



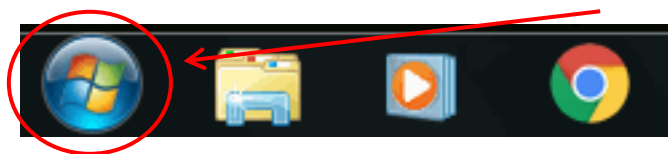
Windows Ease of Access (Accessibility software)

Contents

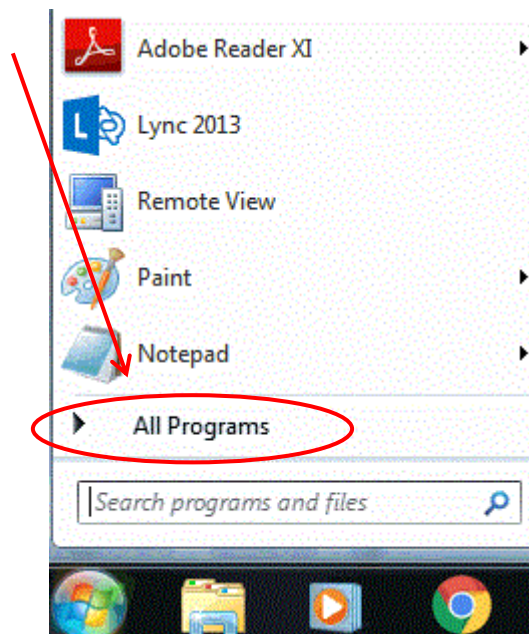
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How to locate the Ease of Access folder.

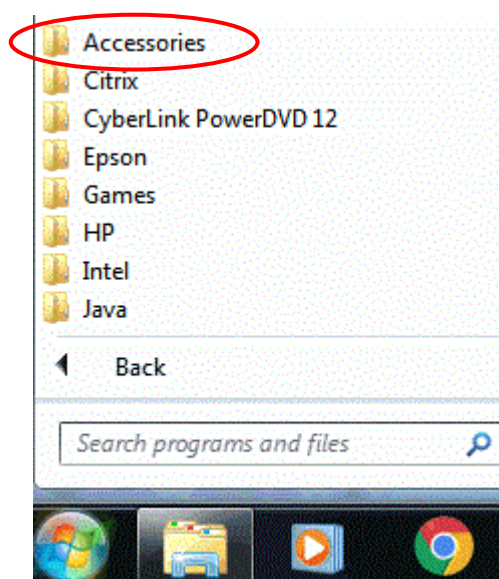
To access the Ease of Access folder you need to select the Start Button.



Select All Programs

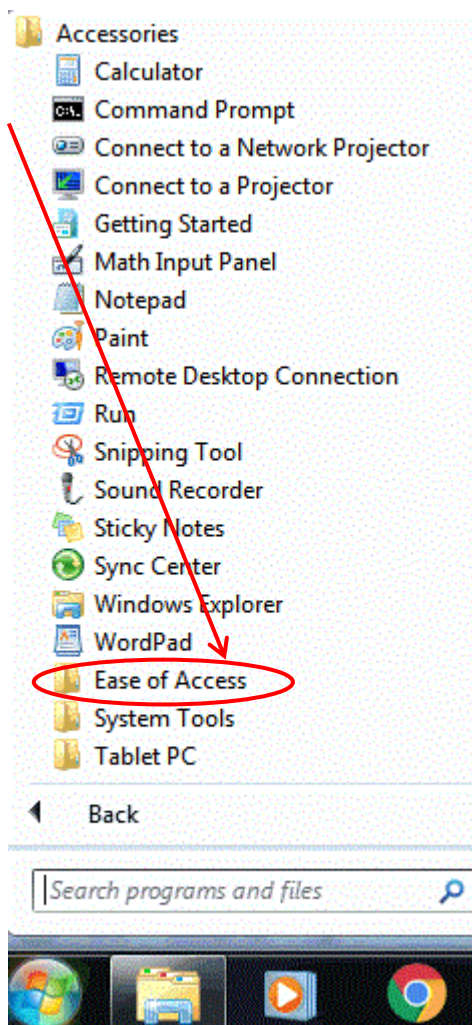


Scroll till you get to the Accessories folder, click on it to open.

