

Ease of Access Centre – Visual (Windows 7)

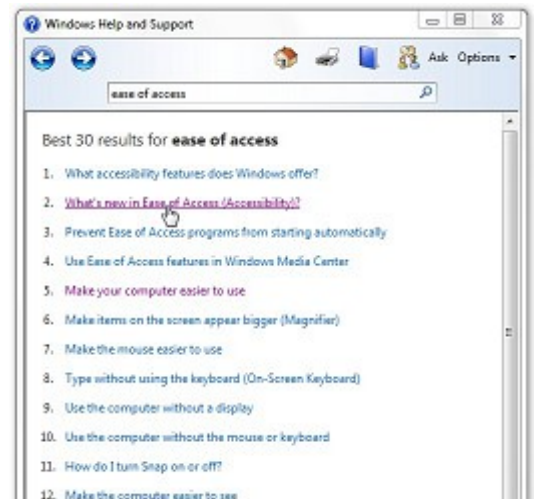
1. There are a number of Accessibility Options available within Windows 7 to help the visually impaired. These are to be found in 3 ways.

2. **Either**

left-click **Help and Support** on the **Start Bar**



then type in **Ease of Access** and you will be given a list of relevant topics. (Windows 7 uses **Ease of Access** in place of **Accessibility** which was previously used). Choose those relevant to visual impairment.



Follow through some of these by left-clicking on them to find out more.

In particular there is the facility in the **Ease of Access Centre** to fill in a questionnaire to get suggestions for accessibility features that you might find useful (see below).

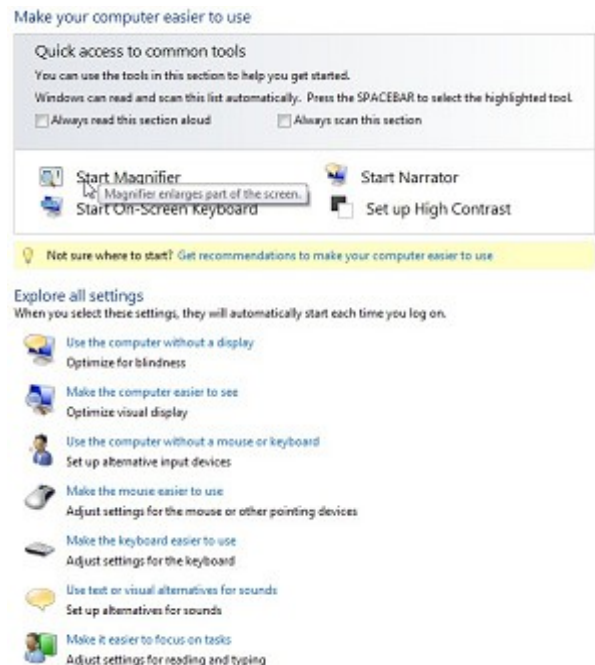
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3. Or

left-click on **Control Panel** on the **Start Bar**, and on **Ease of Access Centre**




This allows you to select facilities relevant to visual impairment but if you're not sure then left-click on "Get recommendations to make your computer easier to use". This accesses the questionnaire and filling this out will point to whichever tools are recommended for your needs or those of the person you are trying to help. You can choose to select or not select these. In particular the first section addresses visual (eyesight) problems. When you have



completed these a list of Recommended Settings appears which you can choose to select.

4. **Or**

simply left-click the Windows logo key  +U and the **Ease of Access Centre** will open.

5. **Facilities available to help visual impairment problems**

These can be accessed by

Either

following links as above

Or

left-clicking on one of the selections in the **Ease of Access Centre** such as "Facilities relevant to visual impairment" including **Magnifier, Narrator, On screen keyboard, High Contrast** which can all be selected for quick access and will operate on switch on. There are also **Use the computer without a display, Make the computer easier to see, Use the computer without a mouse or keyboard** and others which lead you into a selection of tick-boxes and settings (including the use of the first four) to tailor them to your particular requirements.

Magnifier zooms in anywhere on the screen and makes that part of the screen larger.

Narrator reads aloud any text on screen.

On screen keyboard allows you to click with a mouse on a picture of a keyboard on the screen rather than using a

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conventional keyboard.

