



# Adaptive Computing Lab

## Accessibility Settings Windows XP

All of the navigational instructions as to how to set these settings begin with the Start button and then progress as stated.

All of these instructions assume that Windows XP is set up with the **Classic Start Menu** and the Control Panel is in **Classic View**.

### Accessibility Wizard

<b>To open the Wizard</b>	Programs > Accessories > Accessibility Accessibility Wizard	Allows accessibility features to be turned on or off in groups.
	Settings allows Shortcut setup, visual & aural cues, and on/off options.	See settings below as to what kind of alterations may be made here.

There are four major options in the wizard. Many of the individual options listed elsewhere in this document may also be set here.

#### **Options for the blind or low vision users.**

Text size; Window title size, menu size, font size, scroll bar size, border size, cursor size and color, cursor blink rate, cursor width, screen resolutions, Microsoft Magnifier, personalized menus.

#### **Options for deaf or hard of hearing users.**

Visual warnings for system sounds, captions where available.

#### **Options regarding the keyboard and mouse.**

StickyKeys, repeat keys, ToggleKeys, BounceKeys, extra keyboard help, MouseKeys, cursor size, cursor color, mouse speed.

#### **Administrative options.**

Automatic timeouts on accessibility features, default accessibility settings, visual and sound cues for accessibility features.

# Accessibility Utility Manager

There are Windows utilities that may be configured and set to run in this Utility Manager. These 3 utilities may be run individually as well. See below in the Accessibility Options section to see how to access these utilities.

## Magnifier

A screen magnification utility.

Settings allow:

- Magnification level adjustment
- Tracking...Follow mouse cursor, Follow keyboard focus, Follow text editing
- Presentation features...Invert colors, Start Minimized, Show Magnifier.
- With Magnifier open
  - you can move Magnifier by clicking on Magnifier and performing a drag and drop to a new location
  - you can resize Magnifier by moving to the edge of the Magnifier Window, and when the cursor becomes a two-headed arrow, clicking on the edge of the Window and performing a drag and drop to resize the Window

## Narrator

Text to speech utility. It will read aloud menu commands, dialog boxes and other system events as configured.

Settings allow:

- Narrator to Announce events on screen
- Read typed characters
- Move mouse pointer to the active item and
- Start Narrator minimized
- Voice Options...Speed, Volume, Pitch

## OnScreen Keyboard

Virtual software on-screen keyboard.

With OnScreen Keyboard open, on the menu you may make these settings changes:

- Keyboard
  - Enhanced Keyboard or Standard Keyboard
  - Regular Layout or Block Layout
- Settings
  - Keyboard always on top
  - Use click sound
  - Typing Mode...click, hover (with hover time option) , or scan (with scan option and selection settings).
  - Font type, style and size

Setting	How to set	Function Description
<b>Accessibility Options</b>		
<b>StickyKeys</b>	Control Panel > Accessibility Options > Keyboard > StickyKeys section > Check the Use StickyKeys box.  Settings allows Shortcut setup, visual & aural cues, and on/off options.	Allows multiple key combinations using Shift, CTRL, Alt keys etc. to be performed one key at a time
<b>FilterKeys</b>	Control Panel > Accessibility Options > Keyboard > FilterKeys section > Check the Use FilterKeys box.  Settings allows Shortcut setup, visual & aural cues, and filter repeat rate options.	Allows Windows to ignore brief or repeated keystrokes.
<b>ToggleKeys</b>	Control Panel > Accessibility Options > Keyboard > ToggleKeys section > Check the Use ToggleKeys box.  Settings allows Shortcut setup.	Provides tones when pressing CAPS Lock, NUM Lock and SCROLL Lock.
<b>Show Extra Keyboard Help</b>	Control Panel > Accessibility Options > Keyboard > Check the Show extra keyboard help in programs.	Windows will show extra keyboard help in programs where it is available.
<b>SoundSentry</b>	Control Panel > Accessibility Options > Sound > SoundSentry section > Check the Use SoundSentry box.  After checking the box, a drop down menu is available that allows the method of visual warning to be selected.	Windows will generate visual warnings when the system makes a sound.
<b>ShowSounds:</b> Captions for Sound and Speech Events	Control Panel > Accessibility Options > Sound > ShowSounds section; checkbox will activate ShowSounds feature.	ShowSounds allows programs to display captions for the speech and sounds they make. (if available)

