

## Built in Windows Accessibility features

There are many accessibility features built into Microsoft products that can make your computer easier and more comfortable to use. These features can make the screen easier to see, provide visual equivalents for some audio content or can assist with keyboard and mouse control.

The *Ease of Access Center* in Vista or the *Accessibility Wizard* in XP makes it easier to find and change accessibility settings. The Accessibility Wizard asks questions about the user's accessibility needs. Then, based on the answers, it configures utilities and settings for individual users.



**To open the Accessibility Wizard Click on Start, All Programs, Accessories and Accessibility Wizard**

Email: [sdeakin@enableireland.ie](mailto:sdeakin@enableireland.ie) web: [www.enableireland.ie](http://www.enableireland.ie)

Alternatively individual accessibility settings can be changed through the Control Panel.



The Control Panel can be accessed by going to the Start menu, Settings and clicking on Control Panel

*To adjust the display and make the screen more readable:*

There is a wide array of options to make items on the computer screen easier to see  
Options that can be adjusted include:

- *Font style, color, and size of items on the desktop*
  - Using the Display options, choose font color, size and style combinations. ▪ (Go to Control Panel, Display, Appearance tab, Advanced)
- *Icon size*
  - Make icons larger for visibility, or smaller for increased screen space. ▪ (Go to Control Panel, Display, Appearance tab, Advanced)
- *Screen resolution*
  - Change pixel count to enlarge all objects on screen.
  - (Go to Control Panel, Display, and Settings tab)
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□ *High contrast schemes*

- Select color combinations that are easier to see.  
(Go to Control Panel, Accessibility Options, and Display tab)

□ *Cursor width and blink rate*

- Make the cursor easier to locate, or eliminate the distraction of its blinking. ▪  
(Go to Control Panel, Accessibility Options, and Display tab)

□ *Magnifier*

- Enlarge a portion of the screen to make things easier to see with Magnifier. A program that makes the computer screen more readable by creating a separate window that displays a magnified portion of the screen. Choose a magnification level from 2 to 16 times the original.
- (Go to Start, All Programs, Accessories, Accessibility and Magnifier)

*Help with reading:*

□ *Narrator*

- A text-to-speech feature that reads what is displayed on the screen—the contents of the active window, menu options, or text that has been typed. ▪ (Go to Start, All Programs, Accessories, Accessibility and Narrator)

*Help using the Mouse:*

▪ *Change the Double-Click Speed*

- Choose how fast to click the mouse button to make a selection. ▪  
(Go to Control Panel, Mouse, Buttons Tab)

▪ *ClickLock*

- Highlight or drag without holding down the mouse button.
- (Go to Control Panel, Mouse, Buttons Tab)

▪ *Pointer Speed*

- Set how fast the mouse pointer moves on screen.
- (Go to Control Panel, Mouse, Pointer Options Tab)

▪ *SnapTo*

- Move the pointer to the default button in a dialog box.
- (Go to Control Panel, Mouse, Pointer Options Tab)

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- *Pointer Trails*
  - Follow the pointer motion on screen to increase visibility.
  - (Go to Control Panel, Mouse, Pointer Options Tab)
  
- *Show Location of Pointer*
  - Quickly reveal the location the pointer on screen.  
(Go to Control Panel, Mouse, Pointer Options Tab)
  
  - *Reverse the function of the right and left mouse buttons for left handed individuals* ▪ Reverse actions controlled by the right and left mouse buttons. ▪  
(Go to Control Panel, Mouse, Buttons Tab)
  
- *Pointer schemes*
  - Choose size and color options for better visibility.
  - (Go to Control Panel, Mouse, Pointers Tab)
  
- *MouseKeys*
  - Instead of using the mouse, you can use the arrow keys on the numeric keypad to move the pointer.
  - (Go to Control Panel, Accessibility Options, and Mouse tab)
  
- *Click Items as follows*
  - Icons can be set to open on a single click rather than a double click. ▪ (Go to Control Panel, Folder Options)