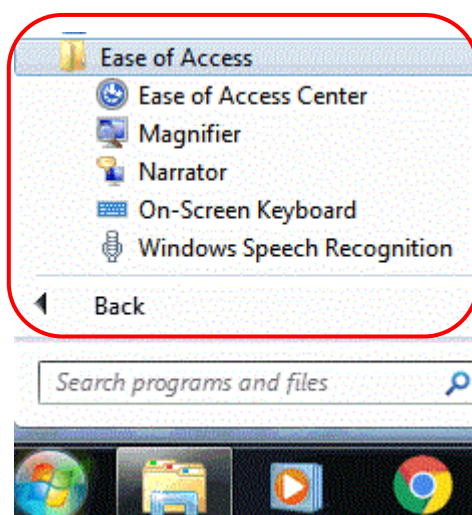


Staff Resources

When the accessories folder opens you will find the Ease of Access folder. In here will be all of the assistive software on the PC.

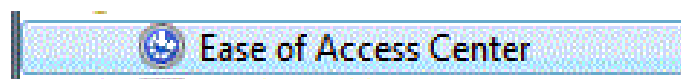


All of the assistive software is in this folder; we will go through each of them in this module.



Ease of Access Centre

This is the hub for all of the accessibility options on the PC.








There are various options to make the PC easier to use, all assistive software from the Ease of Access folder are linked in here. The rest of this manual will explain each of them.

Make your computer easier to use

Quick access to common tools
You can use the tools in this section to help you get started.
Windows can read and scan this list automatically. Press the SPACEBAR to select the highlighted tool.








Always read this section aloud Always scan this section

 Start Magnifier	 Start Narrator
 Start On-Screen Keyboard	 Set up High Contrast

 Not sure where to start? [Get recommendations to make your computer easier to use](#)

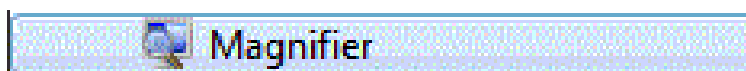
Explore all settings

When you select these settings, they will automatically start each time you log on.

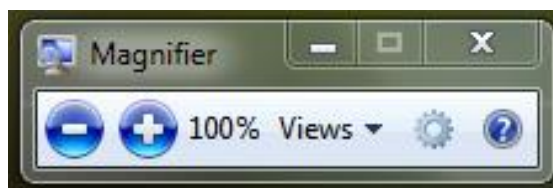
-  [Use the computer without a display](#)
Optimize for blindness
-  [Make the computer easier to see](#)
Optimize visual display
-  [Use the computer without a mouse or keyboard](#)
Set up alternative input devices
-  [Make the mouse easier to use](#)
Adjust settings for the mouse or other pointing devices
-  [Make the keyboard easier to use](#)
Adjust settings for the keyboard
-  [Use text or visual alternatives for sounds](#)
Set up alternatives for sounds
-  [Make it easier to focus on tasks](#)
Adjust settings for reading and typing

Magnifier

This piece of software allows the user to magnify the contents of the computer screen to make it easier to read or see.



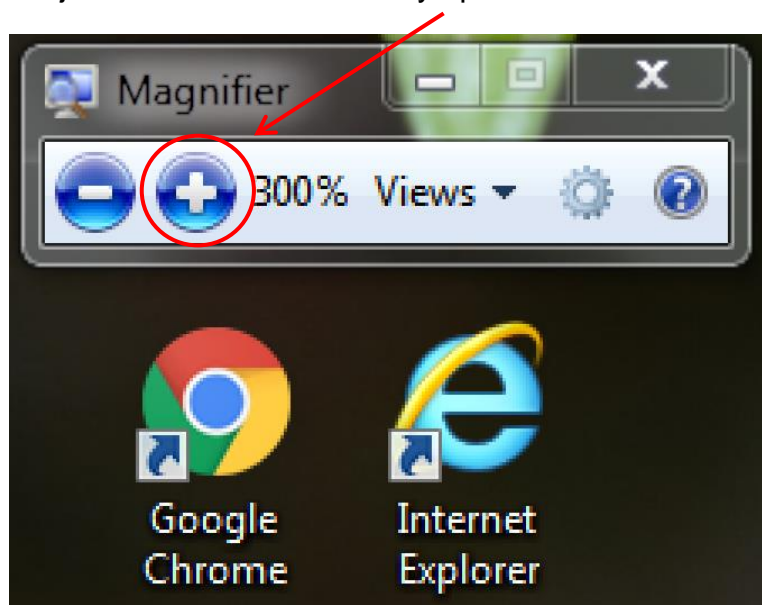
When you open the software the following box will appear. There are three different "Views" that are available; the software will remember the last view that you selected the last time you used it.



