AUGUST 2020 / DIGITAL INDUCTION /



MAKING WINDOWS EASIER TO USE

This guide covers the following topics:

- How to make text bigger
- Make icons and buttons bigger
- Change the mouse pointer and cursor
- Magnify an area of the screen
- Change the colour scheme
- Use the narrator

This guide is part of a series created to help you to make the most of the IT apps available to you. For help with the content of this guide please speak with your tutor.

THIS DOCUMENT RELATES TO THE 'MAKING WINDOWS EASIER TO WORK WITH' VIDEO ON THE COLLEGE'S DIGITAL LEARNING YOUTUBE CHANNEL:



This guide applies to working with a full copy of WINDOWS on a laptop or desktop computer.



For help with accessibility options for recent **ANDROID** devices please see the Android accessibility help centre:

https://support.google.com/accessibility/android#topic=6007234



For help with accessibility options for recent **APPLE** devices please see <u>https://www.apple.com/uk/accessibility/</u>

On your Desktop, tap the Windows icon at the bottom left of the screen:



Tap the 'Settings' cog:

= Recently a	added	A Home							
Pr A	dobe Premiere Pro CC 2018								
a [20]	dobe Creative Cloud	е						٥Al	Dingaon
(ā) A	rticulate Storyline 2	Microsoft Edge		Microsoft Store	r			$\sim \infty$	litněv
#		A Office							
31	D Viewer		8						ollege
A		•3							
A 100	ccess	Outlook	Word						
A 🛃	dobe Acrobat DC		Notes to go Read and edit	100					
A	dobe Acrobat Distiller DC	x	on any device						
B1 A	dobe Bridge CC 2018	Excel	OneNote 🔊	File Explorer					
۵ 🗖	dobe Creative Cloud ew	Apps & Tools							
	dobe Dreamweaver CC 2018								
	dobe Extension Manager CC	Maps	Paint 3D						
Settings	dobe Extension Manager CS6								
◎ ►	dobe Fireworks CS6								
	dobe Illustrator CC 2018	Video Editor	Tips	P 🔛					
E P ype	e here to search	0	Ħ 😑	= =	💁 🐗	🐖 🤨			

The 'Windows Settings' dialog opens. Tap 'Ease of Access':

Settings							-	o x
			Windov	vs Settin	gs			
			Find a setting		٩			
	System Display, sound, notifications, power		Devices Bluetooth, printers, mouse		Phone Link your Android, iPhone		Network & Internet WiFi, flight mode, VPN	
¢	Personalisation Background, lock screen, colours		Apps Uninstall, defaults, optional features	8	Accounts Your accounts, email, sync, work, other people	。 A字	Time & Language Speech, region, date	
8	Gaming Game bar, captures, broadcasting, Game Mode	¢	Ease of Access Narletor, magnifier, high contrast	Q	Search Find my files, permissions	0	Cortana Cortana language, permissions, notifications	
A	Privacy Location, camera, microphone	0	Update & Security Windows Update, recovery, backup					

Tap the 'Display' menu item on the left of the window. From here it is possible to change how the Windows interface looks. For example, you can change the default text size using the slider:

← Settings		- 🗆 ×
வ Home	Display	
Find a setting	A Make your display easier to see.	Related settings
		Additional display settings
Ease of Access	Make text bigger	Background settings
		Colour settings
Vision	Sample text	Theme settings
Curso a pointer	A A	Do you have a question?
	Apply	Use color filters
⊕ Magnifier		Turn on high contrast
Colour filters	Make everything bigger	Get help
· High contrast	Some settings are managed by your system administrator.	Make Windows better
	Change the size of apps and text on the main display	Give us feedback
🛱 Narrator	100% (Recommended) V	
	Change the size of apps and text on other displays	
Hearing	Change the size and colour of your cursor and mouse pointer	
di) Audio		
	Make everything brighter	

You can also make *everything* bigger by increasing the default size from 100%:

← Settings		- • ×
යි Home	Display	
Find a setting	P Make your display easier to see.	Related settings Additional display settings
Ease of Access	Make text bigger	Background settings
	Sample taut	Colour settings
Vision	Drag the slider until the sample text is easy to read, then click Apply	Theme settings
Display	Α Α	
👌 Cursor & pointer	Apply	Do you have a question?
Magnifier		Use color filters Turn on high contrast
Colour filters	Make everything bigger	Get help
· High contrast	Some settings are managed by your system administrator.	Make Windows better
	Change the tree of apps and text on the main display	Give us feedback
🛱 Narrator	125% plays	
Hearing	150% d mouse pointer	
di) Audio	175%	
	Make everything brighter	

Tap 'Cursor & pointer' on the menu. From here you can increase the size and look of the mouse pointer:

← Settings		- 🗆 X
û Home	Cursor & pointer	
Find a setting	P Make pointer, cursor and touch feedback easier to see.	Related settings Additional mouse settings
Ease of Access	Change pointer size and colour	
Vision	Change pointer size	Get help
Display	Change pointer colour	Make Windows better Give us feedback
© Colour filters	Make the cursor easier to see when typing	
举 High contrast	Change cursor thickness	
😂 Narrator		
Hearing	Change touch reedback	
ゆゆ Audio	On On	

