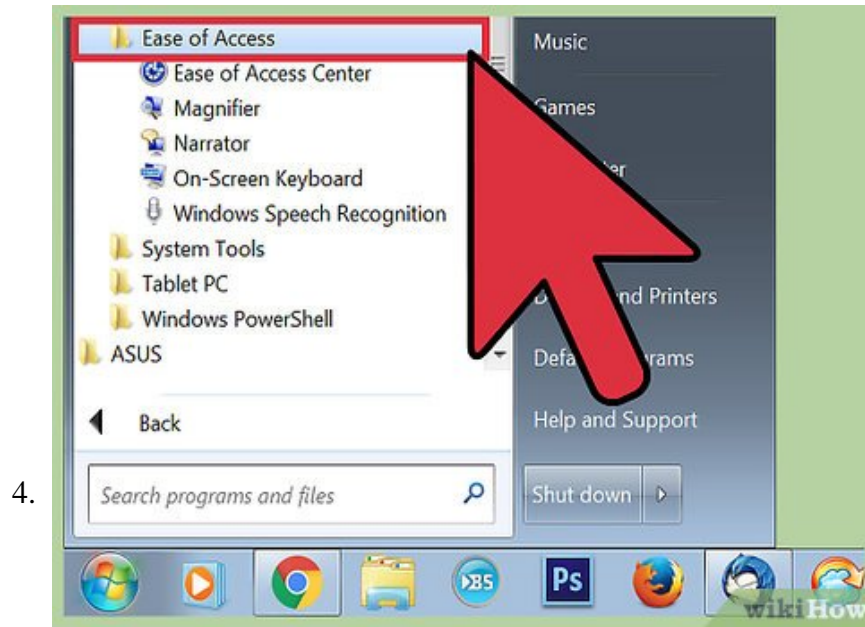
Open the "All Apps" menu. This menu lists all of your applications.

1. On some systems, the "All Apps" folder will be labeled "All Programs" instead.

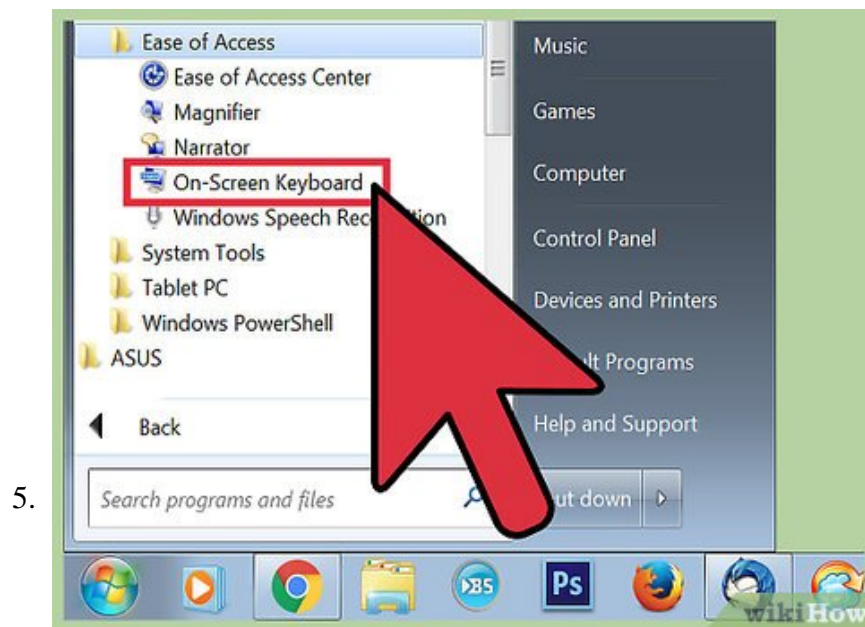


Find the "Windows Ease of Access" folder. Since the "All Apps" contents are organized alphabetically, head to the "W" section.^[2]

1. On older operating systems, open the "Accessories" folder, then find the dedicated "Ease of Access" folder within "Accessories".



Open the "Windows Ease of Access" folder. This folder houses applications like text-to-speech and the virtual keyboard.



