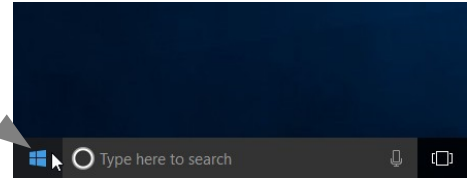


Ease of Access Centre – Mobility (Windows 10)

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

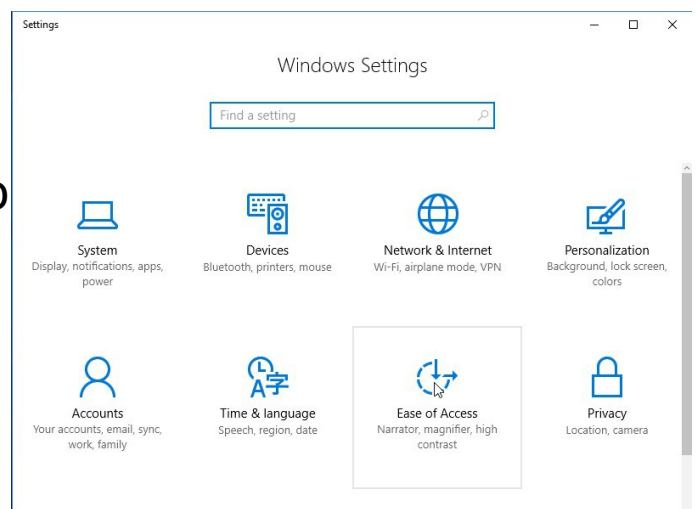
2. **Either** Left-click on the Start Button



and then on the Settings Button

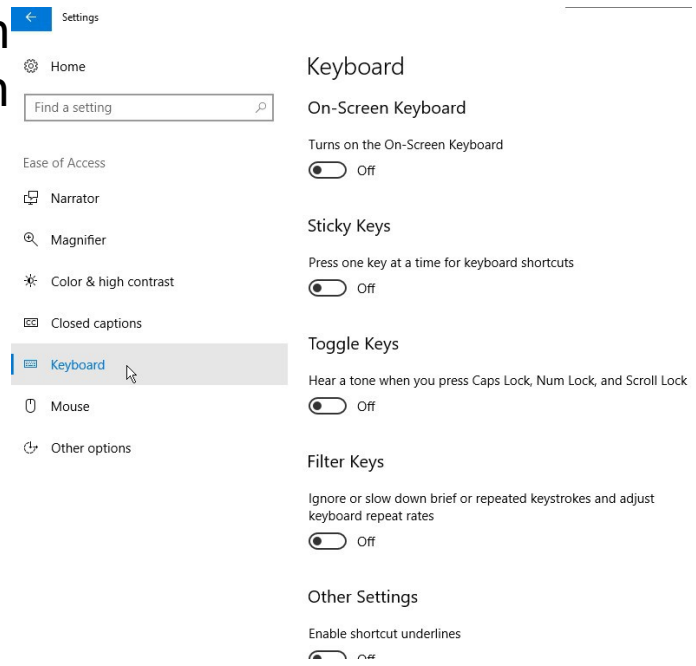


A screen appears with all the possible Windows Settings. Left-click on Ease of Access (you may have to scroll down to see it) when you will be presented with a list of Options. This may vary depending on what you've been doing previously e.g. it may show Narrator selected. Choose those relevant to mobility or dexterity. Note that Windows 10 uses **Ease of Access** in place of **Accessibility** which was previously used.