<b>MouseKeys</b>	Control Panel > Display > Accessibility Options > Mouse > MouseKeys section > Check the Use MouseKeys box.  Settings allow setup of a shortcut, NumLock toggle settings, mouse cursor speed adjustment and visual status cue.	Allows keyboard control of the mouse pointer using the numeric keyboard.
<b>Display: High Contrast</b>	Control Panel > Accessibility Options > Display > High Contrast section > Check the Use High Contrast box.  Settings will allow a shortcut setup and in the drop down menu you may choose the high contrast scheme.	Allows the option of a high contrast scheme setting and you can toggle between normal settings and high contrast by pressing: ALT + Left Shift + Print Screen
<b>SerialKeys</b>	Control Panel > Accessibility Options > General > SerialKey devices section > Check the Use SerialKeys box.  Settings will allow the setup of the alternate COM port.	Allows alternative keyboard or mouse options to be set up via COM ports.
Turning <b>Accessibility Features</b> On/Off	Control Panel > Accessibility Options > General	This tab page will allow logon options, on/off toggles and visual/sound cues.
<b>Magnifier</b>	Programs > Accessories > Accessibility > Magnifier  See settings above in Utility Manager Section	Turns on the Magnifier utility. May also be set through Utility Manager.
<b>Narrator</b>	Programs > Accessories > Accessibility > Narrator  See settings above in Utility Manager Section	Turns on the Narrator utility. May also be set through Utility Manager.
<b>OnScreen Keyboard</b>	Programs > Accessories > Accessibility > OnScreen Keyboard  See settings above in Utility Manager Section	Turns on the OnScreen Keyboard utility. May also be set through Utility Manager.

Setting	How to set	Function Description
<h2>Display</h2>		
<b>Font Size</b>	Control Panel > Display > Appearance > Font Size > drop down menu	Changing font size help LV client
<b>Color</b>	Control Panel > Display > Appearance > Color Scheme > drop down menu	Color schemes can be set to assist LV client, perceptually challenged, dyslexic, etc.
<b>Icon Size/ Spacing/ Font Type/ Font Size</b>	Control Panel > Display > Appearance > Advanced > Item > drop down menu > Icon...  <b>Quick method with fewer options:</b> Control Panel > Display > Appearance > Effects > Click Use large icons box.	In addition to icon alteration, in the advanced menu settings can be altered for almost any Windows object  Quick icon option changes size to large.
<b>Screen Resolution</b>	Control Panel > Display > Settings > Screen Resolution > Select Value	Higher pixel counts allow more to be seen on the monitor with size being smaller. Lower pixel count will make items larger with less desktop space visible.
<b>Higher Contrast Options</b>	Control Panel > Display > Accessibility Options > Display > Check the Use High Contrast box.  The Settings button allows the activation of a Keyboard shortcut combination to toggle the High Contrast scheme. To use, click box. Shortcut is Alt + Left Shift + Print Screen keys.  The High Contrast scheme may be set via the drop down menu.	High Contrast is very useful for user with vision or perception difficulties.
<b>Cursor Options Blink Rate</b>	Control Panel > Display > Accessibility Options > Display > Cursor Options section > Slide bar for Blink Rate	Many users are disturbed by flashing at certain speeds.
<b>Cursor Options Width</b>	Control Panel > Display > Accessibility Options > Display > Cursor Options section > Slide bar for Width	Increasing the width allow the cursor to be more visible. Beware of making cursor too large.