Locate the "On-Screen Keyboard" icon. Click this to open Windows' virtual keyboard.

6.



Click the virtual keyboard keys to type. For special keys, like the **Shift** key, click once to activate the function (for example, temporary upper-case) and click again to negate the function.

1. If you need to access special characters or characters from a language other than English, you can use the Windows "Character Map" or Google Translate, then copy and paste.

Method 2 of 2:

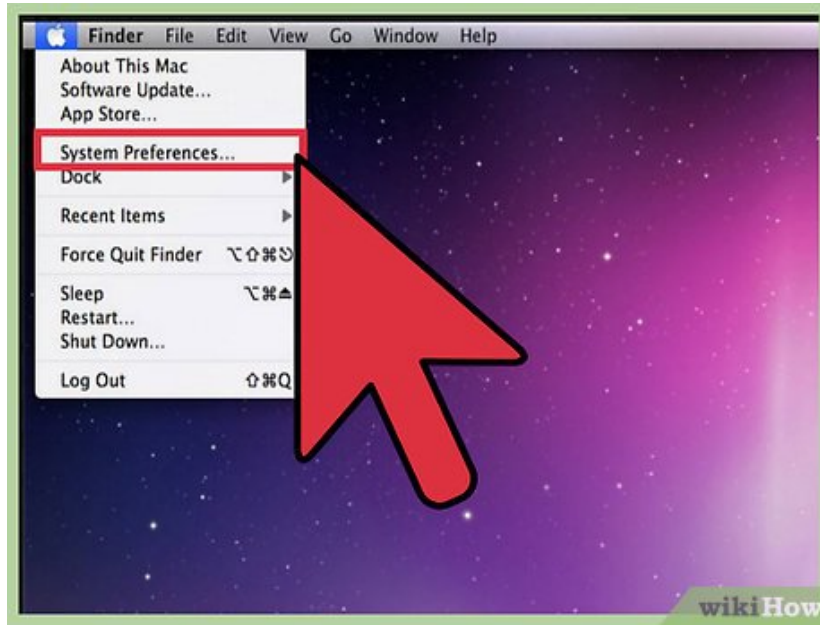
Mac

1.



Open the Apple menu. It's located in the upper left corner of your screen.

2.



Select "System Preferences".

3.



Open the "Keyboard" folder. This should open a menu with your keyboard's settings.

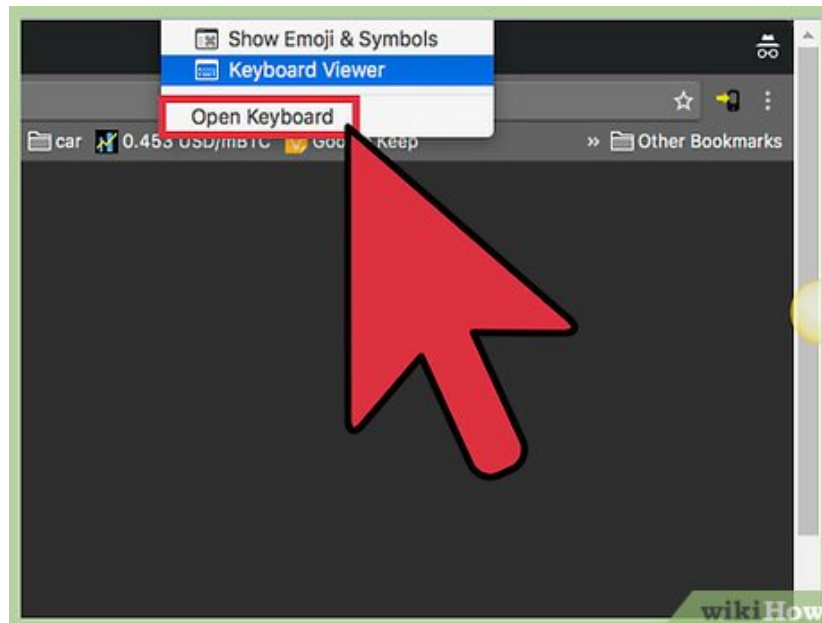
4.



