

# Ease of Access Centre Guide for Windows 7



# a step-by-step guide

# **Contents**

Windows 7 Ease of Access Centre: Overview	3
High Contrast	7
Magnifier	9
Narrator	12
Change background colours and font styles and sizes	14
Voice Recognition	20
On-Screen Keyboard	23
Mouse Keys	26
Call Scotland	28

# Windows 7 Ease of Access Centre

#### Overview

Microsoft has included a range of accessibility features (Accessibility Options) in its operating systems since Windows 95. Windows 7 incorporates several improvements such as a change of name from 'Accessibility Options' to 'Ease of Access Centre'. These features provide a valuable but often overlooked method of supporting learners with additional support needs. The Ease of Access Centre, found in the Control Panel, brings together all the accessibility options and adds some new features.

#### **Main Features**

The main features the Ease of Access Centre include:

- Quick access to common tools which is a range of built-in accessibility tools such as Narrator (text-to-speech), Magnifier (enlarge information on the screen), On-Screen Keyboard (a virtual keyboard), High Contrast (colour contrast which helps to define menu items, toolbars etc) and voice recognition.
- Get recommendations to make your computer easier to use is 5 step-by step guide to help you set up a computer in a way that suits your personal preference.
- Explore all settings allows you to explore the settings by category, for example,Make the computer easier to see, Make the keyboard easier to use etc.

	- <b>D</b> X
G C C C C C C C C C C C C C C C C C C C	Q
Get recommendations to make your computer easier to use	
Reasoning (5 of 5)	
It is often difficult for me to concentrate.	
It is often difficult for me to remember things.	
I have a learning disability, such as dyslexia.	
Done	Cancel

Figure 1: Get recommendations to make your computer easier to use.

#### **Getting Started**

The quickest and easiest way to open the Ease of Access Centre is to use the keyboard shortcut:

Windows logo key + U

To open Ease of Access Centre with a mouse, go to Start, Control Panel and select the Ease of Access Centre menu icon.

#### **Ease of Access Centre**

When the Ease of Access Centre opens you can start to customise your computer by selecting the various options, for example, Quick access to common tools, Get recommendations to make your computer easier to use and Explore all settings.

All Control Panel	Items > Ease of Access Center - 47 Search Control Panel P
Control Panel Home	Make your computer easier to use
Change administrative settings	Quick access to common tools         You can use the tools in this section to help you get started.         Windows can read and scan this list automatically. Press the SPACEBAR to select the highlighted tool.         Always read this section aloud
	Image: Start Magnifier     Image: Start Marrator       Image: Start On-Screen     Image: Start On-Screen       Keyboard     Set up High Contrast
	<b>Q</b> Not sure where to start? Get recommendations to make your computer easier to use
	Explore all settings When you select these settings, they will automatically start each time you log on.
	Use the computer without a display Optimize for blindness
	Make the computer easier to see Optimize visual display
	Use the computer without a mouse or keyboard Set up alternative input devices
	Make the mouse easier to use Adjust settings for the mouse or other pointing devices
	Make the keyboard easier to use Adjust settings for the keyboard
	Use text or visual alternatives for sounds Set up alternatives for sounds
	Make it easier to focus on tasks Adjust settings for reading and typing

Figure 2: The Ease of Access Centre.



#### Increase the size of text and icons

If you have difficulties seeing information on your computer screen it is possible to adjust the size of the fonts and icons to make information easier to read.

Modern laptops and monitors use a high resolution, for example, 1400×1050 (in some cases up to 1920x1080) allowing for more space on the desktop. However, this means that fonts and icons are smaller to see. Windows 7 uses a feature called DPI Scaling. This allows icons and text to be scaled so they are easier to see.

Make things on the screen larger	8
🕐 Change the size of text and icons	
Turn on Magnifier	
Magnifier zooms in anywhere on the screen, and makes everything in that area larger. You ca Magnifier around, lock it in one place, or resize it.	n move
Make things on the screen easier to see	
Adjust the color and transparency of the window borders	
Fine tune display effects	
Fine tune display effects  Make the focus rectangle thicker	

Figure 3: To change the size of text and icons select the Change the size of text and icons option.

