



## Tips from the ATRC: Microsoft Built-In Accessibility Options

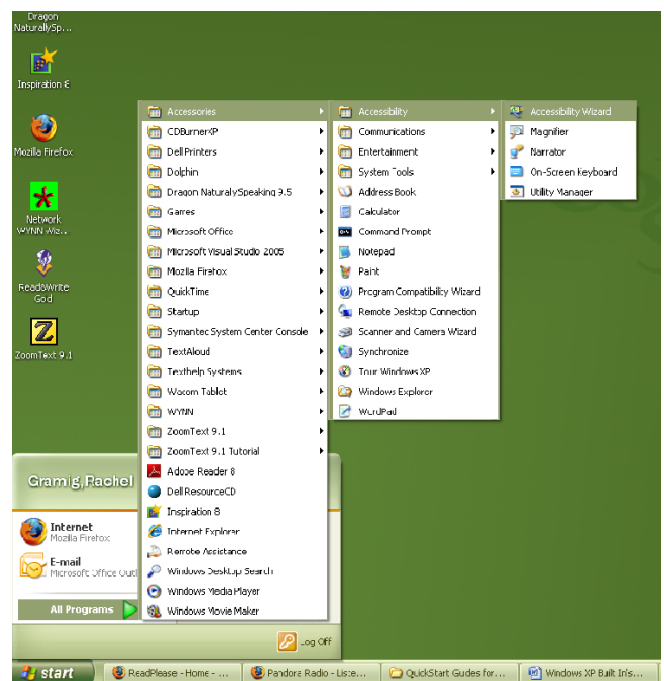
### Where you will find the Microsoft Built-In Accessibility Options

#### I. Accessibility Options

- Open the **Start Menu**
- Select **All Programs**
- Select **Accessories**
- Select **Accessibility**

##### A. The following options will appear in a list:

- **Accessibility Wizard** – This is a walk-through program to help an individual adjust their personal settings on the computer.
- **Magnifier** – This option can magnify the screen up to 9X. It also will split the screen horizontally.
- **Narrator** – This option will transfer text to speech. The speech settings can be adjusted to fit an individual's preferences. This option is more similar to a screen reader than to programs like Read and Write
- **On-screen keyboard** – This option displays a keyboard on the screen that can be used only with a mouse. An individual can adjust the type of keyboard, font and other settings to their liking.
- **Utility Manager** – This option enables users to check an accessibility program's status and start or stop an accessibility program. **Users can also start accessibility programs before logging on to the computer by pressing the Windows logo key + U at the Welcome screen.**



#### II. Accessibility Options Available Through the Control Panel

- Open the **Start Menu**
- Select **Control Panel**
- Select **Accessibility Options**

##### A. Accessibility Options

- Click on **Keyboard** tab:

- **StickyKeys:** This option allows an individual to **press one key at a time for key combinations** in order to be able to navigate and use the computer with only one hand. **Example:** User is able to hit SHIFT and then a letter for it to be capitalized instead of having to hit both keys at once for the result.
- **FilterKeys:** This feature will ignore **brief or repeated keystrokes** for more efficient typing and navigation. It also will slow down the repeat rate
- **ToggleKeys:** This option makes a sound when certain keys are pressed in order for an individual to hear tones when typing
- Show Extra Keyboard Help in Programs

Click on the **Sound tab:**

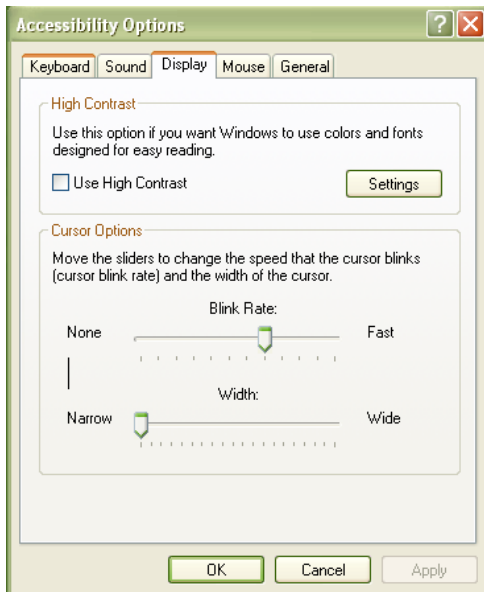
- **SoundSentry:** This option allows the user to receive **Visual Warnings** for System Sounds on the screen.
- **ShowSounds:** This feature displays **Captions for Speech and Sounds**

Click on the **Display tab:**

- **High Contrast:** This option allows a user to **Choose a High Contrast Color Combination to Improve Screen Resolution**

Click on the **Mouse tab:**

- **MouseKeys:** This feature allows the user to **Control the Pointer Using the Numeric Keypad**
- There is also an option to **Adjust the Cursor Blink Rate** and the **Cursor Width** for visual preferences



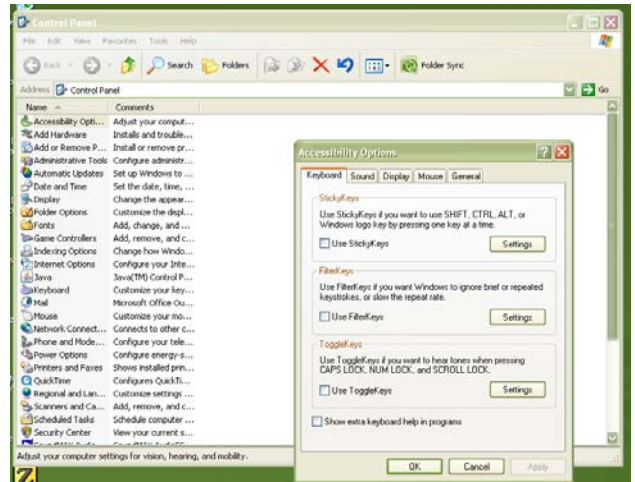
Click on the **General tab:**

**SerialKeys:** This allows an individual to use an **Alternative Input Device** Instead of a Keyboard or Mouse

- Turn Off Accessibility Features after Specified Idle Time
- Get Visual Notification when Turning a Feature On or Off
- Get Sound Notification When Turning a Feature On or Off
- Apply All Accessibility Settings to the Logon Desktop
- Apply All Settings to Defaults for New Users

**B. Adjusting Display Options** –Adjusts the icon size, screen resolution, and hides hot keys

**C. Adjusting Mouse Options** - Reverses the right and left buttons, double-click speed and pointer speed, click-lock, various pointer options



**D. Adjusting Keyboard Options** – Adjusts the character repeat rate and cursor blink rate

**E. Adjusting Internet Options** - Ignores colors, font styles and sizes on web pages, uses a custom style sheet, selects text and background colors, expands alternative text for images, turns on or off animations, sounds, and videos in web pages, etc.

**F. Adjusting Sounds and Audio Options** – Adjusts the volume, sound scheme and system events

**G. Adjusting Taskbar and Start Menu Options** - Keeps taskbar on top, offers a quick launch bar, and customizes the start menu

**H. Adjusting User Accounts** – Adjusts the log on options

**I. Adjusting Speech Options** – Adjusts text to speech and speech recognition

## **Other Resources:**

- <http://www.microsoft.com/enable/>
- <http://www.microsoft.com/enable/training/default.htm>
- <http://office.microsoft.com/assistance/2002/articles/oMoreSpeechCommandsWord7.aspx>

## **Questions?**

Call the Assistive Technology Resource Center at 970-491-6258

305 Occupational Therapy Building

Colorado State University

**<http://www.colostate.edu/Depts/ATRC>**