



Windows 7 Built In Accessibility - Quick Start Guide

Overview

Windows 7 has several built-in accessibility options in the Ease of Access Center. These tools are intended to make it easier to see, hear and use your computer.

Note that Speech Recognition is a built-in accessibility tool in Windows 7, but is not including in this quick start guide. Speech Recognition allows you to dictate to the computer to type or execute commands. Due to the complexity of this feature, a separate quick start guide has been created for this feature. Please refer to ATRC's website for a copy of the Windows 7 Speech Recognition Quick Start Guide.

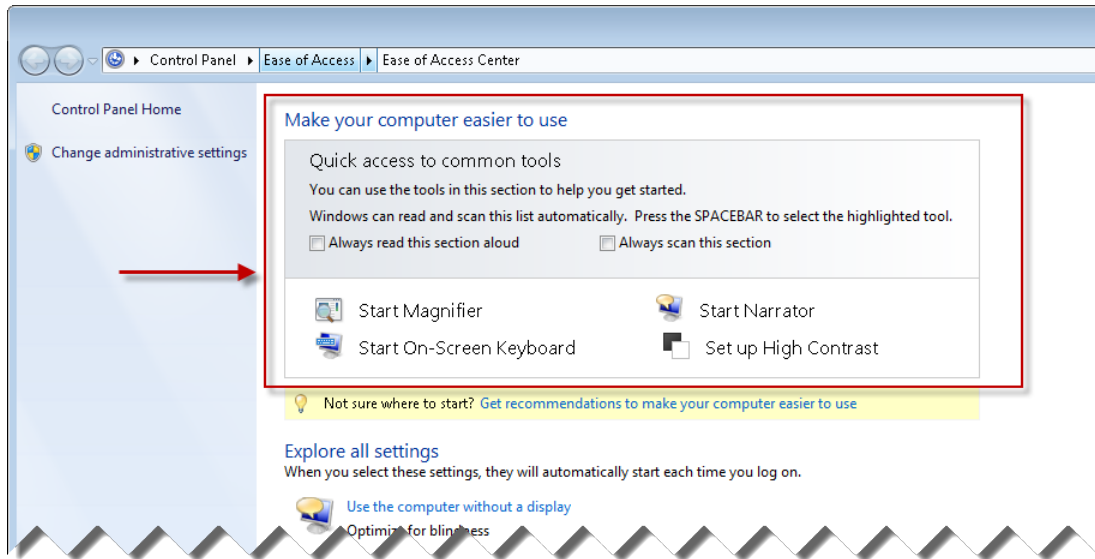
To Use

Where to Find Windows 7 Ease of Access Center

To open the Ease of Access Center, click on the **Windows Start** button, select **Control Panel**, and then click on **Ease of Access**, and finally click on **Ease of Access Center**. Alternatively, you can press **Windows Logo key + U**.

The Four Common Tools in the Ease of Access Center

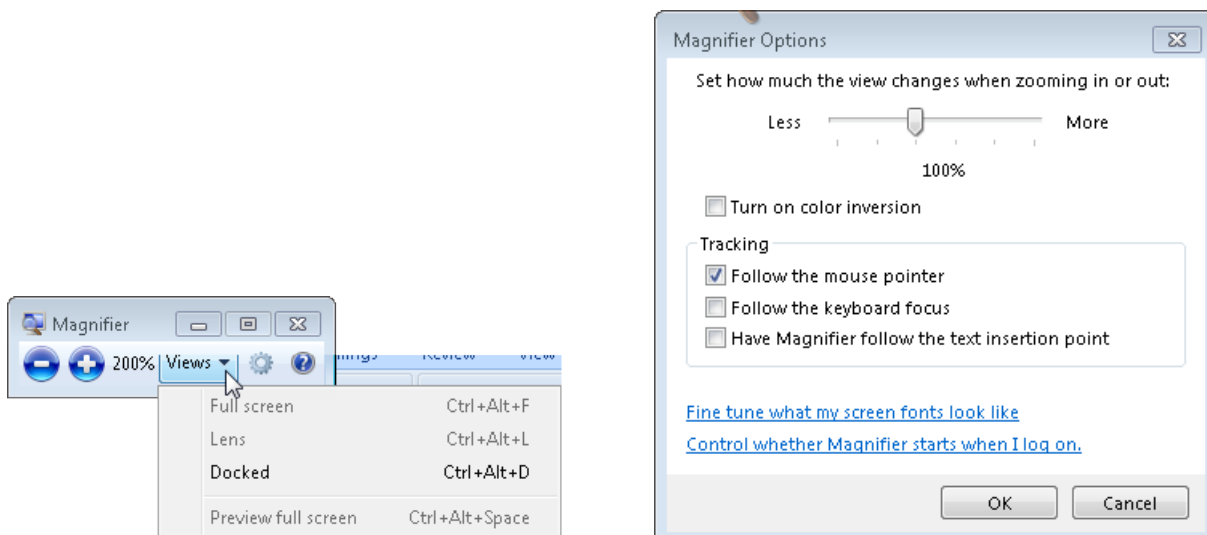
In the Ease of Access Center, you will see options to start four common tools: Magnifier, On-Screen Keyboard, Narrator, and High Contrast.



Magnifier

This feature allows the user to enlarge the screen in order to make the material easier to see. You can magnify the screen up to 16 times the original size.

The magnified view can be displayed as a split screen, full screen, or lens. You can set up the magnifier to track the mouse, the keyboard, or text editing.



On-Screen Keyboard

This feature displays a visual keyboard on your computer screen, which allows you to use a mouse or other alternative device to select keys on the keyboard instead of using the physical keyboard.