Setting	How to set	Function Description
<b>Folders</b>		
Use big icons for files and folders	<p>Set the Folder View to desired style using the Views icon on the Menu Bar</p> <p>To set for all Folders... Tools &gt; Folder Options &gt; View &gt; Apply to all folders</p>	

Setting	How to set	Function Description
<b>Keyboard</b>		
Keyboard Shortcuts to <b>start a program</b>	R_click on the Shortcut to the program > Properties >	Can set up shortcuts options using keystrokes to quickly access popular programs.
Cursor Options <b>Blink Rate</b>	Control Panel > Display > Accessibility Options > Display > Cursor Options section > Slide bar for Blink Rate	Many users are disturbed by flashing at certain speeds.
Cursor Options <b>Width</b>	Control Panel > Display > Accessibility Options > Display > Cursor Options section > Slide bar for Width	Increasing the width allow the cursor to be more visible. Beware of making cursor too large.
Keyboard <b>Character Repeat Rate</b>	<p>Control Panel &gt; Keyboard &gt; Speed &gt; Character Repeat section</p> <p>Slide bars alter the rate of the delay and the repeat.</p>	Duration of delay between keyboard strokes and the repeat rate may be altered. This helps when user is slow to remove finger off a key.
<b>Show underlines</b> for letters for keyboard shortcut s	Control Panel > Display > Appearance > Effects > Uncheck the Hide underlined letters for keyboard navigation until I press the ALT key box.	Keyboard shortcut keys will always be underlined in menus and in dialog boxes.

<b>StickyKeys</b>	Control Panel > Accessibility Options > Keyboard > StickyKeys section > Check the Use StickyKeys box.  Settings allows Shortcut setup, visual & aural cues, and on/off options.	Allows multiple key combinations using Shift, CTRL, Alt keys etc. to be performed one key at a time
<b>FilterKeys</b>	Control Panel > Accessibility Options > Keyboard > FilterKeys section > Check the Use FilterKeys box.  Settings allows Shortcut setup, visual & aural cues, and filter repeat rate options.	Allows Windows to ignore brief or repeated keystrokes.
<b>ToggleKeys</b>	Control Panel > Accessibility Options > Keyboard > ToggleKeys section > Check the Use ToggleKeys box.  Settings allows Shortcut setup.	Provides tones when pressing CAPS Lock, NUM Lock and SCROLL Lock.
<b>Show Extra Keyboard Help</b>	Control Panel > Accessibility Options > Keyboard > Check the Show extra keyboard help in programs.	Windows will show extra keyboard help in programs where it is available.
<b>MouseKeys</b>	Control Panel > Display > Accessibility Options > Mouse > MouseKeys section > Check the Use MouseKeys box.  Settings allows setup of a shortcut, NumLock toggle settings, mouse cursor speed adjustment and visual status cue.	Allows keyboard control of the mouse pointer using the numeric keyboard.

Setting	How to set	Function Description
<b>Menus</b>		
<b>Classic Start Menu</b>	R_click on Taskbar > Properties > Start Menu tab > Classic Start Menu radio button > Customize	The Windows XP Start menu is divided into two panes and not all of the programs are shown. B/LV and many other users function better with the Classic menu.
<b>Windows Menus, Personalized Off</b>	R_click on Taskbar > Properties > Start Menu tab > Classic Start Menu radio button > Customize > Advanced Start Menu Options drop down men > uncheck Use Personalized Menu	Personalized menus hide the choices that have not been used recently. Users should have access to all choices.

Word, Personalized Menus Off	Menu Bar > Tools > Customize > Uncheck Menus show recently used command first box	See above.
<b>Show underlines</b> for letters for keyboard shortcut s	Control Panel > Display > Appearance > Effects > Uncheck the Hide underlined letters for keyboard navigation until I press the ALT key box.	Keyboard shortcut keys will always be underlined in menus and in dialog boxes.

