



University Information
Technology Services

Accessibility & Ease of Access

Microsoft Windows 10

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Accessibility & Ease of Access

Microsoft Windows 10

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Introduction

Microsoft Windows 10 provides a variety of accessibility tools that makes it easier to see, hear, and use your computer. For instance, the *Ease of Access* center provides a variety of such as a magnifier as well as mouse and keyboard accessibility options. You can also utilize tools such as the High Contrast tool and Windows Narrator to make your Windows 10 computer more accessible.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Access the *Ease of Access* center.
- Set mouse & keyboard accessibility options
- Utilize the *High Contrast* feature
- Enable the *Windows Narrator*

The Ease of Access Center

With the *Ease of Access* center, you have a centralized place to locate accessibility settings. To access the *Ease of Access* center:

1. Click the **Start** button on the *Windows Taskbar*.



Figure 1 - Start Button

2. Click the **Settings** icon.

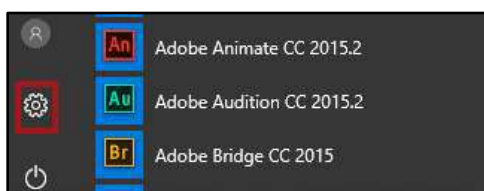


Figure 2 - The Settings Icon

3. In the *Windows Settings* window, click **Ease of Access**.

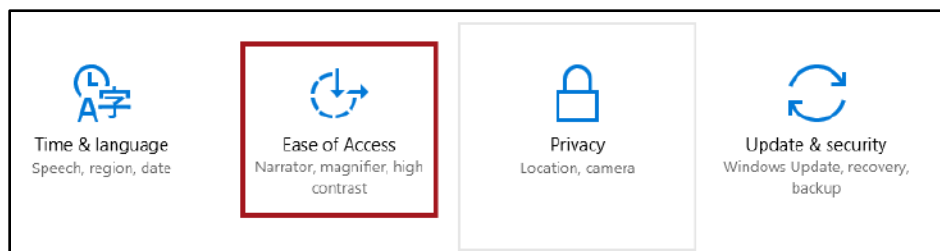


Figure 3 - Click Ease of Access

4. You will be taken to the *Ease of Access* center.

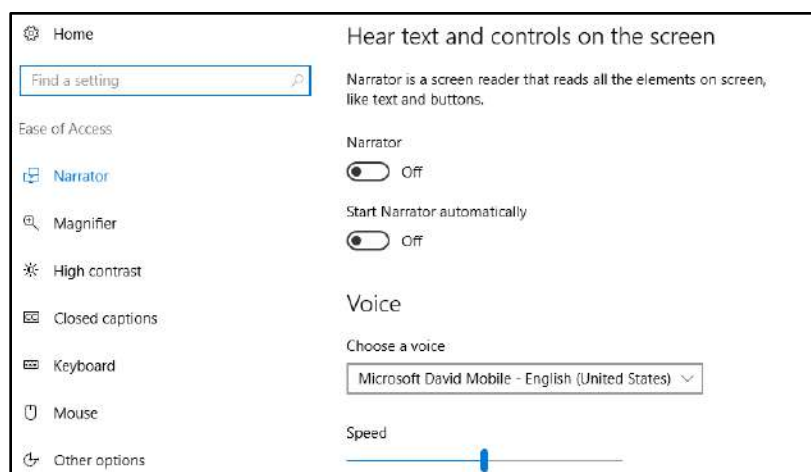


Figure 4 - Ease of Access Center

Windows Narrator

The *Windows Narrator* reads text on your PC screen aloud and describes events such as notifications or calendar appointments so you can use your PC without a display. The following explains how to enable the Narrator:

1. Navigate to the **Ease of Access** center in *Windows Settings*.
2. Click **Narrator**.

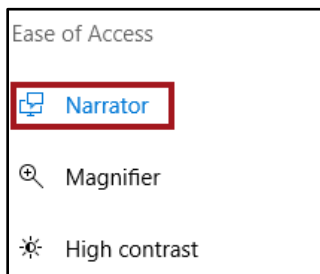


Figure 5 - Click Narrator

3. To enable the Narrator, click **Narrator Off**. The Narrator will be turned on and will begin narrating on your computer.