### *Help using the Keyboard:*

- *Character Repeat Rate*
  - Set how quickly a character repeats when a key is struck.
  - (Go to Control Panel, Accessibility Options, Keyboard tab, FilterKeys Settings, Settings )
  
- *Dvorak Keyboard Layout*
  - Choose alternative keyboard layouts for people who type with one hand or finger.
  - (Go to Control Panel, Regional and Language Options, Languages tab, Details, Add, tick Keyboard layout/IME, Select US-Dvorak keyboard)
  
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- *ToggleKeys*

- Hear tones when pressing certain keys (Caps lock, Num Lock and Scroll Lock). ▪  
(Go to Control Panel, Accessibility Options, and Keyboard tab)

- *Extra Keyboard Help*

- Get ToolTips or other keyboard help in programmes that provide it. ▪  
(Go to Control Panel, Accessibility Options, and Keyboard tab)

- *Keyboard shortcuts*

Use keyboard shortcuts as an alternative to the mouse. Keyboard shortcuts can be found in the menus of programs, or, if a letter is underlined on a menu,

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that usually means pressing the ALT key in combination with the underlined key has the same effect as clicking that menu item.

- (Go to <http://www.microsoft.com/enable/products/keyboard.aspx> )
  
- *Sticky Keys*
  - Instead of having to press multiple keys at once (such as when you press the Ctrl, Alt, and Delete keys simultaneously to log on to Windows), you can press one key at a time when Sticky Keys is turned on.
  - (Go to Control Panel, Accessibility Options, and Keyboard tab)
  
- *Filter Keys*
  - Ignores keystrokes that occur in rapid succession and keys that are held down for several seconds unintentionally.
  - (Go to Control Panel, Accessibility Options, and Keyboard tab)
  
- *Speech Recognition*
  - Enables you to interact with your computer using only your voice. Dictate documents and e-mail, browse the Web, and command programs. Voice recognition comes with Vista, but not with XP.
  
- *On-Screen Keyboard*
  - A visual, on-screen keyboard with all the standard keys that you can use instead of a physical keyboard. On-Screen Keyboard also lets you type using an alternative input device, such as a joystick.
  - (Go to Start, All Programs, Accessories, Accessibility and On-Screen Keyboard)