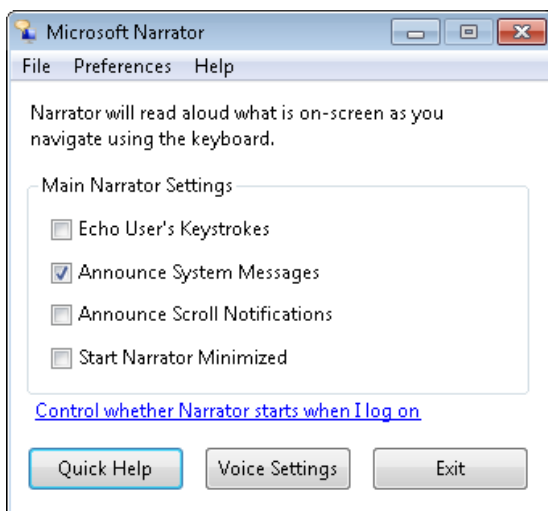


In the Options menu, you can select keys by clicking on them, hovering over keys, or you can scan through the keys and choose a device that will indicate a selection. Additionally, you can add a clicking sound when selecting a key, display a numeric keyboard, and use text prediction.

Narrator

Narrator reads what is displayed on the screen, including the active window or text that the user has typed.

You can adjust the speed, volume, pitch and the voice selection in this feature to personalize their text-to-speech settings. You can also customize what type of information Narrator will read aloud including echoing the keystrokes, announcing system messages, announcing scroll notifications. Additionally, there is an option to start Narrator minimized.

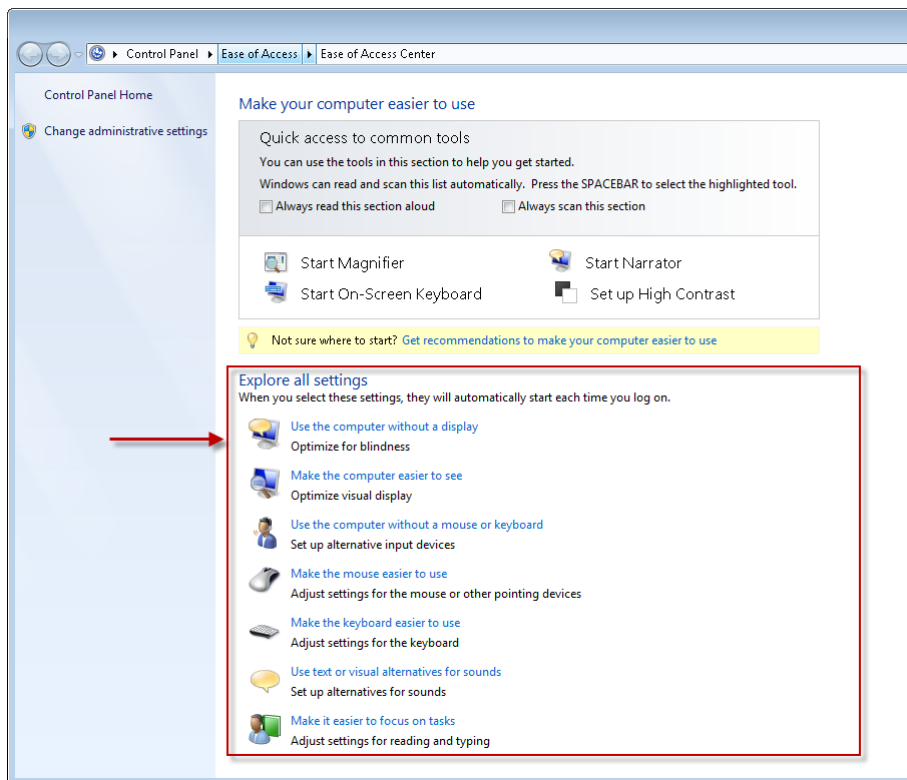


High Contrast

The High Contrast option will allow you to create a high contrast theme for your Windows display to make the material easier to see.

Other Features of the Ease of Access Center

The user can personalize and adjust their computer settings through this center by selecting options for the **Explore all settings** section on the Ease of Access Center.



- Use the computer without a display: This option will open a menu allowing you to turn on Narrator as well as some additional audio options for descriptions of videos and dialog boxes.
- Make the computer easier to see: This option will open a menu allowing you to customize the visual display including using High Contrast, Magnifier, Narrator, increasing the cursor thickness, and removing unnecessary animations and background images.
- Use the computer without a mouse or keyboard: This option will open a menu allowing you to use the On-Screen Keyboard and Speech Recognition.
- Make the mouse easier to use: This option allows you to change the mouse and cursor color and size. Options are also available for controlling the mouse using the keyboard and managing windows.

- Make the keyboard easier to use: This option allows you to control the mouse with the keyboard and turn on Sticky Keys, Toggle Keys, and Filter keys. Sticky Keys allow you to press keyboard shortcuts one key at a time. If you select Toggle Keys, a tone will sound when you turn Toggle Keys such as CAPS LOCK, NUM LOCK, etc. on and off. Filter keys will ignore brief repeated keystrokes for more efficient typing and navigation.
- Use text or visual alternatives for sound: This option allows you to turn on visual notifications for sounds.
- Make it easier to focus on tasks: This option opens a menu that allows you to customize several options that make it easier to read, type, adjust time limits and flashing visuals, and make it easier to manage windows.

Program Manufacturer Contact Info

Microsoft Corporation

[Microsoft Accessibility Website http://www.microsoft.com/enable/](http://www.microsoft.com/enable/)

Cost: Free