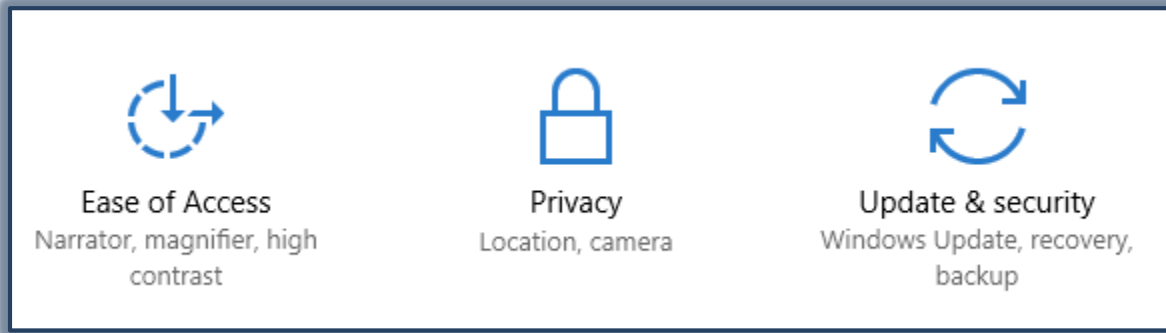


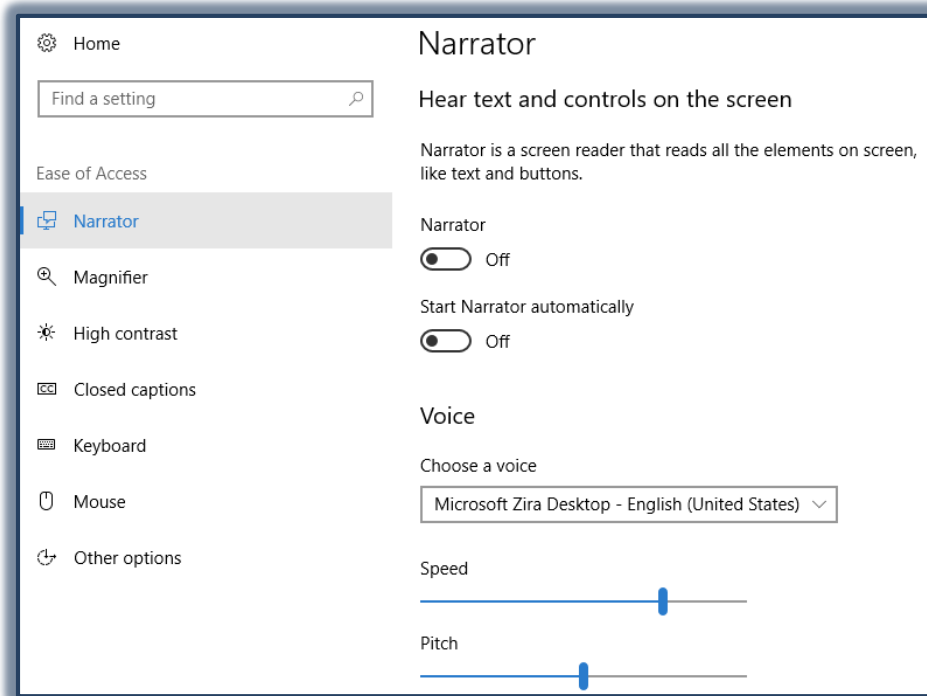
## Accessibility-Ease of Access-Full Text

This area is used to set up the Windows program for use by people with special needs. Several options such as Narrator, Magnifier, High Contrast, Closed Captions, Keyboard, and Mouse can be setup to accommodate those individuals with special needs.

- ✚ Click the **Start** button.
- ✚ Click the **Settings** icon on the left side of the **Start Menu**.
- ✚ The **Settings** window will display.
- ✚ Scroll down the page and select **Ease of Access**.



- ✚ The **Ease of Access** window will display.



### NARRATOR - TEXT-TO-SPEECH

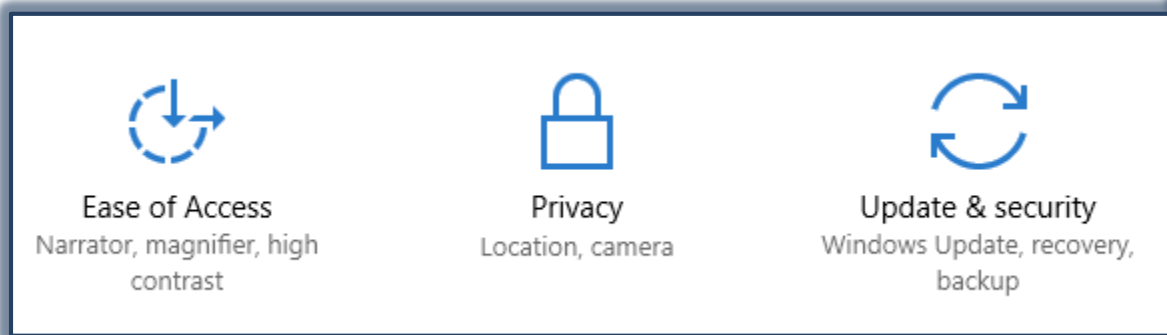
This is a basic screen reader that comes with Windows 10. It reads the text on the screen aloud and describes some events, such as an error message, that happened while the computer is being used.