If you cannot see the above box then look for a magnifying glass on your screen as the program hides itself after a few seconds of not being used.

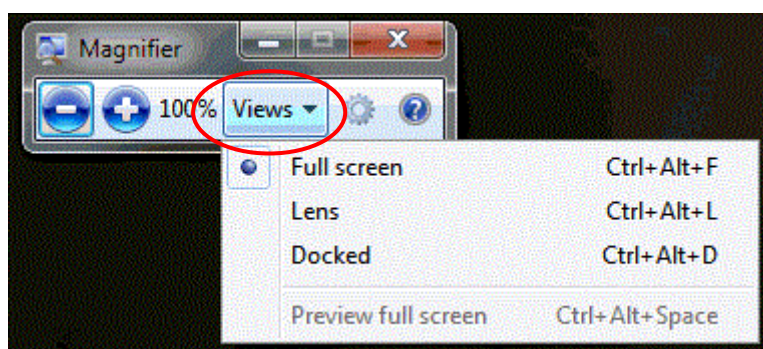


The default view that will start the first time you open Magnifier will be *Full Screen*, this will enlarge the whole screen when you click the plus symbol. To navigate around the screen at your preferred magnification just move the mouse around the screen, you can adjust from 100% all the way up to 1600%.



Staff Resources

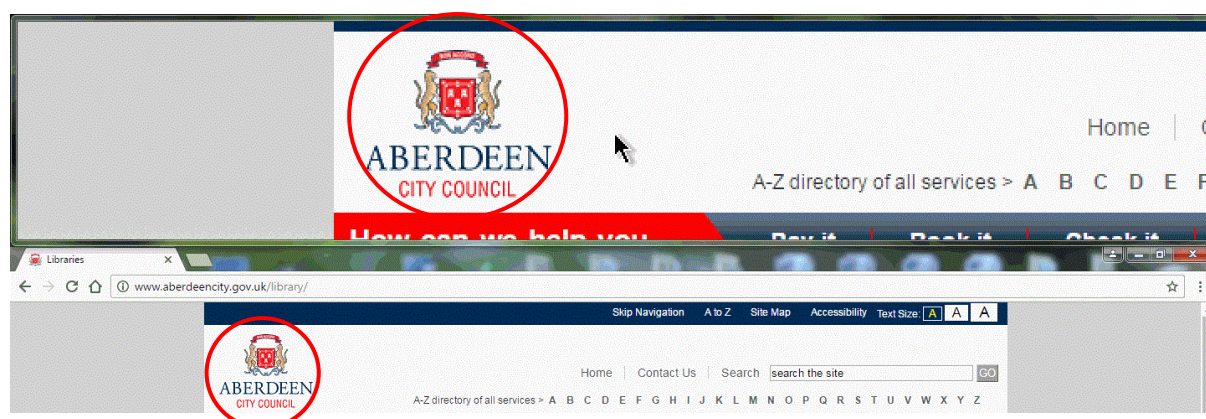
If you click on the “Views” button you will see the available magnifying options.



The next *View* is Lens, this will give you a box that you can move around the screen and only what is inside that box will be magnified to your selected percentage. It's just like a magnifying glass. Again with this option you just have to click on the plus and minus buttons to zoom in and out.

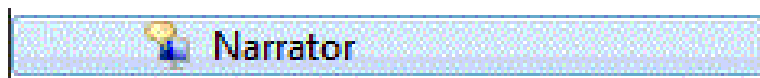


The last *View* is docked this splits the screen along the top. The top part is a magnified view of the normal screen at the bottom; the zoom level can be changed here to suit the individual.