#### **Keyboard Shortcuts**

To increase the size of text and icons start the Ease of Access Centre:

Windows logo key + U

When the Quick access to common tools box start Magnifier by pressing:

- Press the Tab key until you come to the Make the computer easier to see option.
- Press the Enter key. When the Make the computer easier to see box appears press the Tab key until you come to Change the size of text and icons.
- When you select this option the DPI Scaling Control Panel dialogue box will appear. Select Continue by pressing the Enter key.
- The default size is 96 DPI. Choose 120 DPI to increase the font and icon size. Press the down arrow to select 120 DPI.
- Press the Tab key to select Apply.
- If you are prompted to restart your computer choose the Continue option.

#### **Mouse Actions**

- To open Ease of Access Centre, go to Start, Control Panel and select the Ease of Access Centre icon. Explore all settings select Make the computer easier to see.
- Select the Change the size of text and icons option. When the DPI Scaling Control Panel dialogue box appears select Continue.
- Change the default size 96 DPI to 120 DPI. Select Apply and finally Okay.
- If you are prompted to restart your computer choose the Continue option.

#### **Additional Information**

The DPI Scaling (dots per inch) Control dialogue panel provides a number of options to increase the size of fonts and icons. If the Larger Scale (120 DPI) option is not large enough choose the Custom DPI button to increase sizes up to 200%.

DPI Scaling			
Choose a smaller scale make text more reada			creen or a larger scale t choose?
Operation (Second Second Se	96 DPI) - fit more ir	nformation	
<u>Larger scale</u>	e (120 DPI) - m	ake text mo	re readable
			<u>C</u> ustom DPI

Figure 4: DPI Scaling - choose 120 DPI to increase the size of fonts and icons.

	om DPI setting, se uler with your mo		ntage from I	the list, d	or X
-	is percentage of		100%	1	<u> </u>
0	1		125% 150% 200%		3
🔽 Use Wi	ndows XP style D	PI scaling	ок		Cancel
	_	_			

Figure 5: DPI Scaling - choose 120 DPI to increase the size of fonts and icons.

The Custom DPI option can increase text and icons to 200% larger than the default.

#### **High Contrast**

High Contrast is a feature in Windows 7 which changes the size and colour of the desktop background as well as the font and menu items. High Contrast heightens the colour contrast making the desktop easier to see and read.

#### **Main Features**

The main features of High Contrast include:

- A range of colour options to choose from.
- High contrast options which are quick and easy to set up.

A shortcut key to activate High Contrast: Left Shift + Left Alt + Print Screen keys (when prompted select the Yes button. To return to the previous view repeat the key strokes).

		x
Co Co Control Panel		٩
Make the computer easier to see When you select these settings, they will automatically start each time you log on. High Contrast		•
Choose a High Contrast theme  Turn on or off High Contrast when left ALT + left SHIFT + PRINT SCREEN is pressed		
Search Control Panel Items > Personalization + 4	ρ	
Control Panel Home Change desktop icons Change mouse pointers Change your account picture Windows 7 Basic Windows Classic		E
High Contrast #1 High Contrast #2		
See also Display Taskbar and Start Menu Ease of Access Center High Contrast Black High Contrast White	E	
	-	<b>T</b>
OK Cancel Apply		

Figure 6: There are a number of contrast options to choose from.

#### **Keyboard Shortcuts**

To start High Contrast you must first start the Ease of Access Centre:

Windows logo key + U

When the Quick access to common tools box start High Contrast by pressing:

When the Make the computer easier to see option appears press:

Alt + C to choose a colour contrast scheme.

#### **Mouse Actions**

To open Ease of Access Centre, go to Start, Control Panel and select the Ease of Access Centre menu icon. Under Quick access to common tools select Set up High Contrast.

#### **Additional Information**

High Contrast can also be activated by selecting the Explore all settings option.

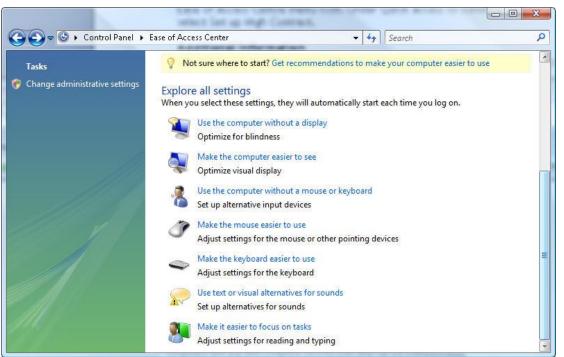


Figure 7: Explore all settings provides quick access to a range of options.