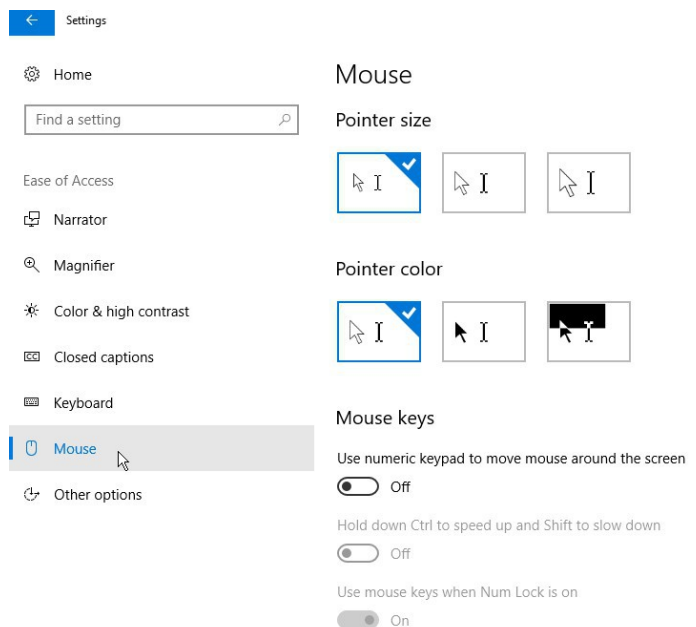


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3. "Keyboard" has a selection of options which assist with making the keyboard easier to use if you have problems with fingers. There are other selections which you may find helpful such as switching on tones when you press various keys on the Keyboard.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



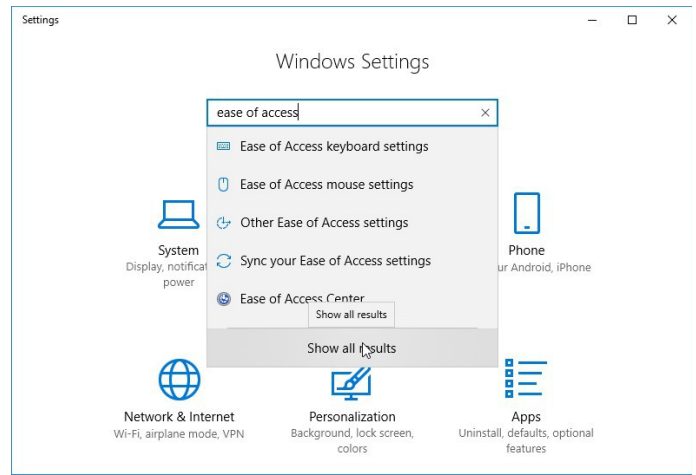
4. "Mouse" allows you to e.g. Make the mouse easier to use. For instance there are sections for setting up Mouse Pointers, Turn on Mouse keys which uses the numeric keyboard to move the mouse around the screen, Make it easier to manage windows.



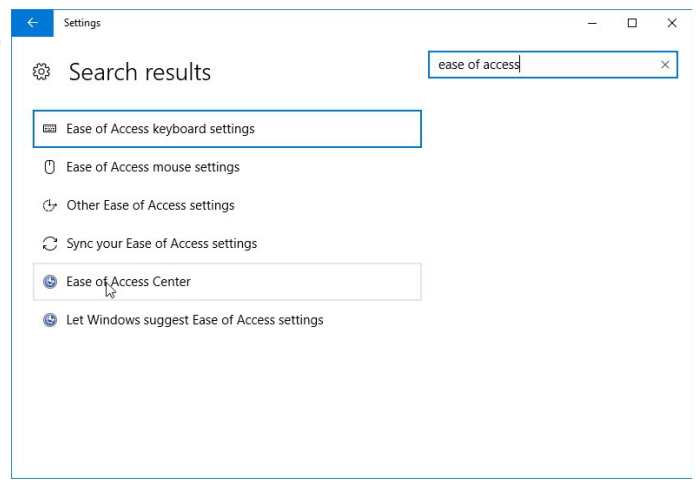
5. Follow through some of these by left-clicking on them to find out more. Choose those you may find helpful and select and set them up.

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).