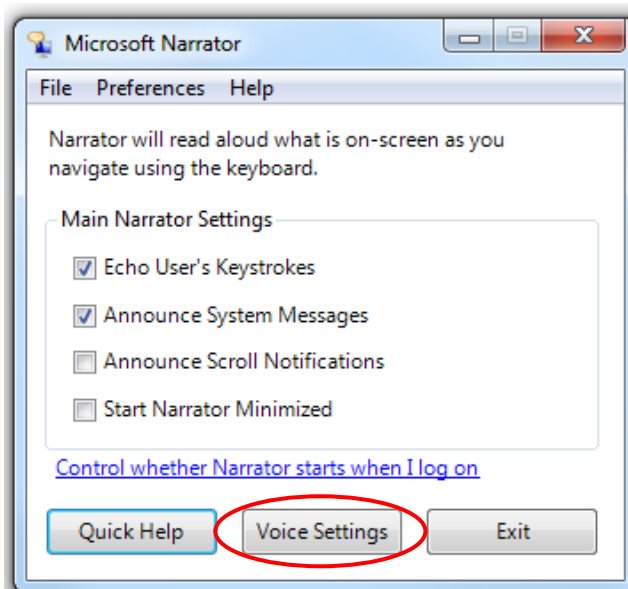


Narrator

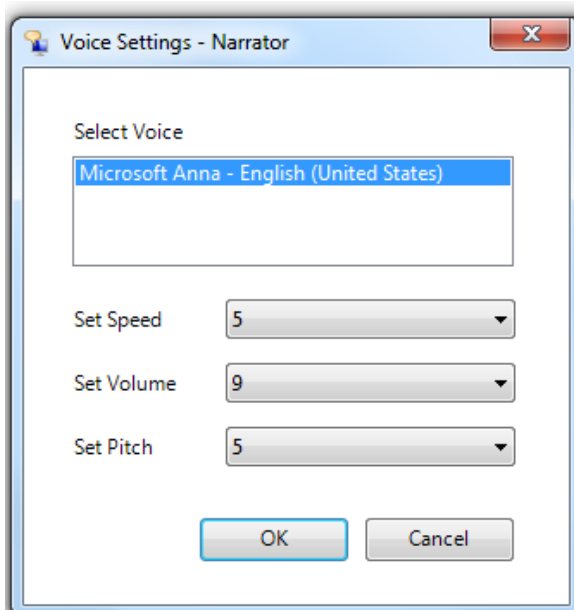
“Narrator” is a tool supplied by Microsoft to read aloud text appearing on-screen.



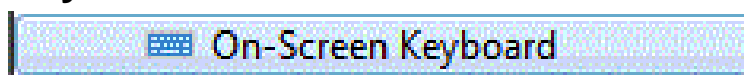
The main control panel for Narrator will now open. Here you can make changes to the tool to suit your own personal preferences.



Clicking the “Voice Settings” box on the screen above allows you to make changes to speed, volume and pitch of the narrator.



On Screen Keyboard



The On-Screen Keyboard works as a substitute to mechanical keyboard, by using it you can type with the mouse, trackball or touchpad. Moving your mouse cursor over certain letter highlights the button and when left-clicked, the letter will appear.

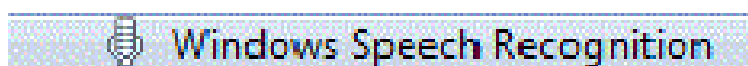
On-screen keyboard is also default keyboard when using an Interactive Screen in Libraries and it can be used with touchscreen desktop computers.

You can change the size of your keyboard by pressing on the edges or corners, drag it over the screen (e.g. moving it to lower part of the screen), use keyboard shortcuts and adjust it to your needs by clicking on the “Options” button.



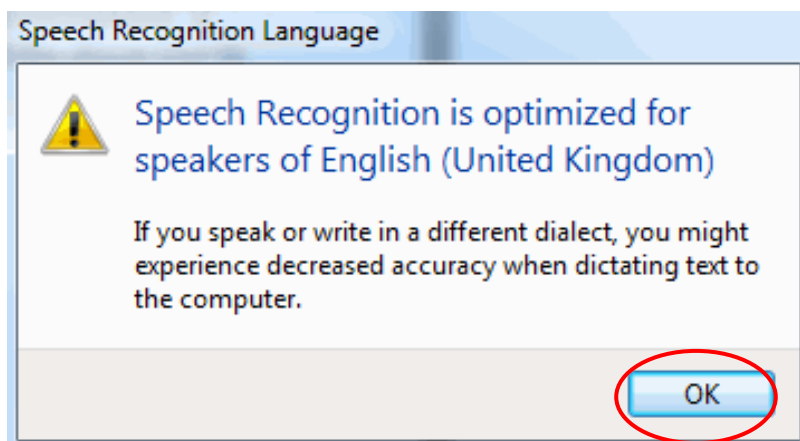
Windows Speech Recognition

This piece of software allows you to interact with the PC using your voice.



