



<http://www.ColoState.edu/Depts/ATRC>

## Windows VISTA Built-In Accessibility

### Quick Start Guide

#### Overview

#### *Vista Built-In Accessibility Options*

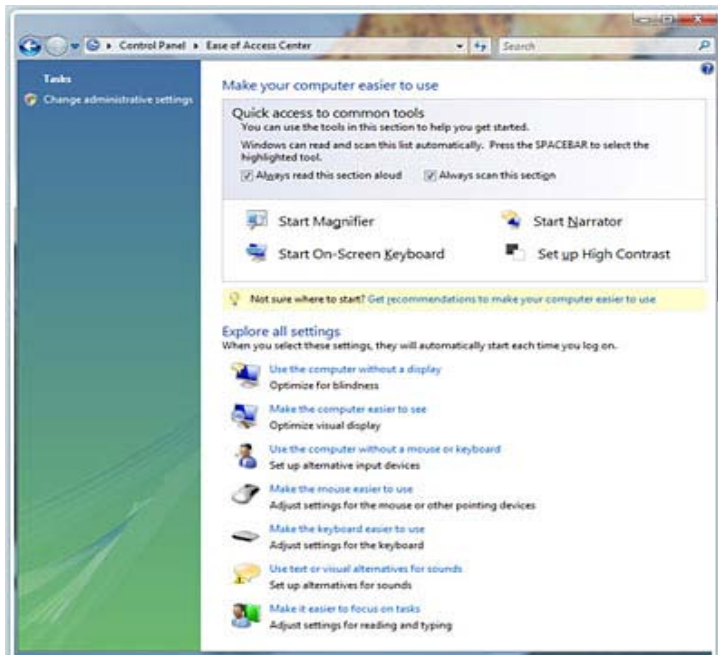
- Vista Ease of Access Center
- Magnifier
- Narrator
- On-Screen Keyboard
- Voice Recognition

#### To Use

#### *How it is organized:*

#### Where you will find the VISTA Ease of Access Center

Open the Start menu, clicking on the Windows VISTA icon, as seen below. Or you can press the Windows logo key + U.



Select 'Accessories' from the 'All Programs' list and then scroll down to the *Ease of Access Folder*

## Features of the Ease of Access Center

The user can personalize and adjust their computer settings through this center by selecting options from seven different categories:

- Use the computer without a display
- Make the computer easier to see
- Use the computer without a mouse or keyboard
- Make the mouse easier to see
- Make the keyboard easier to use
- Use text or visual alternatives for sound
- Make it easier to focus on tasks

## Accessibility Features/Common Tools on Windows VISTA

These features can be accessed through the Ease of Access Center, or by selecting from the Start menu and choosing Accessories. They are each listed within the Ease of Access Folder

### Magnifier

This feature allows the user to enlarge the screen in order to make the material easier to see. The user can magnify up to 16 times the original size on the screen for better vision of the material.

The user can also set up the magnifier to track the mouse, the keyboard, or text editing.

### Narrator

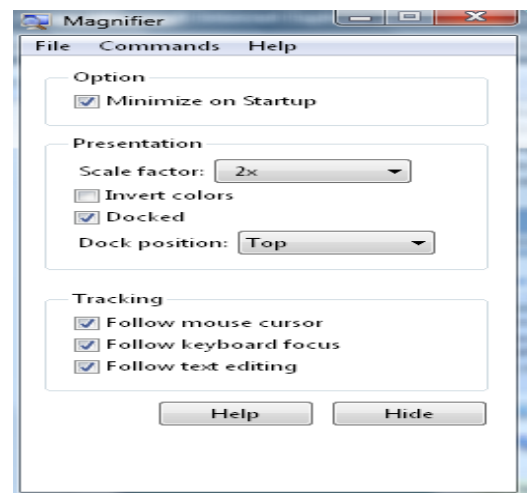
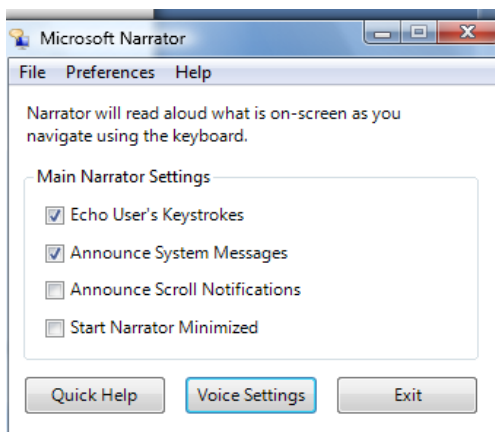
This feature allows the user to have text read aloud

This text-to-speech program reads what is displayed on the screen, including the active window or text that the

user has typed.

The user can adjust the speed, the pitch and the voice

selection in this feature to personalize their text-to-speech settings. The user may also select the various announcements that the Narrator settings will make



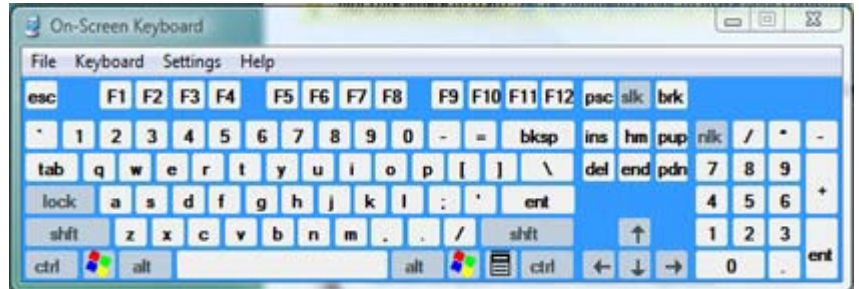
with each window opened, as well as echoing the keystrokes that are made when typing.