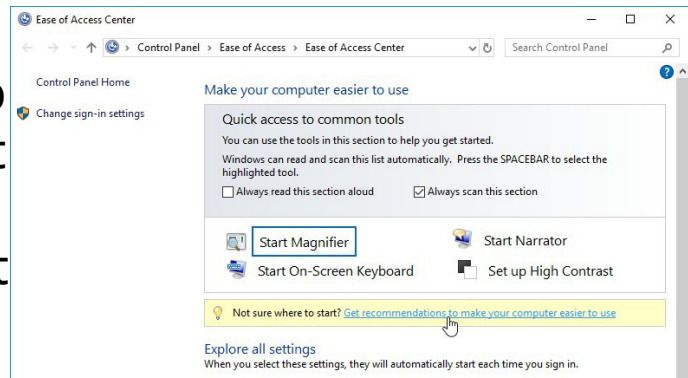
7. **And/Or** when you select Windows Settings via the Settings button and then you type **Ease of Access** into the "Find a setting" box you will be given a list of relevant topics. Left-click on "Show all results".



Then left-click on "**Ease of Access Centre**".



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"

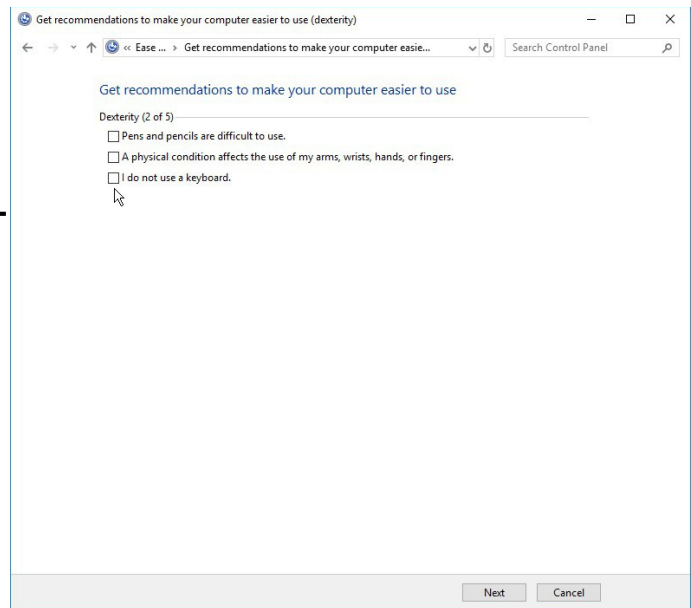


9. This accesses the questionnaire (under 5 headings of Eyesight, Dexterity, Hearing, Speech and Reasoning) and filling this out will point to whichever tools are recommended for your needs or those of the person you are trying to help. You can choose to select or not select these.

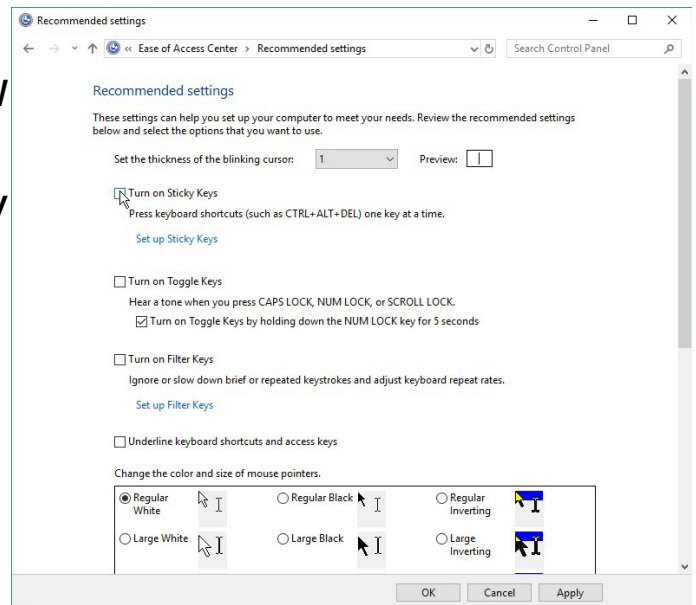


In particular the second section addresses Dexterity.