#### Specify Narrator Settings

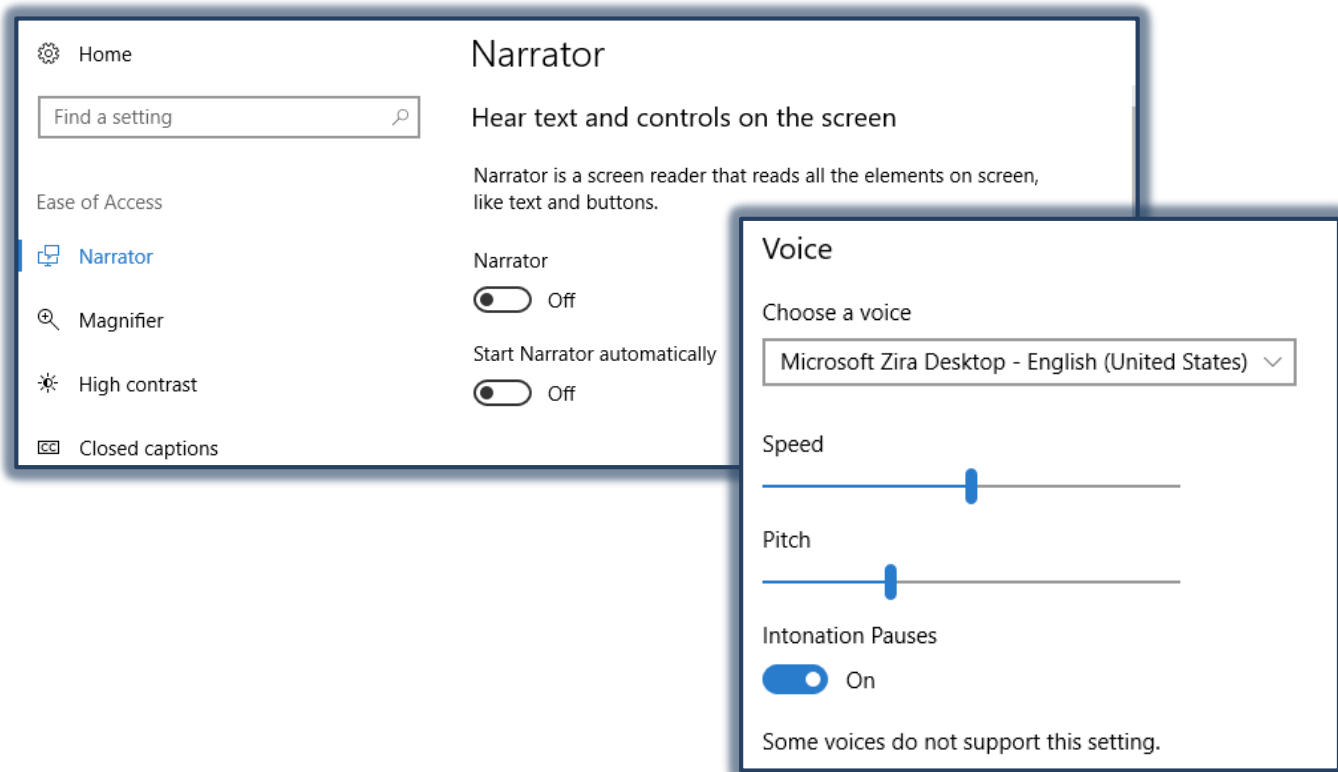
- ✚ Click the **Start** button.
- ✚ Click the **Settings** icon on the left side of the **Start Menu**.



- ✦ The **Settings** window will display.
- ✦ Scroll down the page and select **Ease of Access**.



- ✦ The **Ease of Access** window will display.
- ✦ Click the **Narrator** link, if necessary.
- ✦ The **Narrator** window will display.
- ✦ Click the **Narrator** toggle button to turn **Narrator** on.
- ✦ Select any options



### Change the Narrator Voice

- ✦ Scroll down to the **Voice** area.
- ✦ To change the voice, click the chosen voice in the **Choose a Voice** list,
- ✦ Move the slide bar to change the **Speed** for the voice.
- ✦ Move the slide bar to change the **Set Pitch** for the voice.
  - ✧ The higher the number, the higher the pitch.
  - ✧ Some people can hear a higher-pitched voice better than a lower-pitched voice.
- ✦ Scroll down to make changes to the sounds that you hear.

⇧ Scroll down to make changes to cursor and key functions while in Narrator.