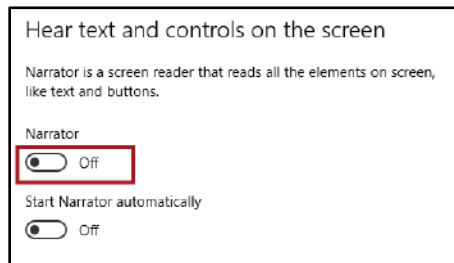


Figure 6 – Enable the Narrator

4. Under the *Voice* section, you can:
 - a. Change the **Narrator Voice** (See Figure 7).
 - b. Adjust the narrator **Speed** (See Figure 7).
 - c. Adjust the narrator's **Pitch** (See Figure 7).

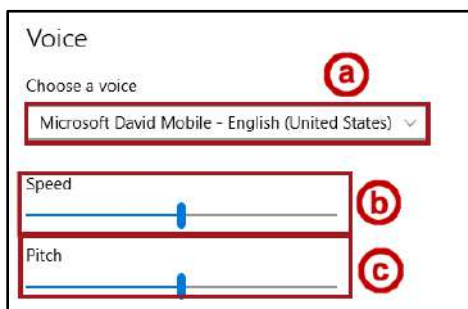


Figure 7 - The Voice Section

5. The *Sounds you hear* section allows you:
- a. Enable **Read hints for controls and buttons** (See Figure 8).
 - b. Enable sounds for **Characters** that you type (See Figure 8).
 - c. Enable sounds for the **Words** you type (See Figure 8).
 - d. Lower the **volume** of other apps when the *Narrator* is running (See Figure 8).
 - e. Enable **audio cues** (See Figure 8).

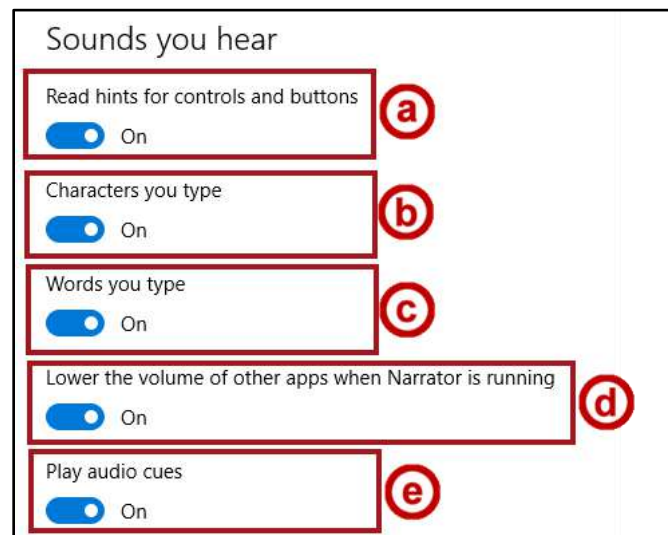


Figure 8 - Sounds you hear

6. The *Cursor and keys* section allows you to:
- a. **Highlight** the cursor (See Figure 9).
 - b. Have the **insertion point** follow the Narrator (See Figure 9).
 - c. **Activate keys** on a touch keyboard when lifting fingers off the keyboard (See Figure 9).