High Contrast makes the screen easier to view by heightening screen contrast with alternative colour combinations.

6. Some of the other terminology you will come across as you explore these are **Toggle Keys**, **Screen Resolution**, and changing the **size** of objects or text on the screen. Also **Audio description** and **Speech Recognition**.

Toggle Keys gives an audible indication when CAPS LOCK, NUM LOCK, or SCROLL LOCK are switched on or off.

Screen Resolution determines the amount of information that appears on the screen. A lower **Screen Resolution** increases the size of items on your screen.

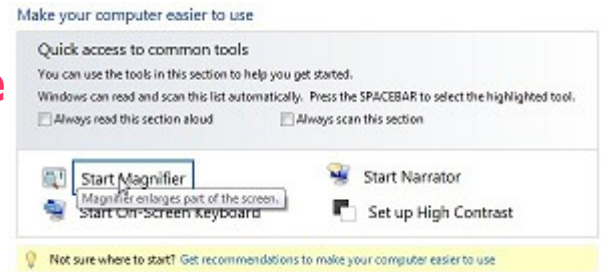
The font **size** can be changed from **Normal** to **Large** or **Extra Large**. Object **size** can be changed as well.

Audio description is available in some videos and can be switched on to describe a scene.

Speech Recognition uses a microphone to allow you to control facilities on your computer and input text without using a mouse or keyboard.

7. Magnifier

In the **Ease of Access Centre** left-click **Start Magnifier** which shows a magnifying glass. If you left-click on it a small window opens which allows the setting of magnification and how the view is used and other Options.



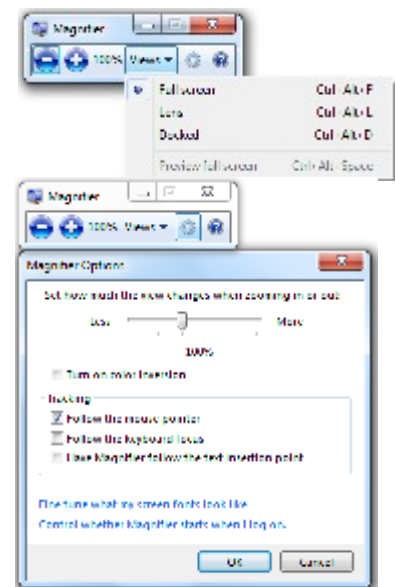
- There are facilities to change the
- magnification level using the + and -

and using the drop down Menu under Views to change the

- size of the magnification window and
- to position the magnification window on your desktop and by left-clicking on the gear wheel
- invert the screen colours (colour inversion)

Magnifier also has a number of tracking options, including:

- following the mouse pointer as it moves on your screen.
- following the keyboard focus which centres on the location of the cursor.
- following text editing i.e. following where the text cursor appears.



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8. Narrator

In the **Ease of Access Centre** left-click **Start Narrator** which opens a window with a list of possible Settings. **Narrator** is a text-to-speech utility which reads out loud the text displayed on the top Window of the screen and the keystrokes.



9. Further options in the **Ease of Access Centre** can be selected as shown above, i.e. **Start On-Screen Keyboard** and **Set up High Contrast**.

10. Left-clicking on **Start On-Screen Keyboard** places a virtual moveable keyboard on the



screen and instead of typing on the keyboard you left-click on the characters you want to select.

11. Left-clicking on **Set up High Contrast** opens a window of a number of settings which help to make the computer easier to see. This window also allows choosing of settings for **Magnifier** and **Narrator** to start up when the computer is first switched on.

12. Choose from the above to meet your particular needs or try the Questionnaire by left-clicking on "Get recommendations to make your computer easier to use".

Left-click on each item that applies to you and then left-click on Next to get the next selection. After the last

selection left-click on Done and a series of recommendations is listed which you can then implement by left-clicking on the relevant items and then on OK.

13. You can find other information and settings re Ease of Access on the web for Windows 7 by following the links to "Learn about additional assistive technologies online".

14. There are other forms of text-to-speech utility available which may be more user friendly. Also speech-to-text utilities.

Search the web (eg www.abilitynet.org.uk/mcmw/) or seek advice from your usual source of help with these and with other Accessibility options to help with visual impairment.