## On-Screen Keyboard

This feature displays a visual keyboard with all of the standard keys on the screen.

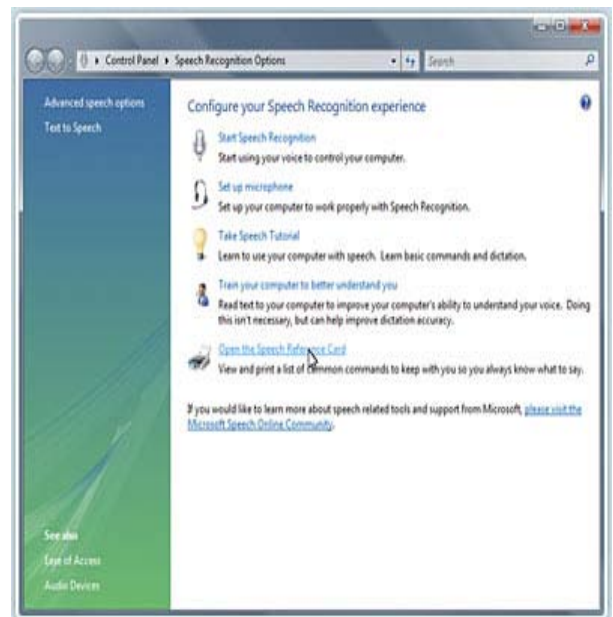
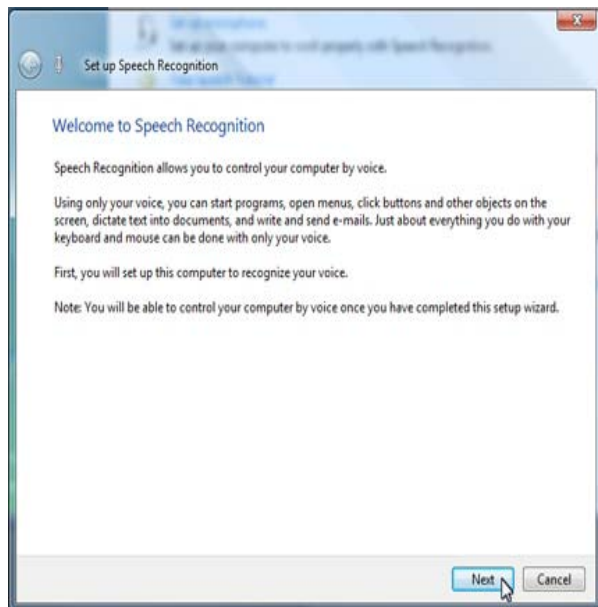
The user can rely on the mouse or another device to select the keys from the keyboard, instead of relying on the physical keys to type and/or navigate.

There are several keyboard layouts that are available to choose from as well as typing modes, font styles, font sizes, and number of keys available within the keyboard.



## Voice Recognition

Voice recognition can be used to insert text into various computer programs installed on your Computer System. It can also be used to open and close applications by verbally commanding the system to navigate through the various programs. For most users, voice recognition is used to dictate into programs such as Microsoft Word.



## How to train the computer to recognize your voice:

- Open 'Welcome Center'
- If this is not already open go to 'Control Panel' then 'Systems and Maintenance' then 'Welcome Center'
- Click on 'Show All 9 Items' under 'Get Started With Windows'

- Click on 'Ease of Access Center'
- On the middle of the screen towards the right click on 'Open Ease of Access Center'
- Select 'Use the computer without a master keyboard'
- Select 'Use speech recognition'
- Select 'train your computer to better understand you'
- First set up microphone and head phones so that the microphone is in front of your mouth (Suggested at two fingers' length away) for greater quality.
- Click on Next
- Follow the directions and choose from varying accessibility options to personalize the computer settings.
- Click 'Finish' when done or select ' More training'

## **Additional Accessibility Options on Windows VISTA**

### **Keyboard shortcuts**

Use keyboard shortcuts as an alternative to the mouse. Keyboard shortcuts can be found in the menus of programs, or, if a letter is underlined on a menu, it usually means that pressing the ALT key in combination with the underlined key has the same effect as clicking that menu item.

### **Mouse Keys**

Instead of using the mouse, you can use the arrow keys on the numeric keypad to move the pointer.

### **Sticky Keys**

Instead of having to press three keys at once (such as when you must press the CTRL, ALT, and DELETE keys simultaneously to log on to Windows), you can press one key at a time when Sticky Keys is turned on.

### **Filter Keys**

Ignore keystrokes that occur in rapid succession and keystrokes that are held down for several seconds unintentionally.

### **Visual Notifications**

Replace system sounds with visual cues, such as a flash on the screen, so system alerts are announced with visual notifications instead of sounds.

### **Captions**

Get information via animations and video that some programs use to indicate that activity is happening on your computer.

## **Program Manufacturer Information**

- <http://www.microsoft.com/windows/products/windowsvista/features/details/accessibility.msp>
- <http://www.microsoft.com/enable/>

- <http://www.microsoft.com/enable/news/subscribe/>

Created by Rachel Gramig, ATRC, Fall 2007