# Magnifier

Magnifier is a magnification program in Windows 7 that provides full screen magnification.

#### **Main Features**

The main features of Magnifier include:

- A floating bar to control magnification levels and options.
- Full screen magnification up to 1600 magnification (becomes very pixelated above 200).
- A floating magnified window.
- A docking option which allows you to place the magnifier window at the left, top, right, or bottom of your screen.
- An option to track the focus so that it follows the movement of the mouse cursor, keyboard focus, or text editing.

Magnifier				
	•	Full screen	Ctrl+Alt+F	
		Lens	Ctrl+Alt+L	
		Docked	Ctrl+Alt+D	
	_	Preview full screen	Ctrl+Alt+Space	

Figure 8: The Magnifier floating bar with View options.

#### **Magnifier Options**

Windows 7 Magnifier also offers a range of options, such as changing the amount of magnification view when increasing and decreasing the magnification level. Other features include 'Follow the mouse pointer' which tracks the screen as you mouse pointer is moved, 'Follow the keyboard focus' which tracks keyboard strokes.

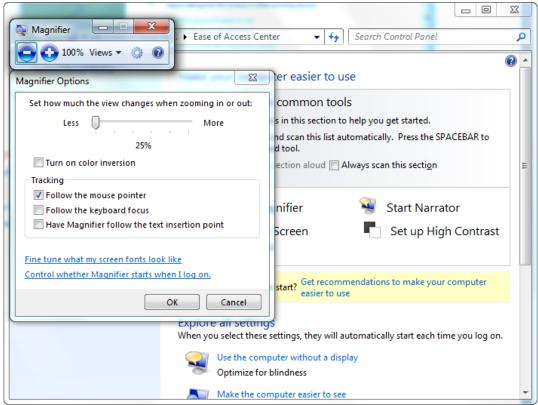


Figure 9: Magnifier features numerous customise to customise magnification.

#### **Keyboard Shortcuts**

To start Magnifier you must first start the Ease of Access Centre:



When the Quick access to common tools box start Magnifier by pressing:



#### **Mouse Actions**

To open Ease of Access Centre, go to Start, Control Panel and select the Ease of Access Centre icon. Under Quick access to common tools select Start Magnifier.

#### **Additional Information**

Magnifier's default position is the top of the screen although the Magnifier can be locked in various screen locations. Additionally the Magnifier can be set to a square or rectangle by clicking and holding a corner of the magnification area with the mouse and placed anywhere on the screen.

Magnifier can enlarge information on the screen up to 1600 times the default size. However, unlike some commercial magnification programs such as ZoomText and Lunar, the Windows magnifier does not feature 'font smoothing' which means text and images will have a 'jagged' edge appearance when magnified over 200 times.

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Clipboard 🕫 Font 🕫 Paragrap	5		Styles		G.	Editing

Figure 10: Magnification at x 150%.

# Narrator

Narrator is a text-to-speech program in Windows 7. This means that Narrator will read information on the screen such as the Windows Start menu and other menu items.

The default synthetic voice in Windows 7 is 'Anna'. However if you have other voices installed on your computer such as Danielle, Emily or Heather, Narrator will read aloud using your preferred option. Narrator can read text in Wordpad and Notepad.

#### **Main Features**

The main features of Narrator include:

- The ability to read menus such as 7's Start menu.
- An option to change the speed, rate and volume of the voice.
- The ability to read active windows.
- An option to change synthetic voices.
- The ability to read words and sentences in Wordpad and Notepad.

File	Preferences	Help	
	rator will read igate using th	aloud what is on-so e keyboard.	creen as you
M	ain Narrator S	ettings	
E	Echo User's	Keystrokes	
	7 Announce S	lystem Messages	
E	Announce S	Scroll Notifications	
100	Start Narrat	or Minimized	

Figure 11: Narrator will read menu items.

Select <u>V</u> oice	
CereVoice He	u <mark>art - English (Scotland)</mark> ather - English (Scotland) na - English (United States)
Set <u>S</u> peed	5
Set V <u>o</u> lume	9
Set <u>P</u> itch	5

Figure 12: The default voice is Anna but other voices can be used.