### **Windows 10 Narrator Keyboard Shortcuts and Their Functions**

<b>Keyboard Shortcut</b>	<b>Does this</b>
Ctrl	Stop reading.
Caps Lock+M	Start reading.
Caps Lock+Page Up	Increase voice volume.
Caps Lock+Page Down	Decrease voice volume.
Caps Lock+Plus	Increase voice speed.
Caps Lock+Minus	Decrease voice speed.
Caps Lock+C	Read current date and time.
Caps Lock+D	Read item.
Caps Lock+S	Read item spelled out.
Caps Lock+V	Repeat phrase.
Caps Lock+W	Read window.
Caps Lock+H	Read document.
Caps Lock+Ctrl+U	Read current page.
Caps Lock+U	Read next page.
Caps Lock+Shift+U	Read previous page.
Caps Lock+Ctrl+I	Read current paragraph.
Caps Lock+I	Read next paragraph.
Caps Lock+Shift+I	Read previous paragraph.
Caps Lock+Ctrl+O	Read current line.
Caps Lock+O	Read next line.
Caps Lock+Shift+O	Read previous line.
Caps Lock+Ctrl+P	Read current word.
Caps Lock+P	Read next word.
Caps Lock+Shift+P	Read previous word.
Caps Lock+R	Read all items in containing area.
Caps Lock+Q	Move to last item in containing area.
Caps Lock+Y	Move to beginning of text.
Caps Lock+B	Move to end of text.
Caps Lock+J	Jump to next heading.
Caps Lock+Shift+J	Jump to previous heading.
Caps Lock+K	Jump to next table.
Caps Lock+Shift+K	Jump to previous table.
Caps Lock+L	Jump to next link.
Caps Lock+Shift+L	Jump to previous link.
Caps Lock+F3	Jump to next cell in row.
Caps Lock+Shift+F3	Jump to previous cell in row.
Caps Lock+F4	Jump to next cell in column.
Caps Lock+Shift+F4	Jump to previous cell in column.
Caps Lock+Space	Do primary action.
Caps Lock+Right Arrow	Move to next item.

Keyboard Shortcut	Does this
Caps Lock+Left Arrow	Move to previous item.
Caps Lock+Up/Down Arrow	Change view.
Caps Lock+F1	Show commands list.
Caps Lock+F2	Show commands for current item.
Caps Lock+F12	Toggle character reading.
Caps Lock+Enter	Toggle search mode.
Caps Lock+Num Lock	Toggle mouse mode.
Caps Lock+A	Change verbosity mode.
Caps Lock+Esc	Exit Narrator.
Caps Lock+Z	Lock Narrator key.
Caps Lock+G	Move Narrator cursor to system cursor.
Caps Lock+T	Move Narrator cursor to pointer.
Caps Lock+Backspace	Go back 1 item.
Caps Lock+Insert	Jump to linked item.
Caps Lock+F7	Read current column.
Caps Lock+F8	Read current row.
Caps Lock+F9	Read current column header.
Caps Lock+F10	Read current row header.
Caps Lock+F5	Read which row and column Narrator is in.
Caps Lock+F6	Jump to table cell.
Caps Lock+Shift+F6	Jump to cell contents.
Caps Lock+Ctrl+Left Arrow	Navigate to parent.
Caps Lock+Ctrl+Down Arrow	Navigate to next sibling.
Caps Lock+Ctrl+Up Arrow	Navigate to previous sibling.

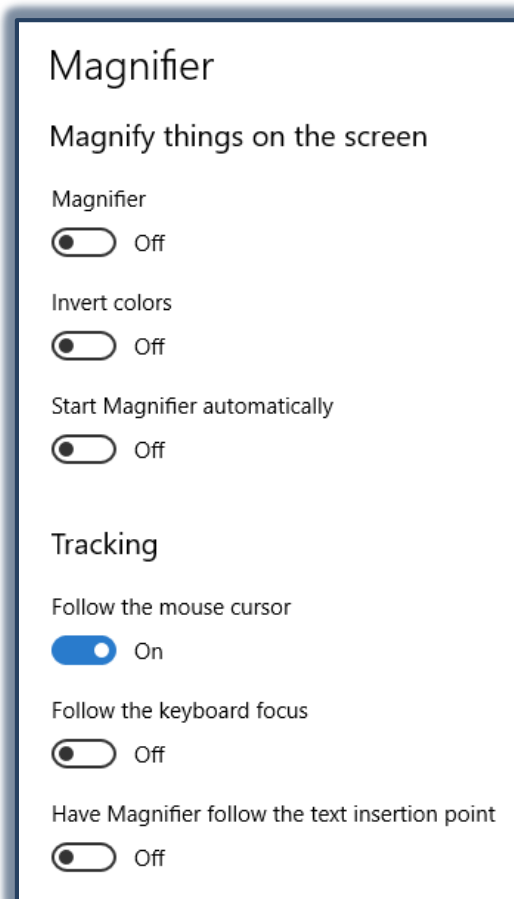
## ACCESSIBILITY-MAGNIFIER

Magnifier is used to enlarge part of or all of the computer screen which makes words and images easier to see. Different settings allow for adjustment of Magnifier to suit individual needs.

### Specify Magnifier Settings

- ✚ Click the **Start** button.
- ✚ Click the **Settings** icon on the left side of the **Start Menu**.
- ✚ The **Settings** window will display.
- ✚ Scroll down the page and select **Ease of Access**.
- ✚ The **Ease of Access** window will display.
- ✚ Click the **Magnifier** link, if necessary.
- ✚ The **Magnifier** window will display (see illustration on next page).
- ✚ Select from the available options.
  - ✧ **Magnifier** - Use this button to turn Magnifier on and off.
  - ✧ **Invert Colors** - To change between a black and white background, select this option.
  - ✧ **Start Magnifier Automatically** - When this option is selected, Magnifier will start whenever the computer is turned on.





✚ Under **Tracking** select from the following options.

