Ease of Access Centre – Mobility (Windows 10)

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



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. Choose those relevant to mobility or dexterity. Note that Windows 10 uses **Ease of Access** in place of **Accessibility** which was previously used.

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- 3. "Keyboard" has a selection of options which assist with making the keyboard easier to use if you have problems with fingers. There are other selections which you may find helpful such as switching on tones when you press various keys on the Keyboard. Ensure that you scroll down to see everything.
- 4. "Mouse" allows you to

 e.g. Make the mouse
 easier to use. For instance
 there are sections for
 setting up Mouse Pointers,
 Turn on Mouse keys which
 uses the numeric keyboard
 to move the mouse around
 the screen, Make it easier
 to manage windows.



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- 5. Follow through some of these by left-clicking on them to find out more. Choose those you may find helpful and select and set them up.
- 6. 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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7. 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".

Settings		_,	×
	Windows Settings		
[ease of access	×	
	Ease of Access keyboard settings		
	C Ease of Access mouse settings	_	
	🕒 Other Ease of Access settings	_	
System Display, notificat	○ Sync your Ease of Access settings	Phone ur Android, iPhone	
power	Ease of Access Center Show all results		
	Show all the sults		
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Network & Inte Wi-Fi, airplane mod		Apps Uninstall, defaults, optional features	

÷	Settings		-	×
ŝ	Search results	ease of access		×
	Ease of Access keyboard settings			
Ū	Ease of Access mouse settings			
Ġ	Other Ease of Access settings			
C	Sync your Ease of Access settings			
C	Ease of Access Center			
C	Let Windows suggest Ease of Access settings			

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8. 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"

9. 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 second section addresses Dexterity.

Accessibility

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Select all that apply by leftclicking to check the boxes then left-clicking on Next to move to the next screen and so on.



10. 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 Sticky Keys by left-clicking in the box "Turn on Sticky Keys" which allows keyboard

ecommended settings	- 0	×
→ ↑ Second Access Center → Recommended settings → ♂	Search Control Panel	P
Recommended settings		
These settings can help you set up your computer to meet your needs. Review the recom below and select the options that you want to use.	mended settings	
Set the thickness of the blinking cursor: 1 V Preview:		
Turn on Sticky Keys		
^P Press keyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.		
Set up Sticky Keys		
Turn on Toggle Keys		
Hear a tone when you press CAPS LOCK, NUM LOCK, or SCROLL LOCK.		
Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds		
Turn on Filter Keys		
Ignore or slow down brief or repeated keystrokes and adjust keyboard repeat rate	5.	
Set up Filter Keys		
Underline keyboard shortcuts and access keys		
Change the color and size of mouse pointers.		
●Regular White I ○ Regular Black I ○ Regular Inverting	T	
\bigcirc Large White $\searrow I$ \bigcirc Large Black $\frown I$ \bigcirc Large Inverting	NI	
ОК Са	ncel Apply	

shortcuts to be accessed one key at a time. There are also other options to choose.

For instance there are sections for setting up Mouse Pointers and to Control the Mouse with the keyboard. Be sure to scroll down to see all of them.

These lead into Keyboard settings as follows:-

On-Screen Keyboard is a utility that displays a virtual moveable keyboard on the

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ſab	q	w	e	r	t	У	u		0	p					End	PgDn
Caps	a	s	Ĩ	d f	g	h	j	k	T	T		- 4	1-	-	Insert	Pause
Shift	T,	Iz	Tx.	Тċ	Tv	b	In I	m			27	Shift	1	Del	PrtScn	ScrL

screen and allows users with mobility impairments to type data using a pointing device or joystick. Word suggestions appear as you type which help to speed things up.



Sticky Keys is designed for people who have difficulty holding down two or more keys simultaneously. When a shortcut requires a key combination, such as CTRL+P, **Sticky Keys** will enable you to press a modifier key (CTRL, ALT, or SHIFT), or the Windows logo key and have it remain active until another key is pressed. When Sticky Keys is selected there are options to select.

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

Filter Keys is a keyboard feature that instructs the keyboard to ignore brief or repeated keystrokes. There are options to select.

There are Other Settings available as well.

Display extra keyboard Help in programs. Some software programs provide additional Help for using the keyboard with the program.

Mouse settings are as follows:-**Pointer size** and **Pointer Colour**.

Mouse Keys is designed for people who have difficulty using a mouse. **Mouse Keys** allows you to use the numeric keypad to control the mouse pointer. However this is not straightforward with a laptop.

There are also links to set-up to use a **Pointing Device** with an On-Screen keyboard or **Speech Recognition**.