#### **Keyboard Shortcuts**

To start Narrator you must first start the Ease of Access Centre:

Windows logo key + U

When the Quick access to common tools box start Narrator by pressing:

Alt + N

#### **Mouse Actions**

To open Ease of Access Centre, go to Start, Control Panel and select the Ease of Access Centre menu icon. Under Quick access to common tools select Start Narrator.

#### **Additional Information**

Although Anna will read text in Notepad and Wordpad, it won't read typed characters in Microsoft Word. It is also worth noting that the Anna synthetic voice is not British but American. Narrator is compatible with any SAPI-compliant voice for users who have other voices installed on their computer.

# Change background colours and font styles and sizes

The background colour, size of font and font style can be changed to suit your individual preference in Windows 7. You can also change the appearance of Windows 7, for example, the window border colour, title bar colour, and many other elements.

#### To change the colour scheme of your desktop follow the steps below:

- Select Start on the Windows menu.
- Select the Control Panel option.
- Select the Personalization Icon.
- When the Personalization panel opens select the Window Colour icon - towards the bottom of the Personalization panel.
- The Window Colour and Appearance panel provides a number of colour schemes to choose from, such as Blue, Red, Orange etc.





You can activate any one of these options by selecting your preferred choice.

🖉 🗢 💆 🕨 Control Panel 🔸	All Control Panel Items > Personalization v 4 Search Control Panel P
Control Panel Home	Chane Chane Vindow Color and Appearance + 4
Change desktop icons	Click a
Change mouse pointers Change your account picture	Aero Change the color of your window borders, Start menu, and taskbar
	Current color: Sky
	Enable transparency
	Color intensity:
	Instal Show color mixer
	Advanced appearance settings
See also	Save changes Cancel
Display	
Taskbar and Start Menu	Desktop Background Window Color Sounds Screen Saver
Ease of Access Center	Harmony Sky Windows Default None

Figure 13: Change the colour of the desktop.

Remember to select 'Save changes' after choosing your colour option.

As you can see from the Window Colour and Appearance panel (Figure 13 & Figure 14) you can choose from is a range of colours (16 in total). However, you can also change the 'Colour intensity' by using the slider bar.

🕞 💭 🗢 💆 « Personalization ) Window Color and Appearance 🔹 🍫 Search Con 🔎
Change the color of your window borders, Start menu, and taskbar
Current color: Sky
☑ Enable transparency
Color <u>i</u> ntensity:
Hide color mixer
H <u>u</u> e:
Saturation:
Brightness:
Advanced appearance settings
Save changes Cancel

Figure 14: Window Colour and Appearance - Colour Mixer.

#### **Advanced Appearance Settings**

The 'Advanced appearance settings' allows you to make additional colour changes to the Windows environment allowing you to finely tune the desktop and other features exactly as you want it. For example, in Figure 15, you can change the Window Text colour, the the Active Window, the Message Box by simply clicking or selecting each item you want to change.

Ch   Inactive Window     Active Window     Inactive Window        Inactive Window <th>🥰 Window Color and Appearance</th> <th></th>	🥰 Window Color and Appearance	
Active Window   Normal Disabled Selected   Window Text   Message Box   Message Text   OK   To turn on Windows Aero, select a Windows theme. Colors and sizes selected   here apply only if you have selected the Windows 7 Basic theme or an Ease of   Access theme.   Item:   Size:   Color 1:   Color 2:   Window   Font:   Size:   Color 1:   Color 2:   Window   Font:   Size:   Color 1:   Color 2:   Window   Font:   Size:   Color 2:   Window   Font:   Size:   Color 2:   Window   Color 2:   Color 2:   Color 2:	Window Color and Appearance	Search Con 🔎
Save changes Cancel	Active Window         Normal Disabled Selected         Window Text         Message Box         Message Text         OK         To turn on Windows Aero, select a Windows theme. Colors and sizes selected here apply only if you have selected the Windows 7 Basic theme or an Ease of Access theme.         Item:       Size:         Color       Item:         Message       Item:         Vindow       Item:         Size:       Color 1:         Color       Item:         Size:       Color 1:         Font:       Size:         Fing       OK         Advanced appearance settings       Other	Cancel

Figure 15: The Advanced Appearance Settings.

In the drop down 'Colour 1' box you can choose from a range of default colours. By selecting 'Other' it is possible to mix and select the colour that best suits your needs.

