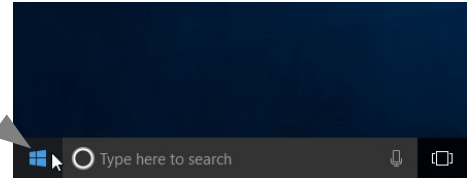# Ease of Access Centre – Visual (Windows 10)

1. There are a number of Accessibility Options available within Windows 10 to help the blind or visually impaired.

2. **Either** Left-click on the Start Button

and then on the Settings Button

A screen appears with all the possible Windows Settings. Left-click on Ease of Access (you may have to scroll down to see it) when you will be presented with a list of Options. This may vary depending on what you've been doing previously e.g. it may show Narrator selected. Note that Windows 10 uses **Ease of Access** in place of **Accessibility** which was previously used.
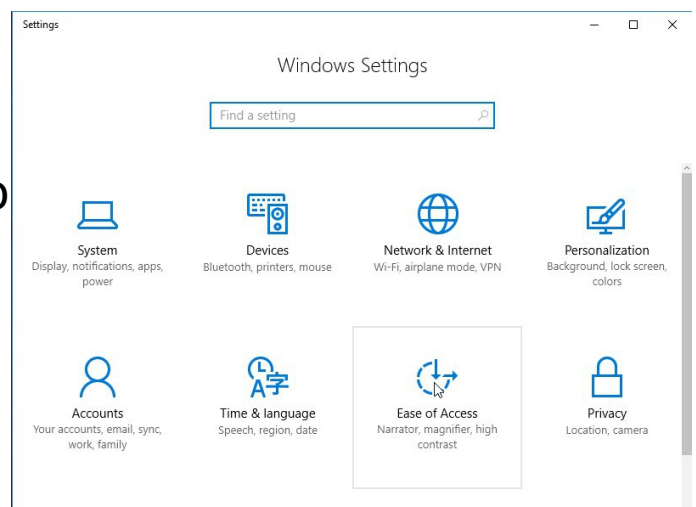
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3. "Narrator" is a facility which reads out text and buttons on the screen. There are options to choose. Ensure that you scroll down to see everything. There is an option to Download and install software for use with a Braille display.
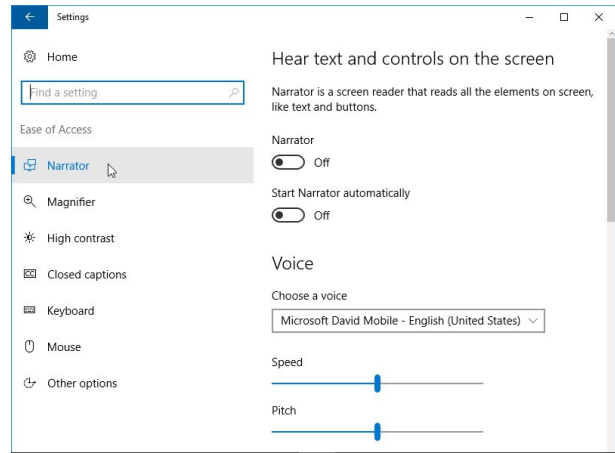
4. "Magnifier" allows you to make all or part of the screen bigger, again with options to choose. Again ensure that you scroll down to see everything.
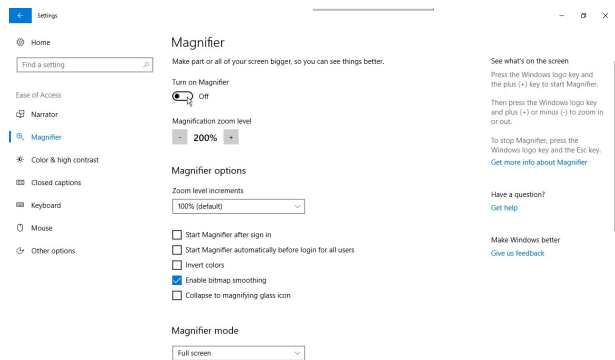
A small Magnifier Window appears which allows you to change settings. Again ensure that you scroll down to see everything as there's a list of Keyboard shortcuts to use.
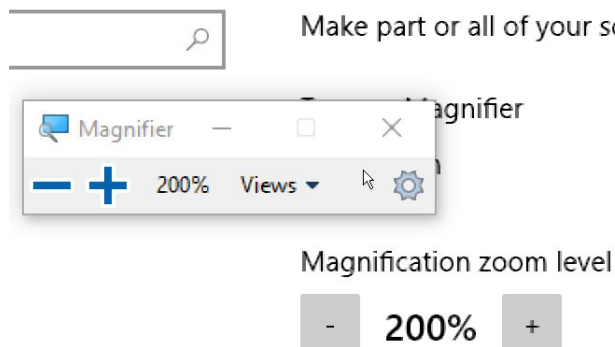
5. "Colour and high contrast" allows application of colour filters to make things on screen easier to see. Again ensure that you scroll down to see everything and to access the "Apply" button.
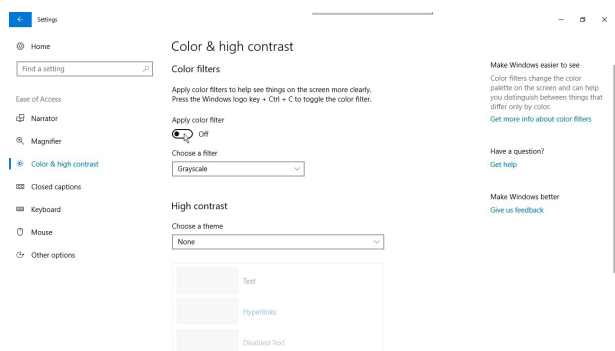
6. There are other selections which you may find helpful such as switching on tones when you press various keys on the Keyboard or changing the size or colour of the Mouse pointer.