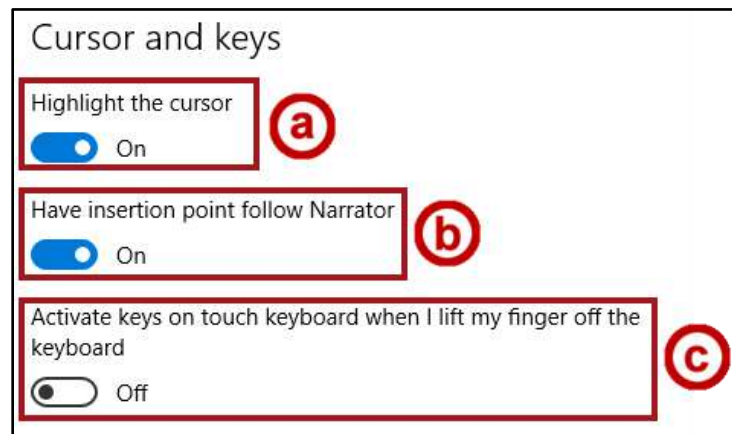


Figure 9 - Cursor and Keys

7. To disable the *Narrator*, click **Narrator On**. The Narrator will be turned off.

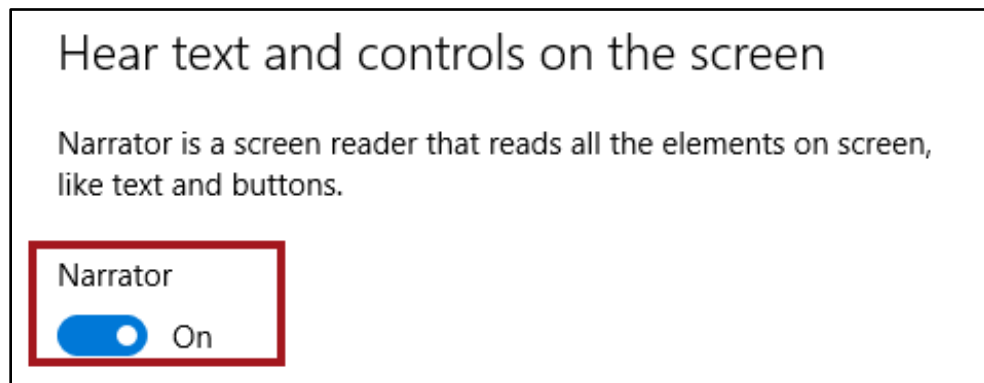


Figure 10 - Disable the Narrator

The Magnifier

The magnifier enlarges different parts of the screen. This is useful for viewing objects that are difficult to see, and for seeing the whole screen more easily. The following explains how to use the magnifier:

1. From the *Ease of Access* center, click **Magnifier**.

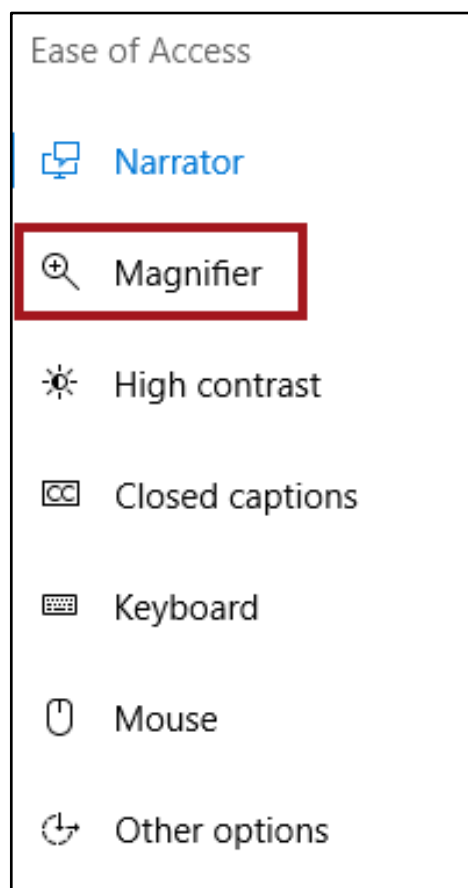


Figure 11 - Click Magnifier

2. You will be taken to the *Magnifier* window. Here, you may:
 - a. Turn on the **Magnifier** (See Figure 12).
 - b. **Invert the colors** of your screen when the *Magnifier* is enabled (See Figure 12).
 - c. Have the Magnifier **start automatically** (See Figure 12).
 - d. Enable the magnifier to follow the **mouse cursor**. The screen magnification will follow the placement of your mouse cursor (See Figure 12).
 - e. Enable the magnifier to follow the **keyboard focus**. The screen magnifier follows your keyboard. (See Figure 12).
 - f. Have the Magnifier follow the **text insertion** point. The screen magnification follows where you insert text. (See Figure 12).