🛒 Color				23
Basic colors:				
		Hu <u>e</u> : 41	Red:	251
		<u>S</u> at: 216	Green:	252
Define Custom Colors >>	Color	<u>L</u> um: 212	Bl <u>u</u> e:	_
OK Cancel		Add to Custom	Colors	

Figure 16: Select the colour that best suits your needs.

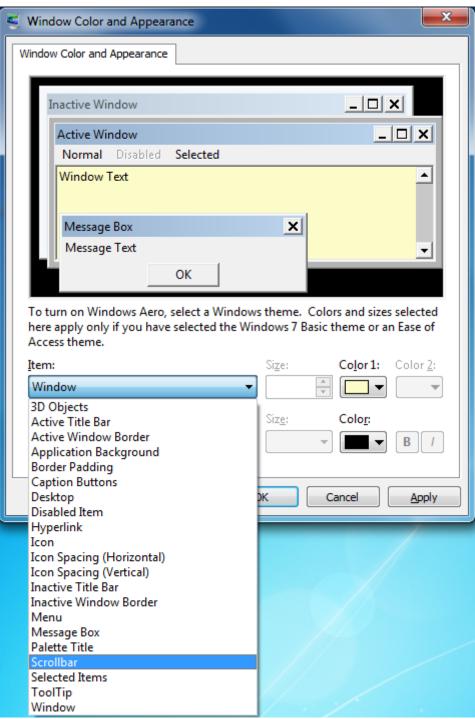


Figure 16: Customise a range of Items in Windows 7.

As well as changing the colour settings in Windows the colour settings will also follow through into other programs such as Microsoft Office, particularly the background in Microsoft Word and in some cases, it can even be set to work in Internet Explorer, although this will depend on the how each web page has been designed.

#### Changing the font size on menus and other Window items.

Changing the colour settings can be particularly useful for those learners who find it difficult to read black text on a white background and prefer different settings, such as a yellow background and a black font. However, it is also possible to modify the 'Advanced appearance settings' so that it also benefits users who have visual difficulties and find fonts within Windows menus or Microsoft Word menus (e.g., on the Ribbon) difficult to see or read. For example by selecting the 'Menu' item or 'Active Window' from the Window Colour and Appearance (Advanced appearance settings) you can customise or increase the size and style of the font to suit a range of learning needs.



Figure 17: Word's Ribbon can be customised to suit a range of learning needs.

As you can see from the illustration above (Figure 18) the font size on menus, toolbars and other items have been increased up to 36pt font.

To return to the Windows default settings, select the Personalization icon in the Control Panel and select the Windows 7 theme.

#### Display

As well as using the options in the the 'Advanced appearance settings' the Display option also allows the screen settings to be magnified, up to 150% larger. This includes the size of icons, text and other desktop items making the screen easier to read.

#### To finely tune the Display settings of your desktop follow the steps below:

- Start the Ease of Access Centre.
- Select Make the Computer easier to see.
- Scroll down to Make things on the screen easier to see.
- Select Fine tune display effects.
- Select from Smaller 100%, Medium 125% and Larger 150%.
- Follow the instructions to log off if prompted.

	an loss of the same selfings on	
🔾 🗢 🖳 « All Control Panel	Items Display - 4 Search	Control Panel
Control Panel Home	Make it easier to read what's o	n your screen
Adjust resolution Adjust brightness	You can change the size of text and othe one of these options. To temporarily enl <u>Magnifier</u> tool.	
🚱 Calibrate color		
Change display settings Connect to a projector	🔘 Smaller - 100%	Preview
Adjust ClearType text Set custom text size (DPI)	Medium - 125% (default)	
	o Larger - 150%	
		Apply
See also		
Personalization		
Devices and Printers		

Figure 18: Display settings

# **Voice Recognition**

Voice recognition allows a user to speak to their computer using software which converts voice into text. Voice recognition in Windows 7 is very powerful and can provide complete computer control by using a range of voice commands. It is particularly useful for those users who have dexterity or mobility difficulties and find a keyboard and/or mouse difficult or impossible to use.

#### **Main Features**

The main features of Voice Recognition include:

- A helpful guide to ensure microphone and voice levels are accurately set up.
- A comprehensive tutorial which is easy to follow.
- Correct spelling options.
- Hands free control.