Click the "Show Keyboard & Character Viewers" box. You should now have a "Keyboard and Character Viewers" icon in your upper right-hand menu bar.^[3]

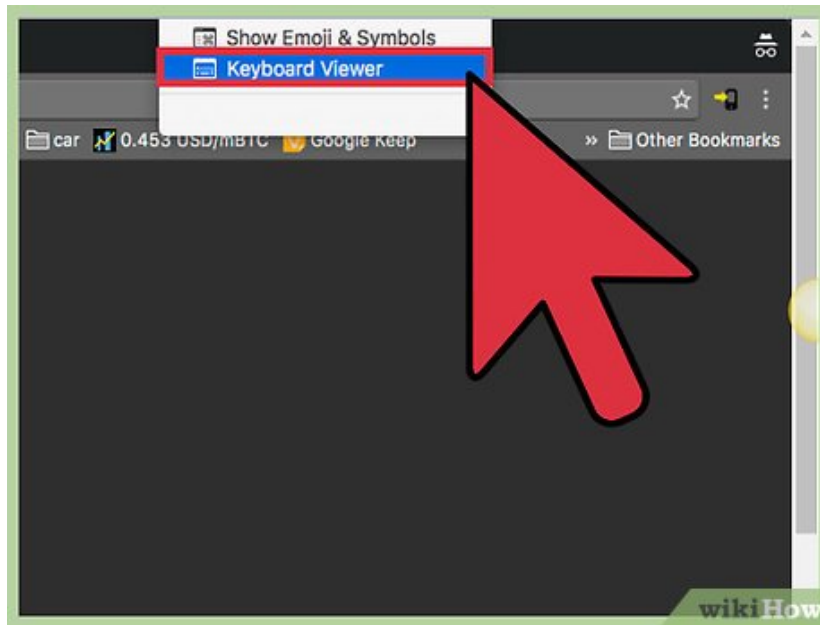
1. After you check the relevant box, you can exit out of System Preferences and the Keyboard menu.

5.



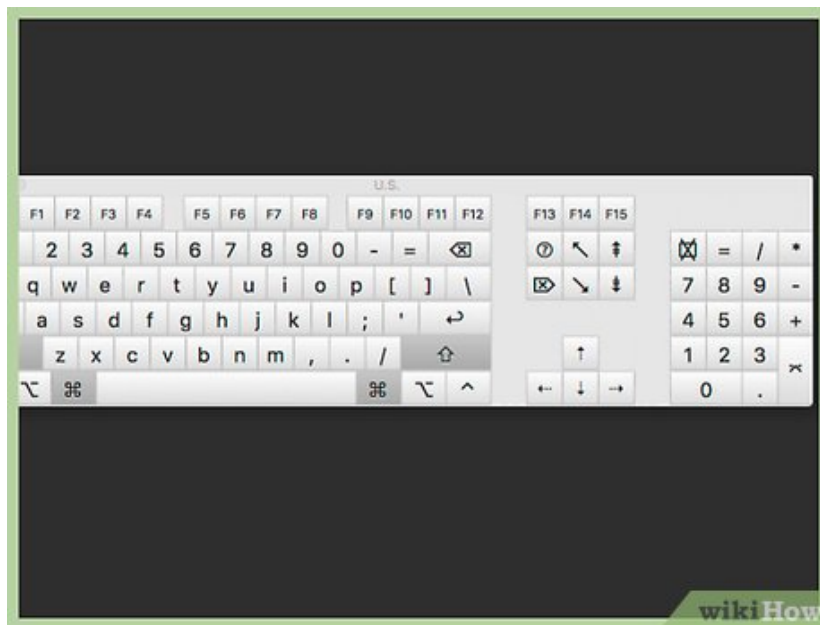
Open the Keyboard Viewer from your menu bar. This should open your "Keyboard Viewer" menu.

6.



Click "show keyboard viewer". The on-screen keyboard should appear on top of any open applications.

7.



Click the virtual keyboard keys to type. For special keys, like the **Shift** key, click once to activate the function (for example, temporary upper-case) and click again to negate the function.

You finished reading the article "**How to Type With a Virtual Keyboard**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.