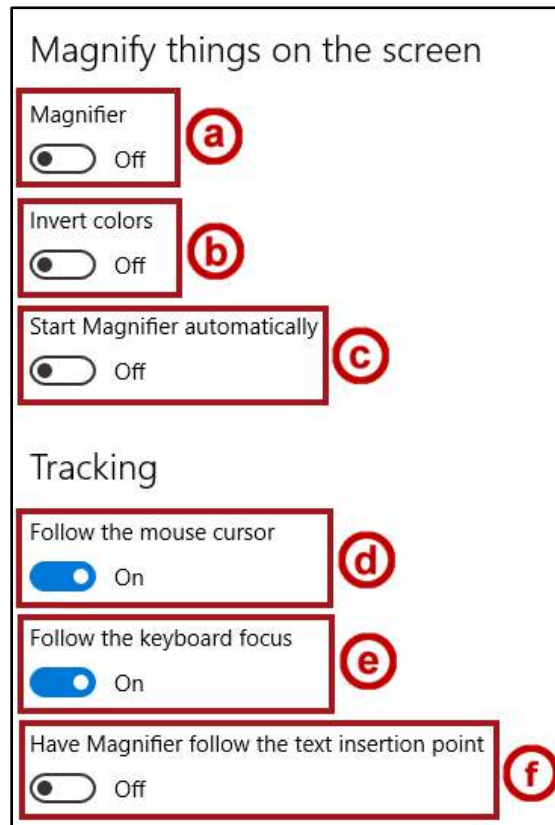


Figure 12 - Magnifier Options

3. To turn on the magnifier, click the **Magnifier** button.



Figure 13 - Click the Magnifier

4. Your screen will be magnified and the **Magnifier tool** bar will appear.



Figure 14 - Magnifier Tool

Note: The *Magnifier Tool* will disappear when you click off of the tool. Clicking the **Magnifying glass** will bring the tool back.



Figure 15 - Magnifying Glass

5. To adjust the zoom magnification, use the – or + buttons.



Figure 16 - Magnification Tool

6. Click the **Views** drop-down to see a list of available views. The available views include
- a. **Full-Screen mode** – Your entire screen is magnified. You can then have the *Magnifier* follow the mouse pointer (See Figure 17).
 - b. **Lens mode** – The area around the mouse pointer is magnified. When you move the mouse pointer, the area of the screen that’s magnified moves along with it (See Figure 17).
 - c. **Docked mode** – Only a portion of the screen is magnified with the rest of the desktop in a normal state. You can control the area of the screen is magnified (See Figure 17).

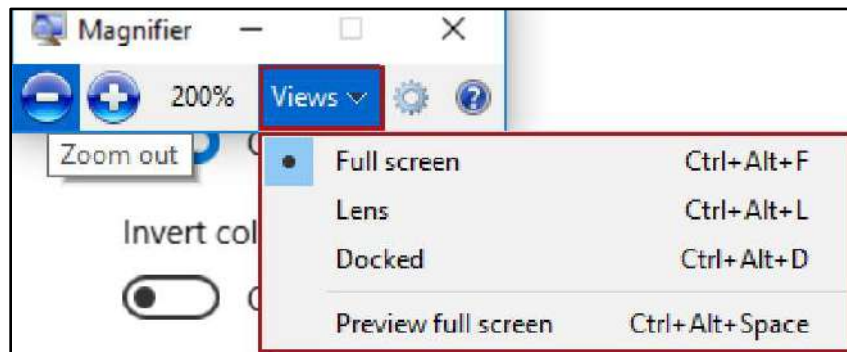


Figure 17 - Click Views

7. To turn off the magnifier, click the **Magnifier** button, located in the *Windows Settings* window.



Figure 18 - Magnifier button

Note: You may also turn off the magnifier by clicking the **X**, located on the *Magnifier* bar.