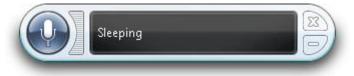




Figure 16: Voice recognition bar in Windows 7

Figure 19: 7's Voice Recognition provides a comprehensive tutorial

#### **Configure Speech Recognition**

The first step is to start Voice Recognition. Go to the Start menu, select Settings, Control Panel and then select the Speech Recognition menu icon. This will activate the Configure your Speech Recognition dialogue box.



It is recommended that you work through each of the items, for example, start with Start Speech Recognition and work through the tutorials in chronological order.



Figure 20: For best results complete all the tutorials

#### **Overview**

Speech recognition in Windows 7 is a vast improvement on the previous version of XP and is comparable to some of the off-the-shelf programs such as Dragon NaturallySpeaking.

It's worth plugging a microphone into your computer and trying it out.

You will need to work through the tutorials (and practice as much as you can) to benefit from Voice Recognition. However, having done this (which will only take about 5 minutes) it works extremely well.

As part of the training process you'll need to become acquainted with some voice commands such as 'Start Listening', or 'Open Internet Explorer' to maximise the potential of 7's Voice Recognition.

When you dictate, take care to pronour words clearly.
When you dictate, take care to pronoun
Try to speak in full sentences or meaningful sentence fragments. The
computer will better understand what say if your phrases are more complete.
The computer won't punctuate for you remember to say every punctuation m out loud as you dictate.
Say "I am now using speech recognition"
🌒 Say "to dictate to the computer"
Now say "FULL STOP" to insert the full stop at the end of t sentence
🌒 Say "Talking to the computer is eas
🌒 Say "than using the keyboard"
🌒 Say "FULL STOP"

#### **Voice Recognition tutorials**

Figure 21: The tutorial encourages you to start speaking to your computer

The tutorial is a 5 stage process, Welcome, Basics, Dictation, Commanding, Working with Windows and Conclusion.

The Basics process will show you how to correct dictation mistakes using voice commands such as 'spell that'. Dictation provides simple example sentences and phrases to get you used to speaking to your computer.

Navigation introduces you to voice commands such as Start Notepad, Start Internet Explorer etc. You can also use Voice Recognition to simulate key presses, such as Shift + Tab for moving between active programs.

The Conclusion process provides additional training and help.

# **On-Screen Keyboard**

On-Screen Keyboard allows users to select letters and navigate around a computer using a 'virtual' on-screen keyboard. It is particularly helpful for those who can't use a standard or external keyboard. In Windows 7 the On-Screen keyboard has received a complete revamp from earlier versions. The latest On-Screen keyboard in Windows 7 can be resized and features word prediction.

#### **Main Features**

The main features of On-Screen Keyboard include:

- The ability to control a range of Windows functionality using keystrokes.
- An option to use a mouse or a trackball to input text.
- An option to use alternative devices such as a switch by scanning rows and columns.
- The ability to use automated keystrokes via the dwell feature.



#### Figure 22: On Screen Keyboard lets you type, predicts words and interact with your computer.

### **On-Screen Keyboard Options**

To open the On-Screen Keyboard options select the 'Options' key on the on-screen keyboard. Options features such as Scan through keys (for a switch access user), Hover over keys for auto click typing which can be used in combination with a tracker ball or for users who find mouse clicking difficult.

ſ	Options 🛛 🕅	1
	<ul> <li>✓ Use click sound</li> <li>□ Turn on numeric key pad</li> </ul>	
📟 On-Screen Keyboard	To use the On-Screen Keyboard:	
,	Olick on keys	
	O Hover over keys	
	Hover duration:	
Esc $\ \ 1 \ 2 \ 3 \ 4 \ 5 \ 6$	Shorter Longer	me PgUp
Tab qwertyu	Scan through keys	d PgDn
	Scanning speed:	·
<sup>Caps</sup> as dfgh	Faster Slower	ert Pause
Shift , z x c y b r	1 second To select a key:	Scn ScrLk
Shift Z X C V D r	✓ Use joystick, game pad or other gaming device	SCILISCIEK
Ctrl 🛿 Alt	✓ Use keyboard key Space Bar Key 👻	ions Help
	Use mouse click	النا لا
	Text prediction:	
	✓ Use Text Prediction	
	✓ Insert space after predicted words	
	Control whether the On-Screen Keyboard starts when I log on	
	About the On-Screen Keyboard	
	OK Cancel	
l		

Figure 23: Select the options key on the On-Screen keyboard.