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.



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 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 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.



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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**.

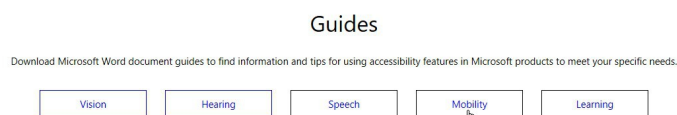
Mouse Keys is designed for people who have difficulty using a mouse. **Mouse Keys** allows you to use the numeric keypad to control the mouse pointer. However this is not straightforward with a laptop.

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

11. Further facilities available to help Mobility or Dexterity 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  Microsoft Accessibility and if you scroll down you will find a series of Guides, selected by left-clicking in the appropriate box.


See also [Learn about additional assistive technologies online](#)




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



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 on-screen keyboard or communicate via text-to-speech is being developed. Refer <https://support.microsoft.com/en-gb/help/4043921/windows-10-get-started-eye-control>

You will need a supported eye tracking device. 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  <http://www.callscotland.org.uk/information/eye-gaze/>

Serial Keys which existed on some previous

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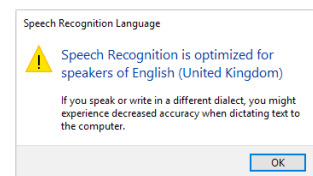
versions of Windows was designed for people who have difficulty using the computer's standard keyboard or mouse. But it is no longer available in Windows 10. **Serial Keys** provided support so that alternative input devices, such as single switch or sip and puff devices, can be plugged into e.g. the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

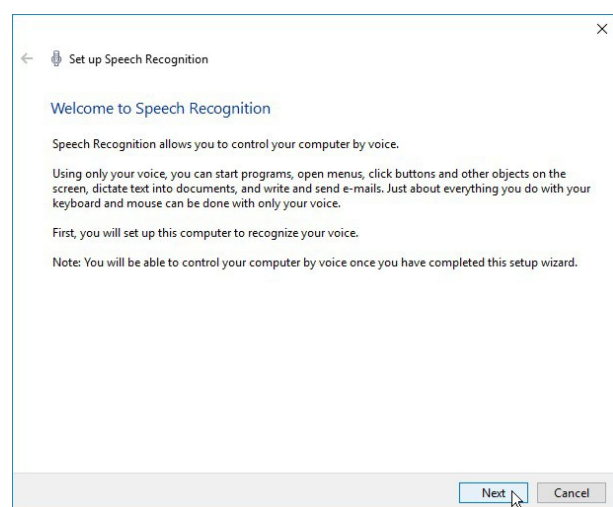
Type "speech recognition" into the Search box and select Windows Speech Recognition.



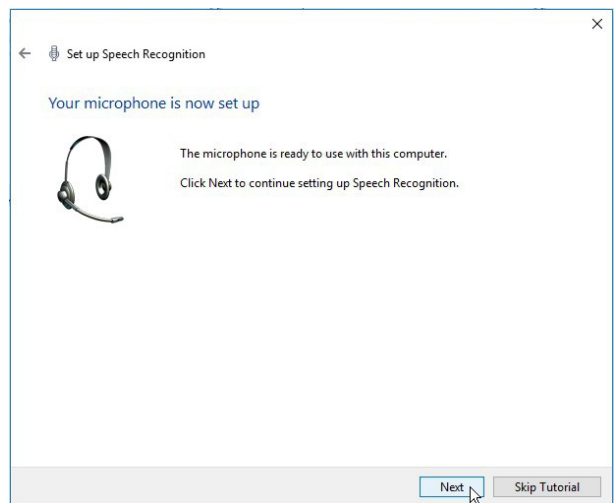
You may see a Window informing you that **Speech Recognition** is optimised for speakers of English (UK). Left-click on "OK".