7. If the Options shown don't cover the needs suitable for e.g. blind people, left-click on "Other options" which allows selection of a number of options some of which may help.
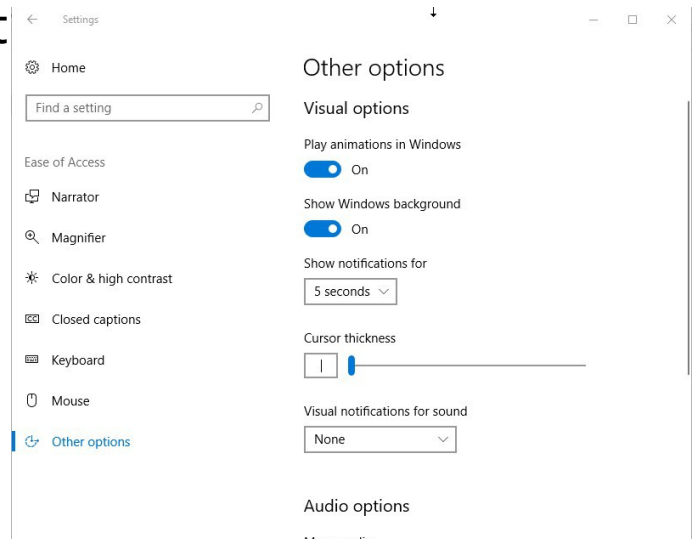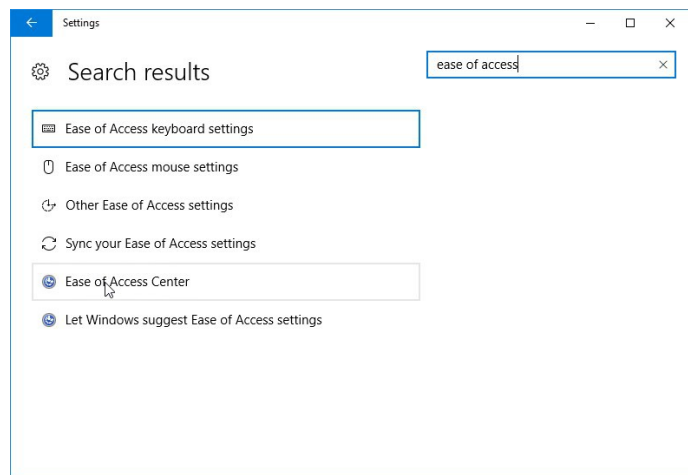