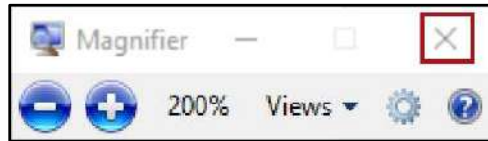


Figure 19 - Closing the Magnifier

Mouse Options

Windows Settings provides tools to make the mouse more accessible.

Adjusting Mouse Pointer Size and Color

You may adjust the size of the mouse pointer as well as its color. This allows you to make it easier to see your mouse pointer, thus improving the computer's accessibility. The following explains how to adjust the computer's mouse pointer size and color:

1. Click the **Start** button.



Figure 20 - Click Start

2. Click the **Settings** icon.

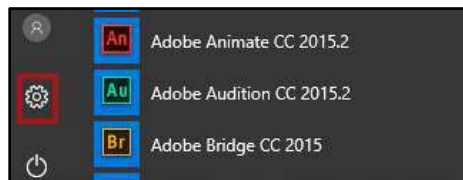


Figure 21 - Click Settings

3. The *Windows Settings* window appears. Click **Ease of Access**.

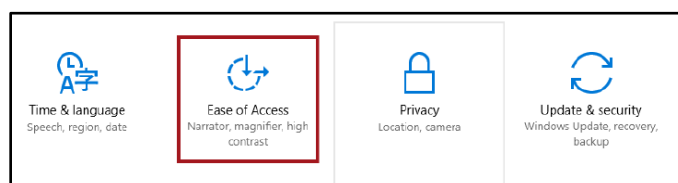


Figure 22 - Ease of Access

4. The *Ease of Access* window appears. Click **Mouse** in the *Ease of Access* side panel.

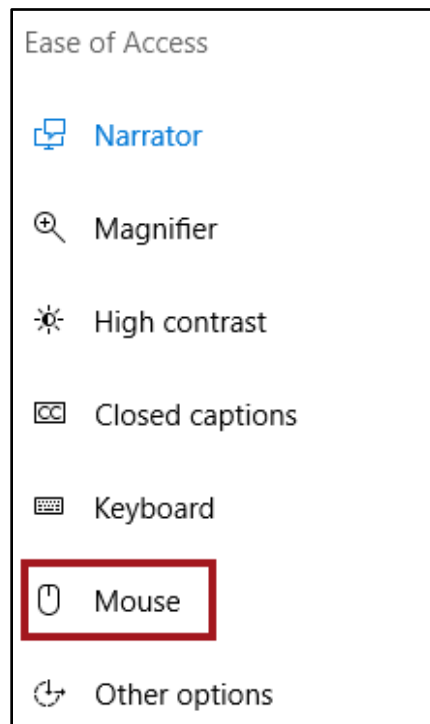


Figure 23 - Click Mouse

5. Accessibility options for the mouse will be displayed. Select your preferred **mouse pointer size** and **mouse pointer color**.