#### **Keyboard Shortcuts**

To start On-Screen Keyboard you must first start the Ease of Access Centre:

Windows logo key 4 + U

When the Quick access to common tools box start On-Screen Keyboard by pressing:

📕 Alt + K

#### **Mouse Actions**

To open Ease of Access Centre, go to Start, Control Panel and select the Ease of Access Centre menu icon. Under Quick access to common tools select Start On-Screen Keyboard.

#### **Additional Information**

On-Screen Keyboard can also be activated by selecting the Explore all settings then by selecting Use the computer without a mouse or keyboard.

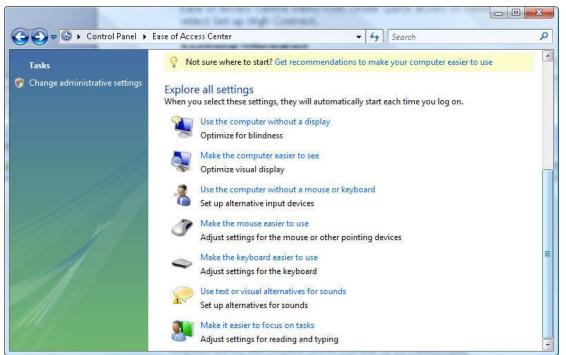


Figure 24: Explore all settings provides quick access to a range of Windows 7 features.

### **Mouse Keys**

Mouse Keys allows you to use the arrow keys on your keyboard's numeric keypad to move the mouse. The numeric keypad is situated to the right hand side of the keyboard. Mouse Keys can also be used with an external numeric keypad.

#### **Main Features**

The main features of Mouse Keys include:

- The ability to control all aspects of the desktop with the numeric keypad.
- An option to simulate mouse click and drag /drop actions.
- Adjustable mouse speeds.

Keys     Set up Mouse Keys	<ul> <li>✓ </li> <li>✓ Search</li> </ul>
Set up Mouse Keys	
Turn on Mouse Keys	
Use the numeric keypad to move the mouse around	d the screen.
Keyboard shortcut	
☑ Turn on Mouse Keys with left ALT + left SHIFT	+ NUM LOCK
When using keyboard shortcuts to turn Ease of	of Access settings on:
Display a warning message when turning a	a setting on
📝 Make a sound when turning a setting on o	rr off
Pointer speed	
Top speed:	
Low	High
Acceleration:	<i>JK</i>
Slow	Fast
	2
Hold down CTRL to speed up and SHIFT to slov	w down
Other settings	
Use Mouse Keys when NUM LOCK is:	
On	
● On ◎ Off	

Figure 25: Set up mouse keys allows you to control the pointer speed.

#### **Keyboard Shortcuts**

To start On-Screen Keyboard you must first start the Ease of Access Centre:

Windows logo key 4 + U

Under Explore all settings select:

Press the tab key until you come to the Make the mouse easier to use item. Press the Enter key to activate the Mouse Keys dialogue box.

Under Control the mouse with the keyboard select:

Turn on Mouse Keys by pressing Alt + M.

#### **Mouse Actions**

To open Ease of Access Centre, go to Start, Control Panel and select the Ease of Access Centre menu icon. Under Explore all settings, select Make the mouse easier to use. Finally, under Control the mouse with the keyboard, select Turn on Mouse Keys.

# **Additional Information**

- To move the mouse pointer right press the number6 key on the keypad.
- To move the mouse pointer left press the number 4 key on the keypad.
- To move the mouse pointer up press the number 8 key on the keypad.
- To move the mouse pointer down press the number2 key on the keypad.



- To select an item (mouse click) press the number 5 key on the keypad.
- To click and drag press the Ins (Insert key).
- You can also move the mouse pointer diagonal up left diagonal down left, etc by pressing the corresponding keys 7, 1, 9 and 3.

# **Call Scotland**

# Innovative inclusive learning resources

# Contact

CALL (Communication, Access, Literacy and Learning) Scotland is a small unit within the Moray House School of Education, The University of Edinburgh. CALL is both a Service and a Research Unit. Service activity is limited by the amount of staff time available, but is open to anyone in Scotland concerned with communication difficulties, particularly in a learning context.

If you'd like to find out more please contact CALL on: 0131 651 6235/6236 or visit the website: www.callscotland.org.uk/Home/