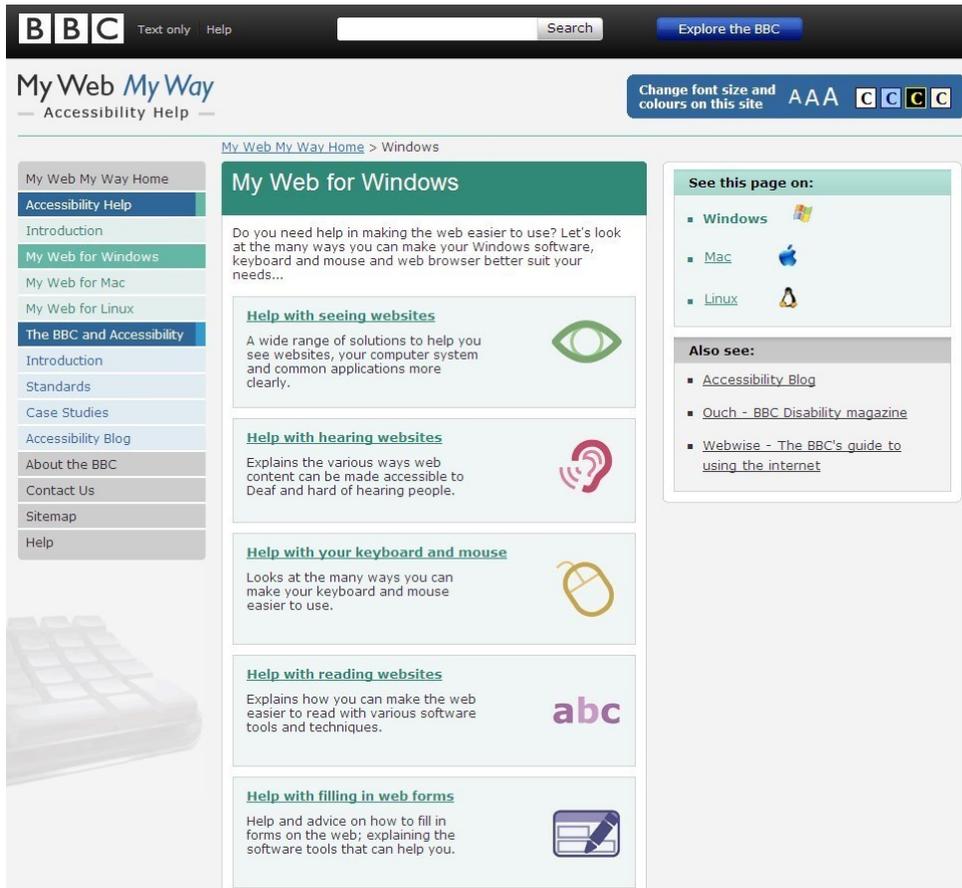
#### *Help with hearing:*

- *Visual Notifications (Sound Sentry)*
  - Will replace system sounds with visual cues, such as a flash on the screen, so system alerts are announced with visual notifications instead of sounds. ▪ (Go to Control Panel, Accessibility Options, and Sound tab)
  
- *Captions*
  - Turn on text captions for animations and video. Using this option, you can see the visual equivalents when sounds play (only available when media authors have provided this information).
  - (Go to Control Panel, Accessibility Options, and Sound tab)

- **Adjust system volume**
  - Although most computer speakers have a volume control, you can control the overall level of sound from your computer.
  - (Go to Control Panel, Sounds and Audio Devices, Volume tab)
  
- **Sound Schemes**
  - Associate computer sounds with particular system events.
  - (Go to Control Panel, Sounds and Audio Devices, Sounds tab)

*Related Accessibility Links:*

<http://www.bbc.co.uk/accessibility/>



<http://www.microsoft.com/enable/>

The screenshot shows the Microsoft Accessibility website. At the top, there is a blue header with the Microsoft logo on the left, a search bar in the center with the text "Search Microsoft.com", and the Bing logo on the right. Below the header is a dark blue bar with the word "Accessibility" in white. Underneath, there is a navigation menu with links for "Home", "Text version", "Index", "Help", "Subscribe", "Downloads", and "International".

On the left side, there is a "Search Accessibility Site:" section with a search box and a "Go" button. Below this are several menu categories with expandable arrows:

- Product Information**
  - Accessibility in Microsoft Products
  - Assistive Technology Products
- Tutorials & Training**
  - Demos
  - Tutorials
  - Guides by Impairment
  - Find a Resource Center
- Accessibility in Action**
  - Case Studies & Articles
  - Business & Education Resources
  - Microsoft's Commitment

Below the menu is a red box for the "Accessibility Developer Center" with the text "tools and technologies for developing accessible applications and code" and the msdn logo.

The main content area features a large green banner with the word "Accessibility" in white. Below the banner is a paragraph: "Accessibility makes the computer easier to see, hear, and use. Discover what's possible with accessibility today and read inspiring profiles of accessibility in action."

Below this paragraph are three sections:

- Product Information**: Includes a CD-ROM icon and a list of products: Windows Vista, Office 2007, Internet Explorer 8, More Microsoft products and resources, and Assistive technology products for Windows.
- Tutorials and Training**: Includes a computer monitor icon and a list: Demos of accessibility in Windows, Tutorials for accessibility features, Guides by type of impairment, and Find an accessibility resource center.
- Accessibility in Action**: Includes a photo of a person and a list: Profiles of accessibility in action, Case studies and articles, Business resources for integrating accessibility, and Our commitment, strategy, and history.