8. Choose those you may find helpful and select and set them up.

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9. **And/Or** when you select Windows Settings via the Settings button and then you type **Ease of Access** into the "Find a setting" box you will be given a list of relevant topics.
Left-click on "Show all results".
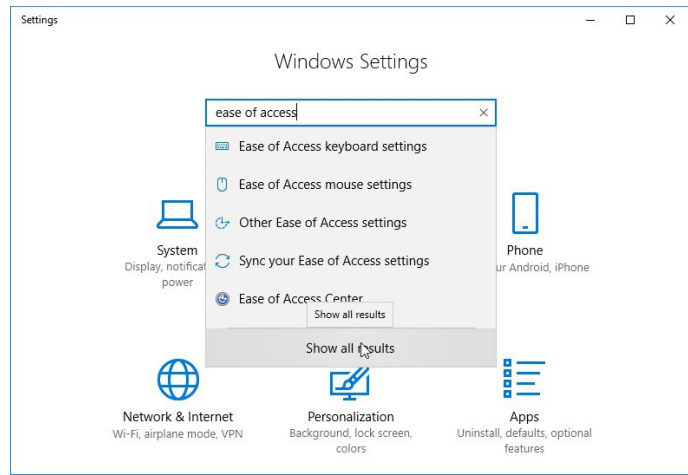
Then left-click on "**Ease of Access Centre**".

10. 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.
Left-click on "Get recommendations to make your computer easier to use"
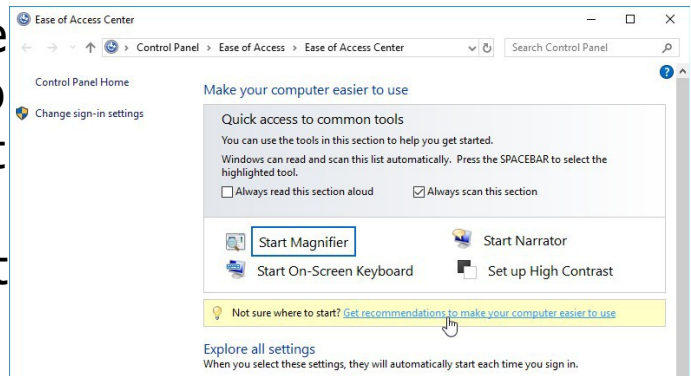
11. This accesses the questionnaire (under 5 headings of Eyesight, Dexterity, Hearing, Speech and Reasoning) and filling this out will point to whichever tools are recommended for your needs or those of the person you are trying to help. You can choose to select or not select these.
In particular the first section addresses the visually impaired.
Select all that apply by left-clicking to check the boxes then left-clicking on Next to move to the next screen and so on.
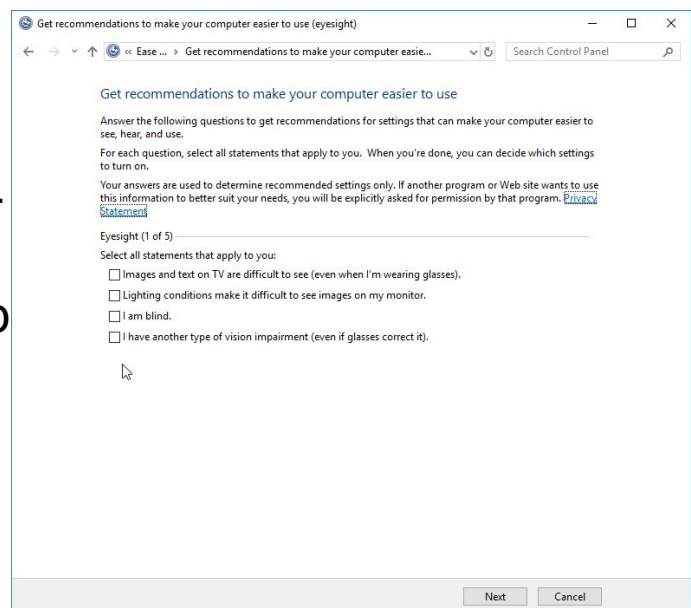
12. When you have completed these, a window appears, depending on which boxes you previously checked, where you can make selections from a list of Recommended Settings e.g. choose Narrator by left-clicking in the box "Turn on Narrator" which reads aloud any text on the screen. There are also other options to choose. Be sure to scroll down to see all of them. Then left-click on "Apply".
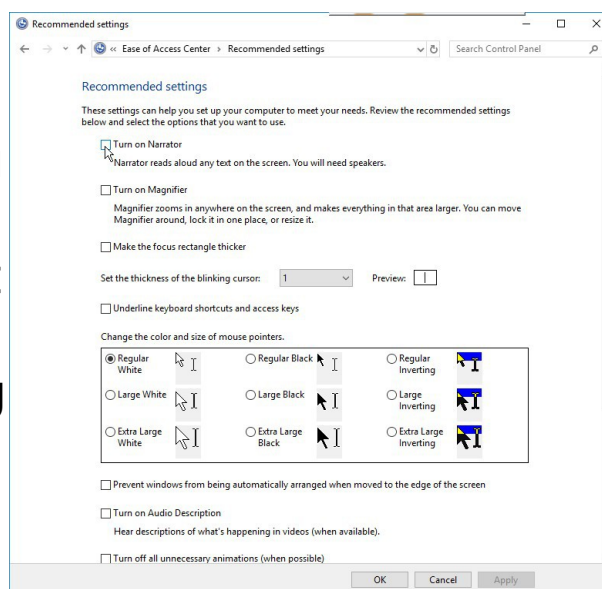
13. **Further facilities available to help visual problems:-**
You can also follow the link "Learn about assistive technologies on line", at the bottom of the above screen, which gives further options for Microsoft Accessibility and if you scroll down you will find a series of Guides, selected by left-clicking in the appropriate box.