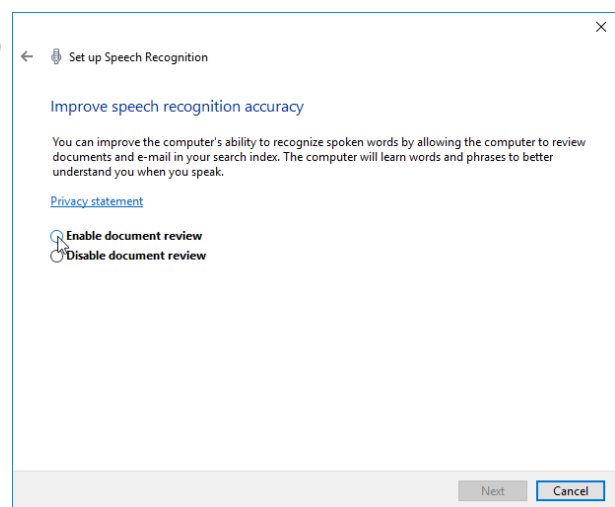
You will see a Set up Speech Recognition wizard which allows you to set up your microphone and recognise your voice. Left-click on Next and follow it through, selecting the microphone and setting it up then reading the



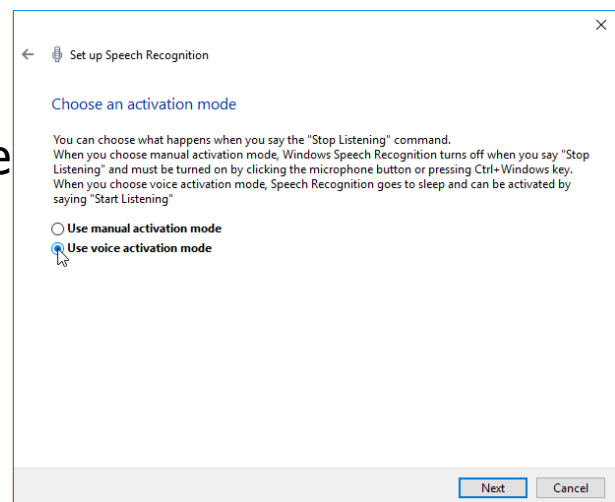
sentences provided.
Once you have done this you should get a final set up screen. Left-click on Next.



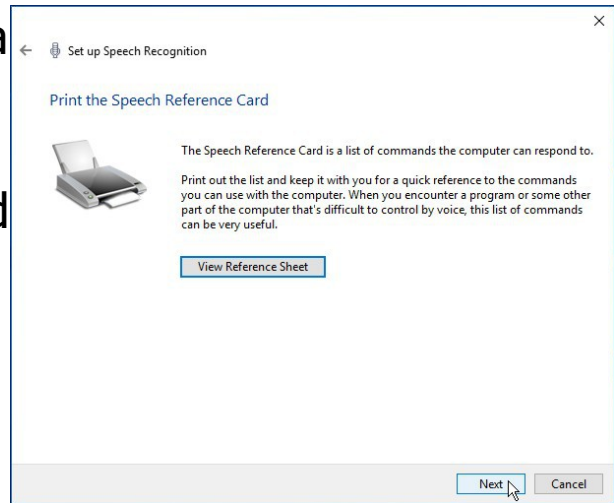
You can allow the computer to improve the accuracy by left-clicking on the "Enable document review" button and then Next.