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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 Microsoft MicrosoftAccessibility and if you scroll down you will find a series of Guides, selected by left-clicking in

the appropriate box.



12. Left-click on Open to see what it says.

What do you want to do with MicrosoftAccessibilityHearingGuide.docx (1.7 MB)? Open Save A Cancel X From: download.microsoft.com

The "Guide for People who have Low Mobility or Dexterity" should open in Word. Work through this, selecting what's helpful. There are also a lot of links to get more help. In particular the possibility of using eye tracking technology to eye control the mouse pointer or type using an onscreen keyboard or communicate via text-to-speech is being developed. Refer

https://support.microsoft.com/engb/help/4043921/windows-10-get-started-eye-control

You will need a supported eye tracking device.

Tobii **tobii** might be a possibility.

See also Eyemobile EyeMobile Plus and Eyegaze.

There are also computers supplied with eye tracking devices and software built in. These tend to be expensive.

A useful website to compare possibilities is <u>ALLScotland</u> <u>http://www.callscotland.org.uk/information/eye-gaze/</u>

Serial Keys which existed on some previous

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versions of Windows was designed for people who have difficulty using the computer's standard keyboard or mouse. But it is no longer available in Windows 10. **Serial Keys** provided support so that alternative input devices, such as single switch or sip and puff devices, can be plugged into e.g. the computer's USB port. In its place if you are using Eyegaze try Eyegaze Edge Link.

13. Another way of controlling your PC is to use **Speech Recognition**

Type "speech recognition" into the Search box and select Windows Speech Recognition.

You may see a Window informing you that **Speech Recognition** is optimised for speakers of English (UK). Left-click on "OK".

You will see a Set up Speech Recognition wizard which allows you to set up your microphone and recognise your voice. Left-click on Next and follow it through, selecting the microphone and setting it up then reading the



Best match

Desktop app

Speech Recognition
 Start speech recognition

Windows Speech Recognition

p speech recognition - See web results
 p speech recognition in word
 p speech recognition windows 10
 p speech recognition in word 2016
 p speech recognition windows

speech recognition google

O Type here to search

Speech Recognition Language

Speech Recognition is optimized for speakers of English (United Kingdom)

If you speak or write in a different dialect, you might experience decreased accuracy when dictating text to

2

Settings

Q

Filters \checkmark

Q

OK

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sentences provided. Once you have done this you should get a final set up screen. Left-click on Next.

You can allow the computer to improve the accuracy by leftclicking on the "Enable document review" button and then Next.

	÷	Set up Speech Recognition Your microphone is now set up Image: Constraint of the microphone is ready to use with this computer. Click Next to continue setting up Speech Recognition.		×
0	÷	Set up Speech Recognition Improve speech recognition accuracy You can improve the computer's ability to recognize spoken words by allowing the co documents and e-mail in your search index. The computer will learn words and phras understand you when you speak.	Skip Tutorial	×
1		understand you when you speak. Privacy statement Enable document review Disable document review		
		Ne	ext Cancel	

There's then an option to choose an activation mode. Here we've selected "Use voice activation mode" by saying "Stop Listening" and "Start Listening" and then left-click on Next.

			\sim	
	÷	Iset up Speech Recognition		
		Choose an activation mode		
9		You can choose what happens when you say the "Stop Listening" command. When you choose manual activation mode, Windows Speech Recognition turns off when you say "Stop Listening" and must be turned on by clicking the microphone button or pressing Ctrl+Windows key. When you choose voice activation mode, Speech Recognition goes to sleep and can be activated by saying "Start Listening"		
		○ Use manual activation mode		
		R Use voice activation mode		
		Next Cancel		

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You are now directed to Print a Reference Card to find the possible commands. Left-click on "View Reference Sheet" and a website will be opened with these. Print this out or save it as a bookmark for future reference and you can get started. Then left-click on Next.

An option to "Run Speech Recognition at startup" is shown



	🗄 Set up Speech Recognition								
	Run Speech Recognition every time I start the computer								
✓ Run Speech Recognition at startup									
	Next Cancel								

and then an option to "Start Tutorial." Left-click on this. Currently this shows videos for Windows 8.1 and 7 but should be relevant for Windows 10 to some extent.



When **Speech Recognition** starts, a little "Sleeping" window appears at the top of the screen. You can now start using it.



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14. There are other forms of Features for people who have Low Mobility or Dexterity 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



AbilityNet AbilityNet also has relevant Factsheets (left-click on Expert Resources) to Open or Download.

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







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