Windows includes a built-in screen magnifier. Start by tapping 'Magnifier' on the menu. From here, turn on the magnifier:

	full screen, in a separate window or as a lens that follows your mouse pointer around the screen.
- 🗆 X	
% Views ▼ 🔯	Use Magnifier
	Turn on Magnifier
	On
	Press the Windows logo key 🛤 + Plus (+) to turn on Magnifier.
N	Press the Windows logo key 🛤 + Esc to turn off Magnifier.
	Make everything on my computer bigger
	Change the zoom level
	- 200% +

Change the zoom level and try scrolling around the screen to see if this helps you. If you would like a part of the screen to be magnified (usually near your mouse pointer), change the 'Choose a view' option to 'Lens':



The area around the mouse is now automatically zoomed. By default, the zoomed area will move to where there is screen activity – For example if you are typing into a text box.



You can change the Windows colour scheme to use colours which are easier to work with if you have specific eyesight issues. Start by turning colour filters ON and try out the different options:

← Settings		- 🗆 ×
ப் Home	Colour filters	
Find a setting	P Make photos and colours easier to see by applying a colour filter to	Related settings
	your screen.	Colour settings
Ease of Access		Theme settings
	Use colour filters	
Vision	Turn on colour filters	Do you have a question?
🖵 Display	On)	Get help
	Allow the shortcut key to toggle filter on or off	
👌 Cursor & pointer	These time Windows logo key # + Ctrl + C to toggle filter on or off.	Make Windows better
• Magnifier		Give us reedback
	Select a colour filter to see elements on the screen better	
Colour filters	Inverted (reverse colours on the display)	
* High contra	Greyscale	
P Narrator	Greyscale inverted	
Hearing	Or select a colour blindness filter to make the nine colours on the wheel more distinct.	
di) Audio	O Red-green (green weak, deuteranopia)	
	0	



There is a separate 'High contrast' option on the menu to add contrast to the screen colours:

Related settings Theme settings Do you have a question? Get help
Related settings Theme settings Do you have a question? Get help
Do you have a question? Get help
Do you have a question? Get help
Get help
Make Windows better
Give us feedback

← Settings		- • ×
企 Home	High contrast	
Find a setting	A Make text and apps easier to see by using more distinct colours.	Related settings Theme settings
Ease of Access	Use high contrast	gr
Vision	Turn on high contrast	Do you have a question? Get help
🖵 Display	Press left Alt + left Shift + Print Screen to turn high contrast on and off.	Make Windows better
ම Cursor & pointer	Choose a theme	Give us feedback
୍ Magnifier	High Contrast Black V	
Colour filters	Select a coloured rectangle to customise high contrast colours	
⅔ High contrast	Text	
C Narrator	Hyperlinks	
Hearing	Disabled Text	
d)) Audio		

You can have windows 'narrate' (talk you through) what you're doing as you navigate the system. Start by selecting 'Narrator' on the left:



Turn Narrator on and review the options to change the voice and speed. You'll need to use speakers or headphones to hear the changes.

← Settings		- 🗆 X
යි Home	Narrator	
Find a setting	Personalise Narrator's voice	
Ease of Access	Microsoft George - English (United Kingdom)	
	Microsoft David - English (United States)	
	Microsoft Susan - English (United Kingdom)	
Vision	Microsoft Hazel - English (United Kingdom)	
🖵 Display	Microsoft Zira - English (United States)	
	Microsoft Mark - English (United States)	
R Cursor & pointer	Microsoft Hazel Desktop - English (Great Britain)	
	Microsoft David Desktop - English (United States)	
	Microsoft Zira Desktop - English (United States)	
Colour filters	Change voice volume	
- High contrast		
🛱 Narrator	Press the Narrator key + Ctrl + Plus (+) or Narrator + Ctrl + Minus (-) to change voice volume.	
	Lower the volume of other apps when Narrator is speaking	
rearing	Select where you hear Narrator's voice	
이) Audio	Default Audio Device	

← Settings		- 🗆 ×
ŵ Home	Narrator	
Find a setting \wp	Personalise Narrator's voice	
Ease of Access	Choose a voice Microsoft Hazel - English (United Kingdom) \vee	
Vision	Add more voices	
🖵 Display	Change voice speed	
No Cursor & pointer	Press the Narrator key + Plus (+) or Narrator + Minus (-) to change voice speed.	
⊕ Magnifier	Change voice pitch	
Colour filters	Change voice volume	
☆ High contrast	Presentine Neurolana Januari, Chel J. Diva (1) an Neurolana J. Chel J. Minur (1) ha	
다. Narrator	change voice volume.	
Hearing	Lower the volume of other apps when Narrator is speaking	
小) Audio	Select where you hear Narrator's voice Default Audio Device	

For a full overview of Windows accessibility features please see

https://www.microsoft.com/enus/accessibility/windows?activetab=pivot 1%3aprimaryr2

If you need help with the content in this guide, in the first instance please speak with your tutor. If you have a general question you can email the Digital Learning Team: digital.learning@abingdon-witney.ac.uk