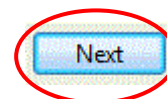
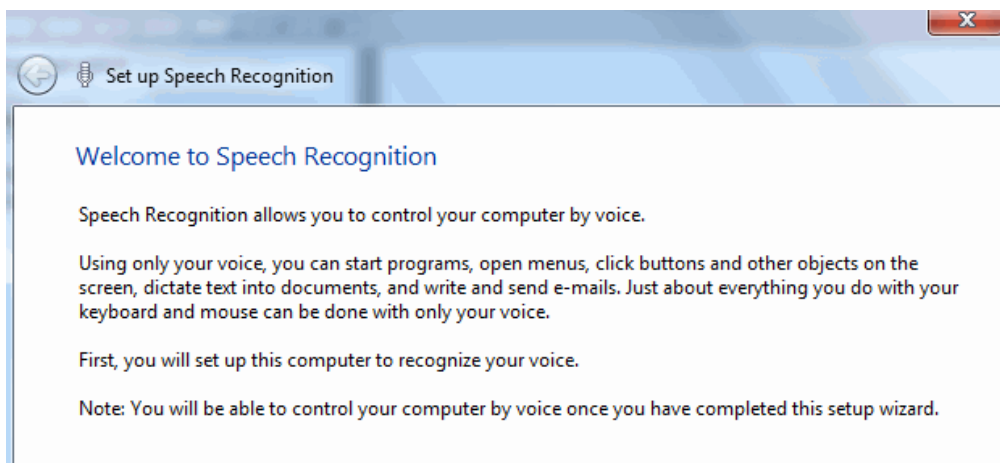
To start using speech recognition you will need a PC with a built in microphone, a desk microphone or a headset with microphone attached.

Once you have opened the software the set up will begin. The first box that will appear is informing you that this software of optimised for English (UK) speakers, click OK to move to the next step.