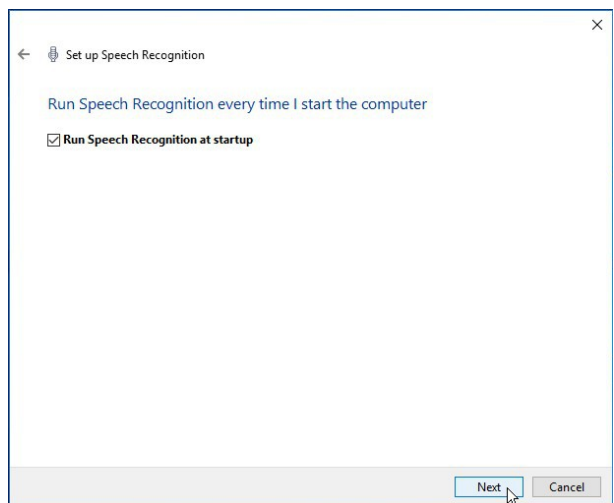
There's then an option to choose an activation mode. Here we've selected "Use voice activation mode" by saying "Stop Listening" and "Start Listening" and then left-click on Next.



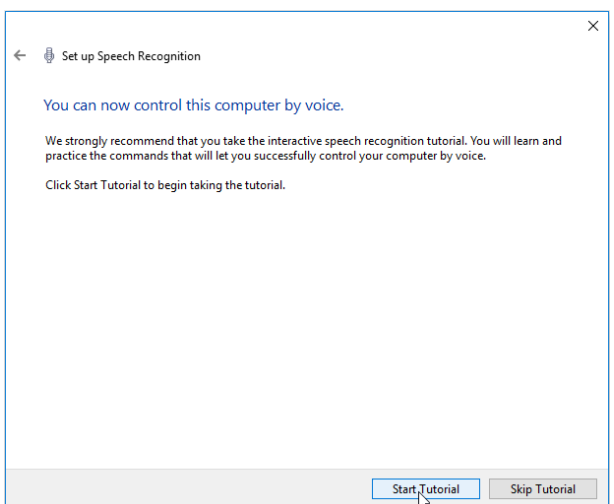
You are now directed to Print a Reference Card to find the possible commands. Left-click on "View Reference Sheet" and a website will be opened with these. Print this out or save it as a bookmark for future reference and you can get started. Then left-click on Next.



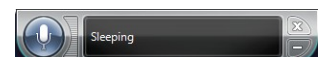
An option to "Run Speech Recognition at startup" is shown




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.

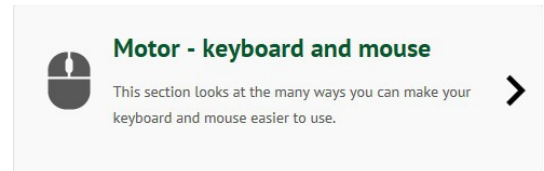


14. There are other forms of Features for people who have Low Mobility or Dexterity available which may be of more use and provide more advanced functionality for daily use. Search the web (eg www.abilitynet.org.uk)  and

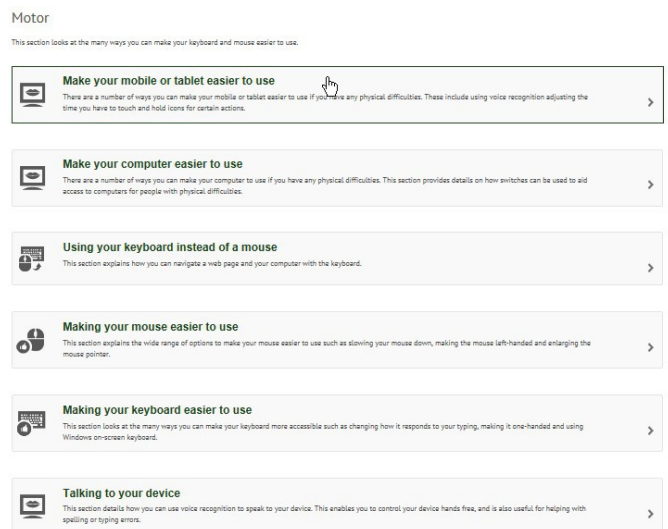
follow the links to make “My Computer My Way”,




then “Motor - keyboard and mouse” (scroll down).



Choose the options which help you (again scroll down). And ensure you choose options for Windows 10.



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.