14. Left-click on Open to see what it says.
The "Guide for People who are Blind or Low Vision" should open in Word. Work through this, selecting what's helpful. There are also a lot of links to get more help.

15. There are other forms of Features for people who are blind or visually impaired available which may be of more use and provide more advanced functionality for daily use. Search the web (eg www.abilitynet.org.uk) AbilityNet and
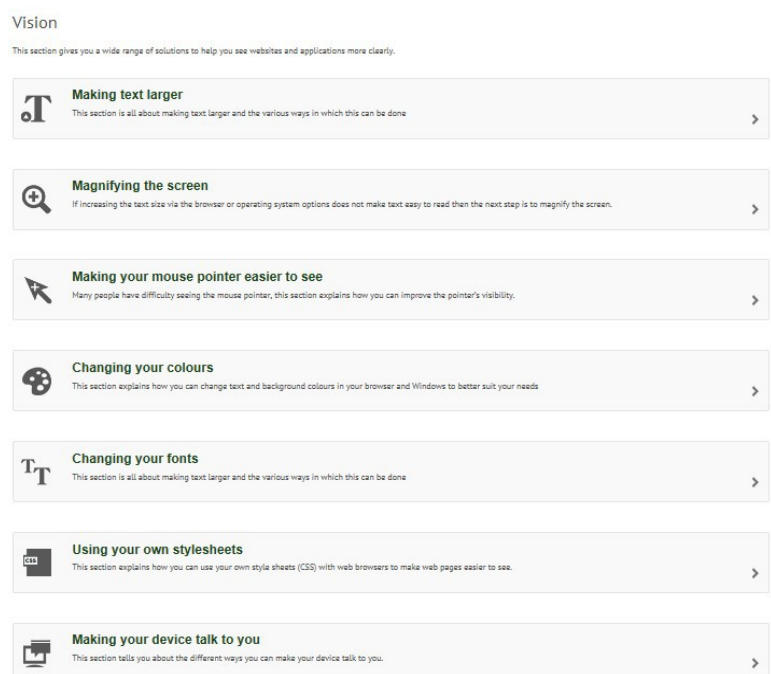
follow the links to make "My Computer My Way",
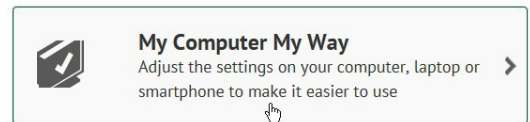
then "Seeing the Screen" (scroll down).
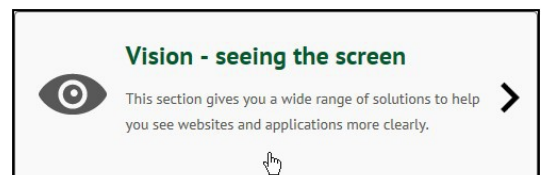
Choose the options which help you (again scroll down).

AbilityNet also has relevant Factsheets to Open or Download.

16. **Or** seek advice from your usual source of help with these and with other **Ease of Access** options to help with aural impairment.

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17. **Or** you can type **Ease of Access** into Google and select a suitable option. But always check that it refers to Windows 10!

Here are some symbols you may come across though some are more relevant to the UK than others.

Braille

visually impaired

visually impaired