- ✧ **Follow the Mouse Cursor** -The surrounding area covered by the mouse pointer will be enlarged. If this option is chosen, the Magnifier window will move when the mouse pointer reaches the corner of the Magnifier window. To Enable or Disable this mode use the keyboard combination **Alt+O**.
- ✧ **Follow the Keyboard Focus** - When this option is selected the nearby area of the mouse pointer will exhibit when the arrow keys or Tab is pressed.
- ✧ **Have Magnifier Follow the Text Insertion Point** - With this option, when typing text, the nearby area will be magnified.

#### USE KEYBOARD TO OPEN, EXIT, AND ZOOM IN AND OUT IN MAGNIFIER

- ✚ To access **Magnifier**, use the key combination **Windows Logo Key, Plus (+) Key**.
- ✚ To turn **Magnifier** off, use the key combination **Windows Logo Key, Esc**.
- ✚ To out in **Magnifier**, use the key combination **Windows Logo Key, Minus (-) Key**.
- ✚ When Magnifier is on use the key combination **Windows Log Key, Plus (+) Key**.

#### MAGNIFIER VIEWS

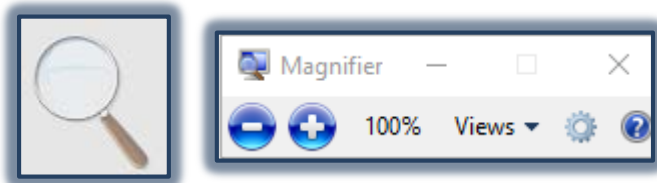
When zoomed in in Magnifier, click the magnifying glass icon to see more options. Tap or click **Views** to change the way you zoom in or out. There are three different modes for view.

- ✚ **Full Screen** - This is the default view. A portion of the screen gets enlarge and the zoomed view follows the mouse pointer.

- ✦ **Lens** – Instead of the whole screen zooming in, just a portion of the display gets bigger. The lens size can be changed by using the slides to increase or decrease the height and width of the lens.
- ✦ **Docked** – With this view, the magnified area stays in one location no matter where the mouse point is. This dock stays on top by default, but can be snapped to other edges of the display or can be dragged anywhere else on the screen.

### Magnifier Toolbar

This toolbar is used to make changes to the Magnifier. The toolbar turns to the magnifying glass shape when it is not in use. The second button from the left opens the Magnifier Options window. Many of the options listed in this table are found in the Options window.



Command	Description
<b>Zoom Level</b>	To change the default amount of magnification when Magnifier is turned on select this option.
<b>Zoom Level Increment</b>	This option is used to change the amount by which Magnifier zooms in and out.
<b>Start Magnifier After Sign-in</b>	To have Magnifier turn on when you log into your PC, select this option.
<b>Start Magnifier Before Sign-in for Everyone</b>	This option turns on Magnifier for everyone who signs in to your PC, not just you.
<b>Invert Colors</b>	Select this option to reverse the colors on the computer screen from white to black.
<b>Image and Text Smoothing</b>	To make the edges of magnified text appear smooth when zooming in, select this option.
<b>Collapse to Magnifying Glass Icon</b>	This option will collapse the Magnifier toolbar to a magnifying glass icon. To show the toolbar, select the magnifying glass icon.
<b>Choose Magnifier View</b>	To select the default view used by Magnifier when it is turned on. If lens view is selected, the size of the lens can be changed.
<b>Change Tracking Options</b>	With this option, it is possible to choose whether Magnifier focus follows the mouse cursor, keyboard focus, the text insertion point, or the Narrator cursor.

### Keyboard shortcuts

Sometimes [keyboard shortcuts](#) can get things done faster. Here are all the shortcuts related to the Magnifier:

Keyboard Shortcut	Action
Windows logo key + plus (+)	Zoom in
Windows logo key + minus (-)	Zoom out

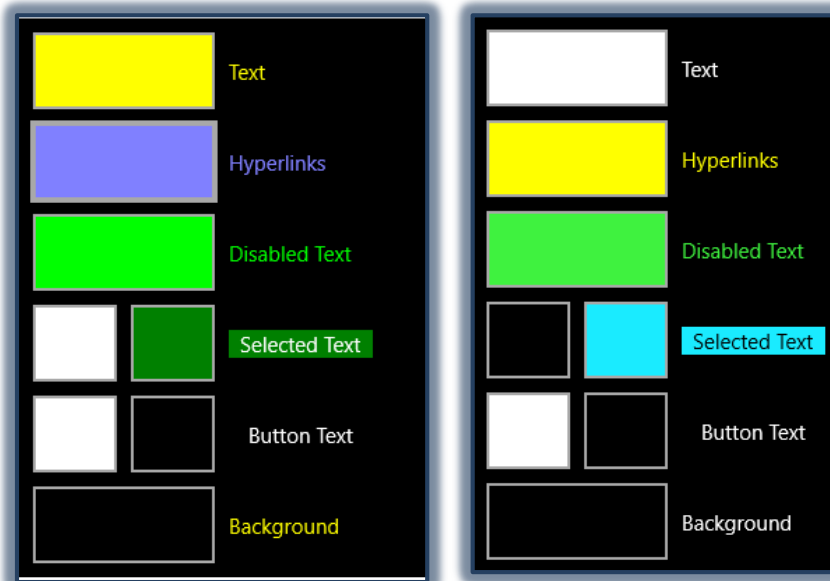
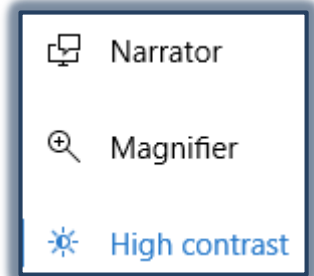
<b>Ctrl + Alt + Spacebar</b>	Preview the desktop in full-screen mode
<b>Ctrl + Alt + D</b>	Switch to docked mode
<b>Ctrl + Alt + F</b>	Switch to full-screen mode
<b>Ctrl + Alt + I</b>	Invert colors
<b>Ctrl + Alt + L</b>	Switch to lens mode
<b>Ctrl + Alt + R</b>	Resize the lens
<b>Ctrl+Alt+arrow keys</b>	Pan in the direction of the arrow keys
<b>Windows logo key + Esc</b>	Exit Magnifier