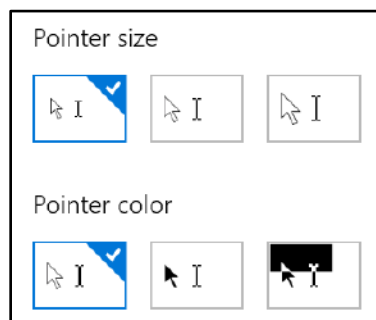


Figure 24 - Mouse Pointer Size and Color

6. Click **Close** to close your window.

Changing Your Primary Mouse Buttons

In Windows 10, you have the ability to change your primary mouse button. In other words, you may switch so that the right mouse button is your primary click. The following explains how to switch your primary mouse buttons:

1. Click the **Start** button.
2. Click **Settings**.

3. The *Windows Settings* window appears. Click **Devices**.



Figure 25 - Click Devices

4. In the *Devices* panel, click **Mouse & touchpad**.

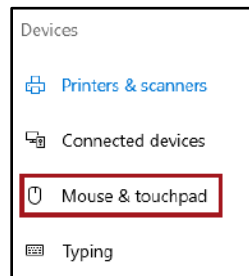


Figure 26 - Mouse & touchpad

5. The *Mouse* option appears. In the *Select your primary button* drop-down, select your preferred primary mouse button.

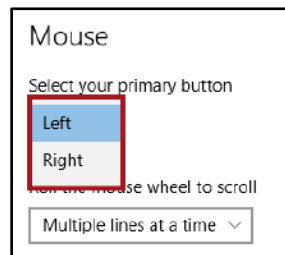


Figure 27 - Select your preferred primary mouse

6. Click **Close** to close your window.

Changing your Scroll Wheel Settings

Changing the *scroll wheel* settings allows you to adjust the amount that your screen scrolls when using the scroll wheel. The following explains how to access and adjust the scroll wheel settings:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. The *Windows Settings* window appears. Click **Devices**.



Figure 28 - Click Devices

4. Click **Mouse & touchpad**.

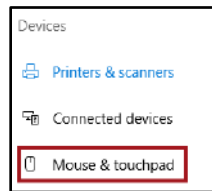


Figure 29 - Mouse & touchpad

5. The *Mouse* options will appear. Here, you may:

- a. Change your primary mouse button (See Figure 30).
- b. Indicate whether you wish to scroll multiple lines at a time (See Figure 30).
- c. Choose how many lines to scroll each time (See Figure 30).
- d. Enable scrolling of inactive windows when hovering over them (See Figure 30).
- e. View additional options such as *Click Lock*, *Double-Click Speed*, and *advanced pointer options* (See Figure 30).

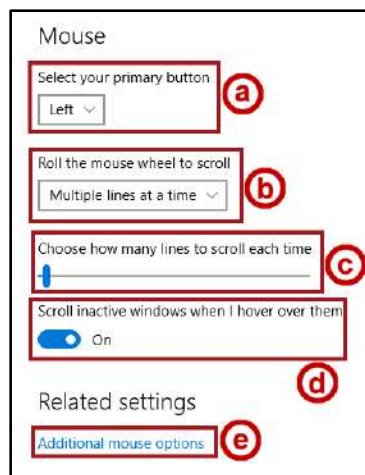


Figure 30 - Mouse Options

Keyboard Options

The *Ease of Access* center provides a variety of options that can make your keyboard much more accessible. The following explains how to access keyboard options in the *Ease of Access* center:

- 1. Click the **Start** button.
- 2. Click the **Settings** icon.
- 3. Click **Ease of Access**.

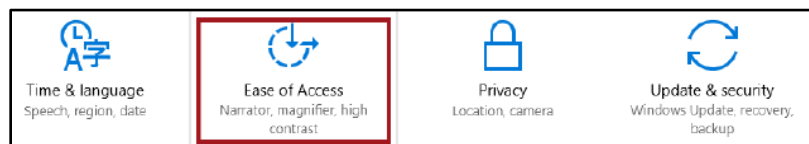


Figure 31 - Click Ease of Access

4. Click **Keyboard** to access the various *keyboard options*.

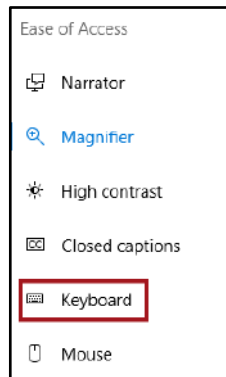


Figure 32 - Click Keyboard

5. You will be taken to your *keyboard options*. Here, you have the options of:
- a. Utilizing an On-Screen Keyboard (See Figure 33).
 - b. Utilizing sticky keys, making it easier to use keyboard shortcuts (See Figure 33).
 - c. Hearing a tone when you press the Caps Lock, Num Lock, and Scroll Lock (See Figure 33).
 - d. Ignore or slow down brief or repeated keystrokes (See Figure 33).
 - e. Access other settings such as shortcut underlines, warning messages when turning a setting on with a shortcut, or enabling sounds when turning a setting on or off with a shortcut (See Figure 33).