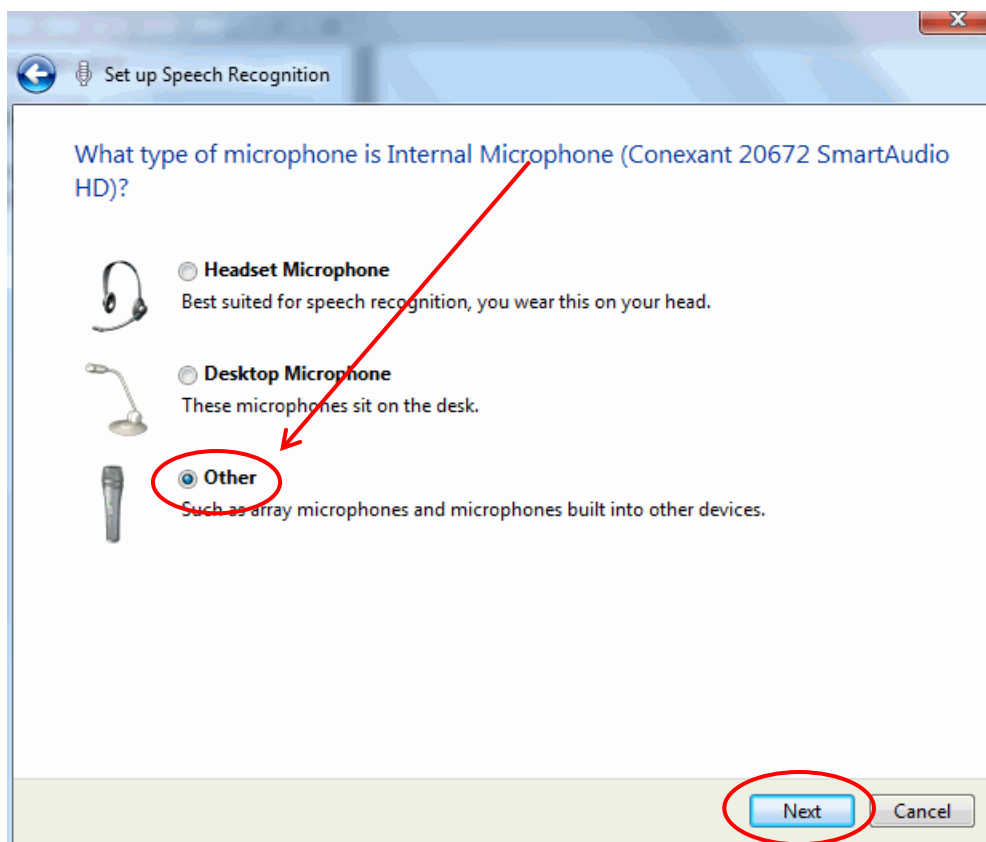


Staff Resources

The next box that appears gives you information on what this piece of software does. Click next to continue.




This step is where you select which type of microphone you are using, in this case we will be using the built in microphone on the laptop. Click on next to continue.



Staff Resources

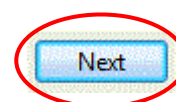
You will be given some information on the correct way to set up the microphone that you are using to get the best out of the software, click on next to continue.

Set up your microphone




Proper microphone placement

- Stay at a constant distance from your microphone whenever you speak to your computer
- Position yourself so that you do not breathe directly into the microphone




You need to repeat the sentence on the screen so that the microphone can adjust its volume to your voice. Click on next to continue.

Adjust the volume of Internal Microphone (Conexant 20672 SmartAudio HD)

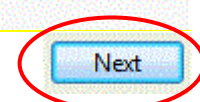


Read the following sentences aloud in a natural speaking voice:

"Peter dictates to his computer. He prefers it to typing, and particularly prefers it to pen and paper."




Note: After reading this, you can proceed to the next page.



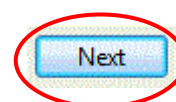
You have now successfully set up the microphone to use with the speech recognition software. Click next to continue.

Your microphone is now set up



The microphone is ready to use with this computer.

Click Next to continue setting up Speech Recognition.



Staff Resources

To improve the accuracy of the software, it can scan documents that you have searched for on the PC. This will help it learn the different words and phrases you use, in turn improving accuracy. You can select to enable or disable it here, click on next to continue.

Improve speech recognition accuracy

You can improve the computer's ability to recognize spoken words by allowing the computer to review documents and e-mail in your search index. The computer will learn words and phrases to better understand you when you speak.

[Read our Privacy Statement online](#)

- Enable document review**
- Disable document review**

Next

You can choose whether to turn on the software using your voice or by manually clicking a button. You can switch the software off by saying "Stop Listening" on either manual or voice activated. Click next to continue.

Choose an activation mode

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**
- Use voice activation mode**

Next

Staff Resources

This gives you the option to print out a guide of the commands that the software recognises. Click next to continue.

Print the Speech Reference Card



The Speech Reference Card is a list of commands the computer can respond to.

Print out the list and keep it with you for a quick reference to the commands you can use with the computer. When you encounter a program or some other part of the computer that's difficult to control by voice, this list of commands can be very useful.

[View Reference Sheet](#)

[Next](#)

You can start the tutorial from here to be shown how to use the software or if you want you can select skip tutorial and go straight into using it.

You can now control this computer by voice.

We strongly recommend that you take the interactive speech recognition tutorial. You will learn and practice the commands that will let you successfully control your computer by voice.

Click Start Tutorial to begin taking the tutorial.

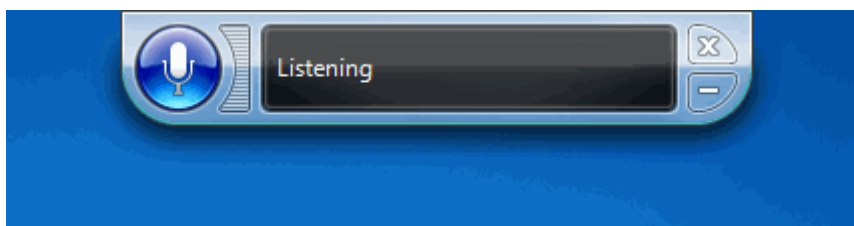
[Start Tutorial](#)

[Skip Tutorial](#)

The tutorial is a very detailed piece of software that will help you get to grips with speech recognition on your PC.

Staff Resources

When you have started using the speech recognition software you will notice it running at the top of your screen. It will listen for any commands you want to give it.



In this example I said "Start" and the software opened the start menu.