## ACCESSIBILITY-HIGH CONTRAST

High contrast allows the user to change common elements of a window, such as background colors, text color, and hyperlinks color, that will meet individual needs

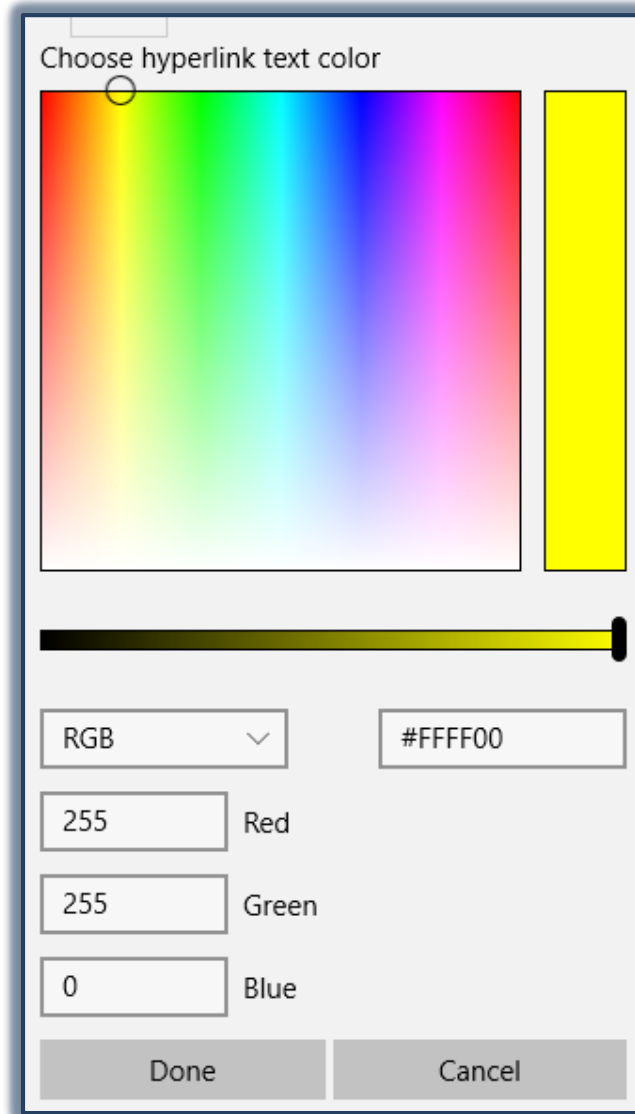
### Specify High Contrast Settings

- ✦ Click the **Start** button.
- ✦ Click the **Settings** icon on the left side of the **Start Menu**.
- ✦ The **Settings** window will display.
- ✦ Scroll down the page and select **Ease of Access**.
- ✦ The **Ease of Access** window will display.
- ✦ Click the **High Contrast** link.
- ✦ The **High Contrast** window will display.
- ✦ Click the list arrow to **Choose a Theme**. The options are:
  - ✧ None - This is the default setting.
  - ✧ High Contrast #1
  - ✧ High Contrast #2
  - ✧ High Contrast Black
  - ✧ High Contrast White
- ✦ The images below show examples of High Contrast #1 and High Contrast Black.



- ✦ Each of these **Themes** can be modified to meet individual needs.
  - ✧ Click the **Tile** that is to be changed.

- ✧ The **Choose Text Color** window will display.



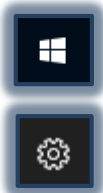
- ✧ Select a **Color** from the palette of colors.
- ✧ Use the **Slider** below the grid to change the contrast of the color.
- ✧ When the **Color** has been chosen, click the **Done** button.
- ✧ Click the **Apply** button in the **Choose Text Color** window to close the window.

### Accessibility-Closed Captions

High contrast allows the user to change common elements of a window, such as background colors, text color, and hyperlinks color, that will meet individual needs

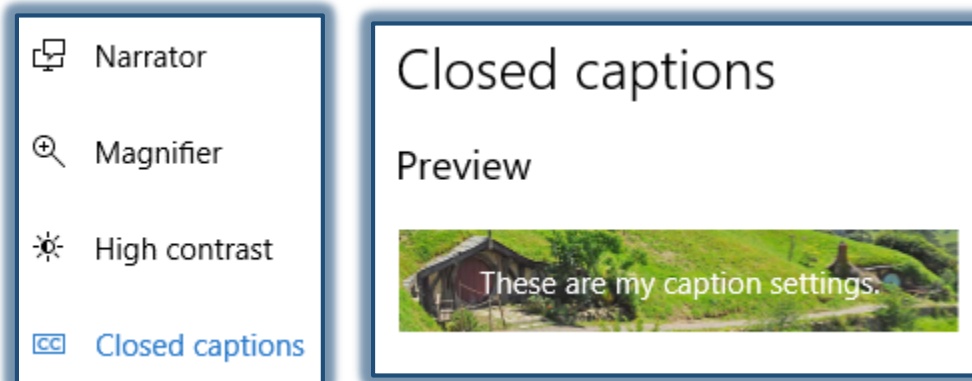
### Specify Closed Captions Settings

- ✧ Click the **Start** button.
- ✧ Click the **Settings** icon on the left side of the **Start Menu**.
- ✧ The **Settings** window will display.
- ✧ Scroll down the page and select **Ease of Access**.
- ✧ The **Ease of Access** window will display.