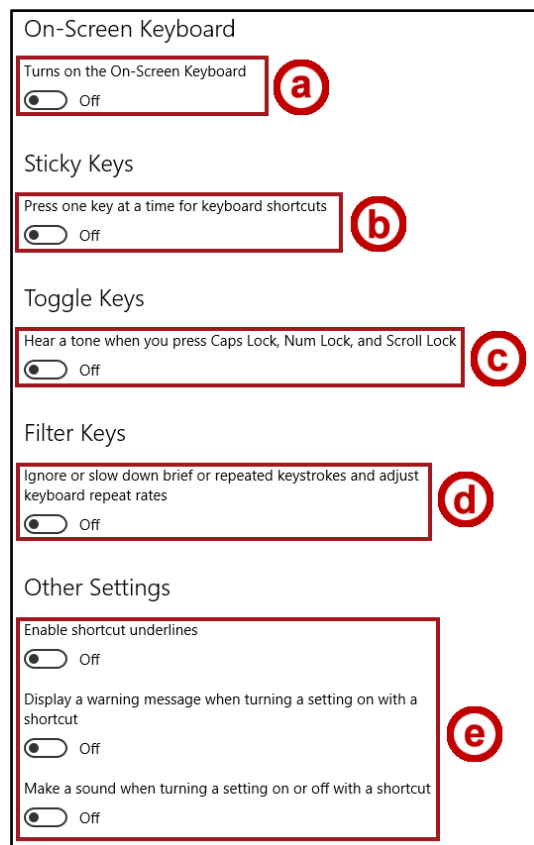


Figure 33 - Keyboard Options

Adding an International Keyboard

The following explains how to add an international keyboard:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. Click **Time & language**.