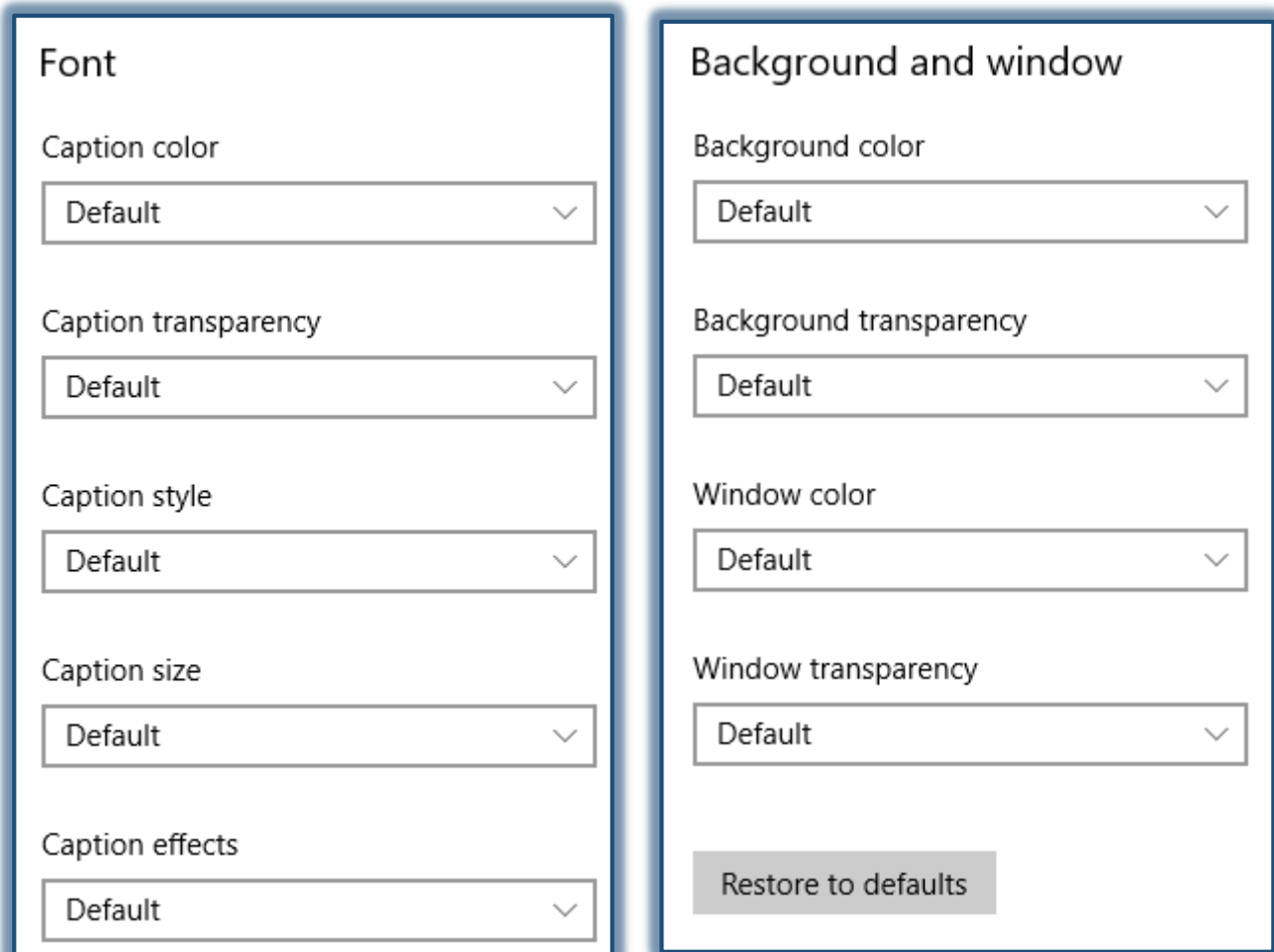




- ✦ Click the **Closed Captions** link.
- ✦ The **Closed Captions** window will display.



- ✦ A **Preview** of the current settings will display at the top of the window.
- ✦ Under **Font** make changes in the following categories.



- ✦ **Caption Color** - Make a selection from the list of Default, White, Black, Red, Green, Blue, Yellow, Magenta, and Cyan.
- ✦ **Caption Transparency** - Chose from Default, Opaque, Translucent, Semitransparent, and Transparent.

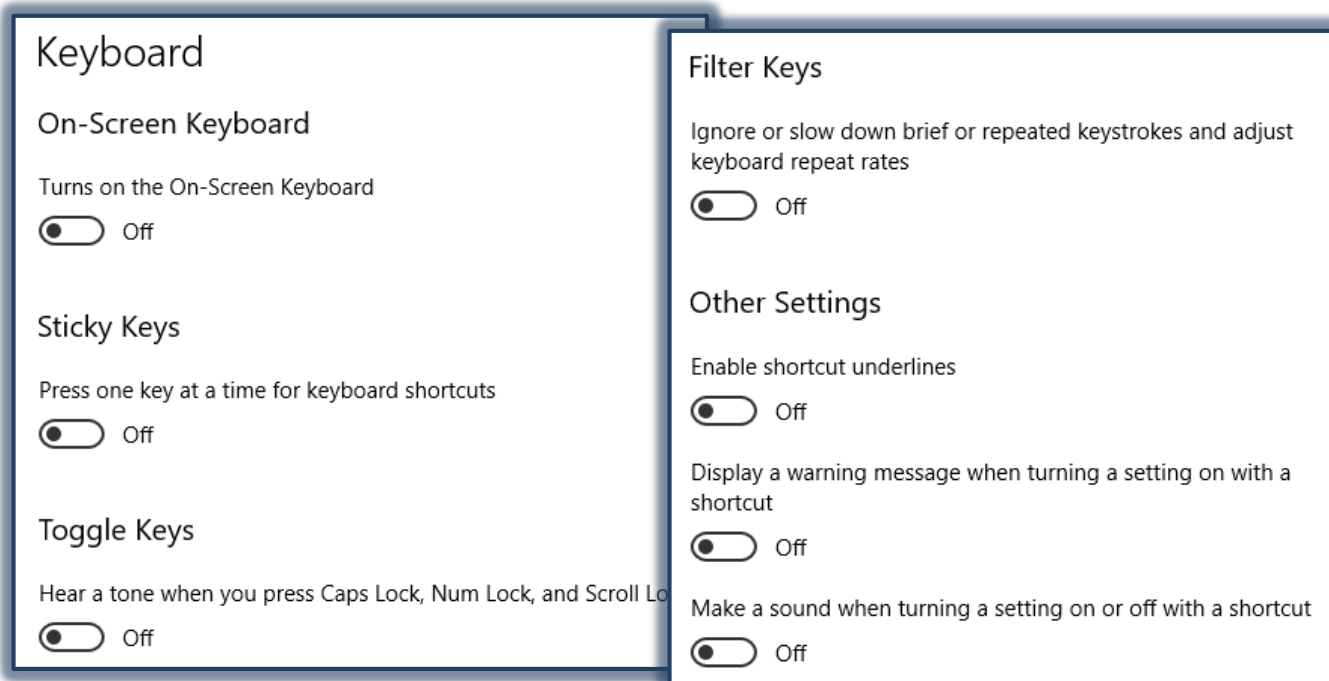
- ✧ **Caption Style** – Make a selection from Default, Mono Serif, Proportional Serif, Mon San Serif, Proportional Sans Serif, Casual, Cursive, or Small Caps.
- ✧ **Caption Size** – Select a size from Default, 50%, 100%, 150%, or 200%.
- ✧ **Caption Effects** – Make a selection from Default, None, Raised, Depressed, Uniform, and Drop Shadow.
- ‡ Under **Background and Window** select options from the following categories.
  - ✧ **Background Color** – Make a selection from the list of Default, White, Black, Red, Green, Blue, Yellow, Magenta, and Cyan.
  - ✧ **Background Transparency** – Chose from Default, Opaque, Translucent, Semitransparent, and Transparent.
  - ✧ **Window Color** – Make a selection from the list of Default, White, Black, Red, Green, Blue, Yellow, Magenta, and Cyan.
  - ✧ **Window Transparency** - Chose from Default, Opaque, Translucent, Semitransparent, and Transparent.
- ‡ Click the **Restore to Defaults** button to change all the settings back to the original settings.

### ACCESSIBILITY-KEYBOARD

Changes settings can be changed that will assist users, especially those with dexterity issues to work with the keyboard.

#### Specify Keyboard Settings

- ‡ Click the **Start** button.
- ‡ Click the **Settings** icon on the left side of the **Start Menu**.
- ‡ The **Settings** window will display.
- ‡ Scroll down the page and select **Ease of Access**.
- ‡ The **Ease of Access** window will display.
- ‡ Click the **Keyboard** link.
- ‡ The **Keyboard** window will display.



- ✚ Click the Toggle Buttons to select the options in this window.
  - ✧ **On-Screen Keyboard** - When the toggle key is changed to **On**, the keyboard will appear on the computer screen after a couple of minutes.
  - ✧ **Sticky Keys** - Usually to copy content you use two keyboard keys simultaneously such as Ctrl + C for copy or Ctrl + P for Print. With this option, you would click the Ctrl key, release the key and then click the C or P key. After this feature is selected, additional options will display.
  - ✧ **Toggle Keys** - With this feature, a sound will play when the Caps Lock, Num Lock, and Scroll Lock keys are pressed. After this feature is selected, additional options will display.
  - ✧ **Filter Keys** - This feature prevents brief or repeated keystrokes and adjusts the keyboard repeat rates. After this feature is selected, additional options will display.
  - ✧ **Other Settings** - There are three additional settings available:
    - ☆ **Enable Shortcut Underlines** - To underline the hotkeys by default, enable this feature.
    - ☆ **Display a Warning Message When Turning a Setting On with a Shortcut** - When a setting is turned on with the help of a shortcut key, a warning message will display.
    - ☆ **Make a Sound When Turning a Setting On or Off with a Shortcut** - A sound will play when any setting that uses a keyboard shortcut is enable.