Figure 34 - Click Time & language

4. Click **Region & Language**.

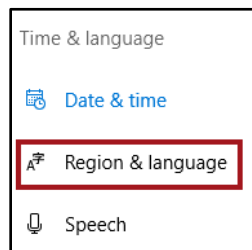


Figure 35 - Click Region & language

5. Click **Add a language**.

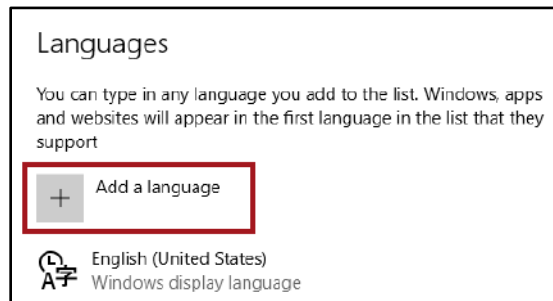


Figure 36 - Click Add a language

6. Click the **language** that you wish to add to the keyboard layout.

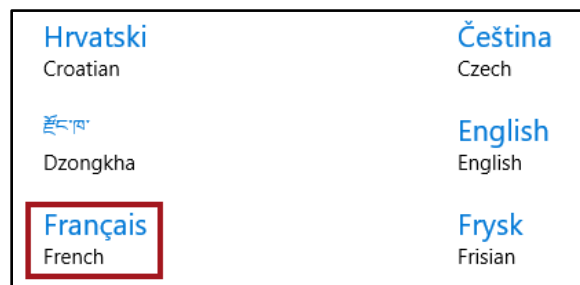


Figure 37 - Click the language

7. If prompted, click the most appropriate language to add to the keyboard layout.



Figure 38 - Click the appropriate language

8. You will be taken back to the *Languages* page. Click the **language** that you wish to add to the keyboard layout.



Figure 39 - Click the language

9. Click **Set as Default** if you wish to set the keyboard as the default keyboard.

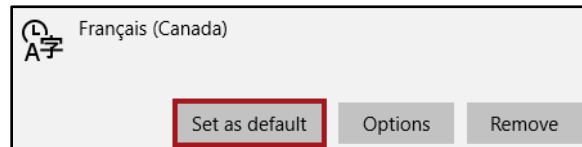


Figure 40 - Set as Default

10. Click **Close** to close the window.

The High Contrast Feature

High Contrast themes is a useful tool that allows you to heighten the color contrast of text, windows border, and images on the screen. This makes your computer more visible and easier to read and identify.

1. Click the **Start** button.
2. Click **Settings**.
3. The *Windows Settings* window appears. Click **Ease of Access**.



Figure 41 - Ease of Access

4. Click **High Contrast**, located in the *Ease of Access* panel.

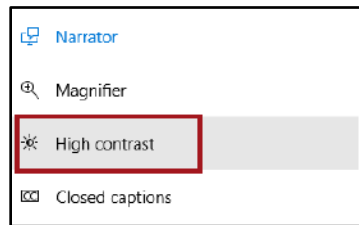


Figure 42 - Click High Contrast

5. Select your preferred high contrast theme from the **Choose a Theme** drop-down.

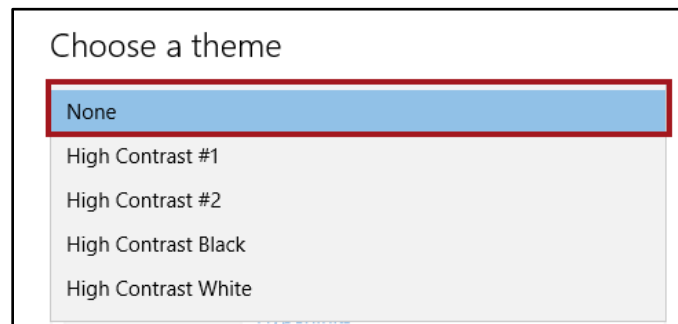


Figure 43 - Choose a Theme

6. Click **Apply**.

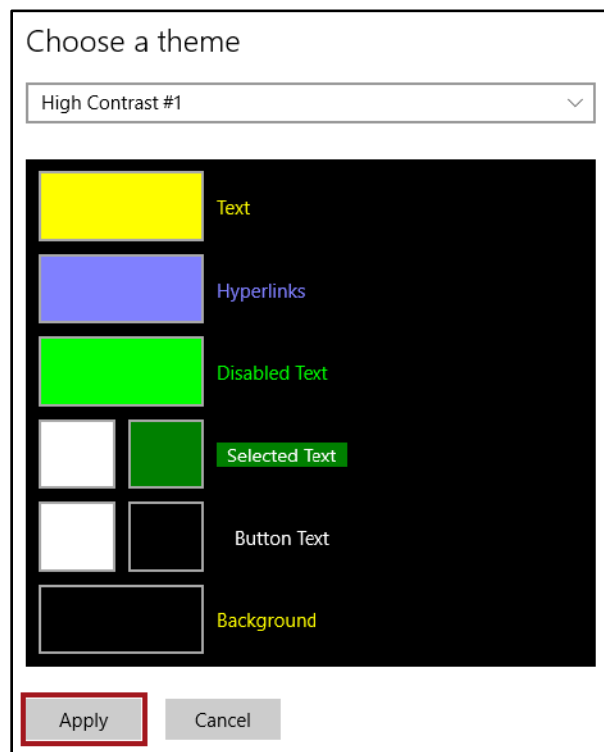


Figure 44 - Click Apply

7. Click **Close** to close the window.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

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- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>