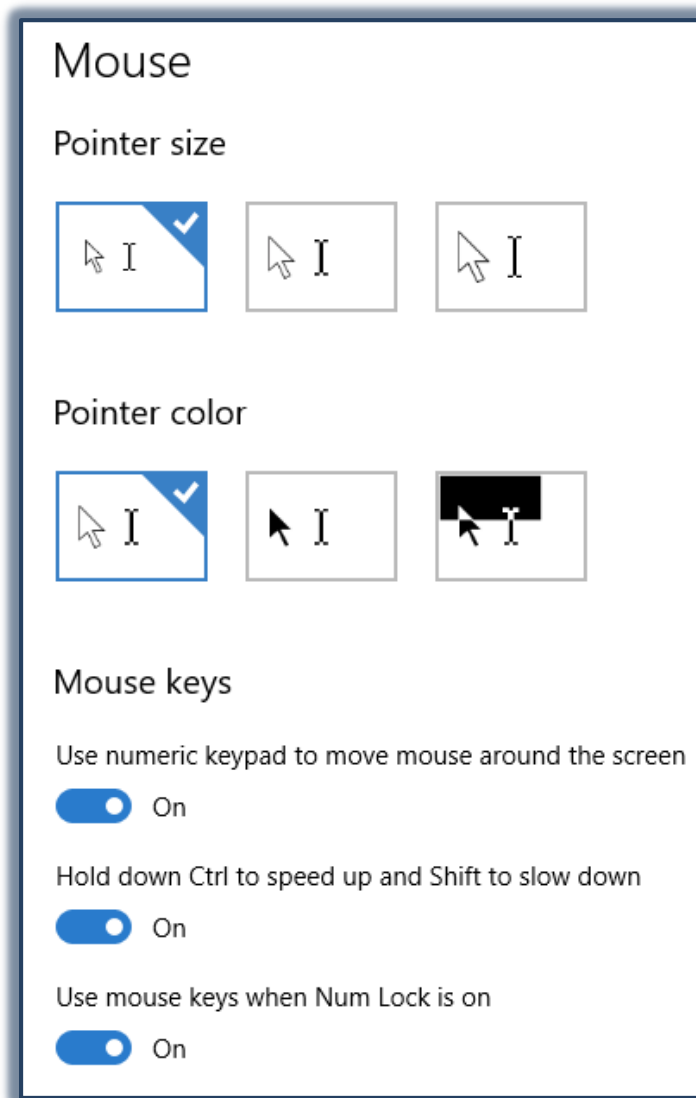
#### ACCESSIBILITY-MOUSE

In this section of the Ease of Access Center, you can see the visual options such as switching on Windows animations, showing Windows background, selecting the time duration for the appearance of notifications, and adjusting the thickness of the cursor.

#### Specify Mouse Settings

- ✚ Click the **Start** button.
- ✚ Click the **Settings** icon on the left side of the **Start Menu**.
- ✚ The **Settings** window will display.
- ✚ Scroll down the page and select **Ease of Access**.
- ✚ The **Ease of Access** window will display.
- ✚ Click the **Mouse** link.
- ✚ The **Mouse** window will display (see illustration on next page).
- ✚ To change the **Pointer Size**, click one of the icons.
- ✚ Click one of the icons under **Pointer Color** to change the color.
- ✚ Select from the options under **Mouse Keys**.
  - ✧ **Turn on Mouse Keys** - This option can be used to control the movement of the mouse pointer by using the numeric keypad.
  - ✧ **Activate a Window by Hovering Over it with the Mouse** - To make it easier to select and activate a window, turn this option on. The window will then be activated by pointing at it with the mouse rather than by clicking it.
  - ✧ **Prevent Windows from Being Automatically Arranged When Moved to the Edge of the Screen** - This will prevent windows from automatically resizing and docking along the sides of the screen when they are moved there.





## ACCESSIBILITY-OTHER OPTIONS

In this section of the Ease of Access Center, you can see the visual options such as switching on Windows animations, showing Windows background, selecting the time duration for the appearance of notifications, and adjusting the thickness of the cursor.

### Specify Other Options Settings

- † Click the **Start** button.
- † Click the **Settings** icon on the left side of the **Start Menu**.
- † The **Settings** window will display.
- † Scroll down the page and select **Ease of Access**.
- † The **Ease of Access** window will display.
- † Click the **Other Options** link.
- † The **Other Options** window will display.
- † In this window you can select from the following options.
  - ✧ **Play animations in Windows** - Click the Toggle Key to turn the feature on or off.
  - ✧ **Show Windows background** - Click the Toggle Button to turn the feature on or off.



- ☆ **Show Notifications for** – Select the amount of time. The options are 5 seconds, 7 seconds, 15 seconds, 30 seconds, 1 minute, or 5 minutes.
- ☆ **Cursor Thickness** – Move the slider to the desired thickness. The thickness will display in the image.
- ☆ **Visual Notifications for Sound** – The choices for this option are None, Flash Active Title Bar, Flash Active Window, or Flash Entire Display.