Setting	How to set	Function Description
<b>Mouse</b>		
<b>Snap To</b>	Control Panel > Mouse > Pointer Options > Snap To section > Check the Automatically move pointer to the default button in a dialog box.	This is useful for any user who does not wish to move hand from the keyboard to the mouse. This is critical for users who can not physically manipulate the mouse.  Cuts fatigue.
<b>Pointer Size And Color</b>	Control Panel > Mouse > Pointers > Scheme. Drop down menu allows scheme change. Customize section allows the changing of individual pointers and / or the creation of new schemes.	Size and color of the standard mouse pointer is critical to users with visual issues or to physical issue users who have trouble getting close enough to the monitor.
<b>Pointer Speed</b>	Control Panel > Mouse > Pointer Options > Motion section > Slide bar  Set the pointer speed. Pointer precision may be enhanced by the check box.	Very important to set for client learning a new adaptive trackball or joystick.
<b>Pointer Trails</b>	Control Panel > Mouse > Pointer Options > Visibility section > Check the Display pointer trails box.  Slide bar then allows the settings of the trail duration.	May assist clients with perception issues. Also useful with trackball and joystick users when the pointer moves quickly.
<b>Locate Pointer</b>	Control Panel > Mouse > Pointer Options > Visibility Section > Check the Show location of pointer box.	If user loses the pointer frequently, this feature, activated by pressing the CTRL key sends a circular beacon that highlights the location of the pointer.



<b>Hide/Unhide Pointer</b>	Control Panel > Mouse > Pointer Options > Visibility Section > Check the Hide pointer while typing box.	Useful if user is easily distracted by the pointer when typing.
<b>Double-Click Speed</b>	Control Panel > Mouse > Buttons > Double-Click Speed section  Slide bar to set the rate of double-click. Test folder available.	Users with slow movements have great difficulty with double-clicks.
<b>ClickLock</b>	Control Panel > Mouse > Buttons > ClickLock section > check Turn on ClickLock box.  Settings button will activate. Here you may use the Slide Bar to set the length of time the left button must be held down to activate ClickLock.	ClickLock will enable a user who has difficulty using a mouse and who can not hold down the button and move the mouse to perform Drag and Drop functions.  Very important for users with no physical ability to use a mouse.
<b>Change Left Click and Right Click buttons</b>	Control Panel > Mouse > Buttons > Button configuration section > Check Switch primary and secondary buttons box.	Typically for left handed users, but physical limitations may require switch.
<b>MouseKeys</b>	Control Panel > Display > Accessibility Options > Mouse > MouseKeys section > Check the Use MouseKeys box.  Settings allows setup of a shortcut, NumLock toggle settings, mouse cursor speed adjustment and visual status cue.	Allows keyboard control of the mouse pointer using the numeric keyboard.

<b>Setting</b>	<b>How to set</b>	<b>Function Description</b>
<h2>Sounds</h2>		
<b>Sound Volume</b>	Control Panel > Sounds and Audio Devices > Volume > Device Volume > Slide bar.  You may mute here. Put an icon in the taskbar and in the Advanced button have settings for individual devices.	Once there is a Taskbar icon, volume is more easily controlled.  Speaker systems typically have some volume attenuation on the physical speaker.
<b>Speaker Volume</b>	Control Panel > Sounds and Audio Devices > Volume > Speaker Settings  The Speaker Volume and the Advanced buttons allow individualized settings.	Speaker systems typically have some volume attenuation on the physical speaker.

<p><b>Sound Schemes</b></p>	<p>Control Panel &gt; Sounds and Audio Devices &gt; Sounds &gt; Sound Scheme &gt; drop down menu &gt; choose Scheme</p> <p>In the Program events section you may set individual sounds for events and / or create new schemes.</p>	<p>Some user may need many of these sound turned off due to distractions.</p> <p>However, some events are critical and user must be aware of a change.</p>
<p><b>ShowSounds:</b> Captions for Sound and Speech Events</p>	<p>Control Panel &gt; Accessibility Options &gt; Sound &gt; ShowSounds section; checkbox will activate ShowSounds feature.</p>	<p>ShowSounds allows programs to display captions for the speech and sounds they make. (if available)</p>
<p><b>SoundSentry:</b> Visual Cues for Sound Events</p>	<p>Control Panel &gt; Accessibility Options &gt; Sound &gt; SoundSentry section; checkbox will activate SoundSentry feature.</p> <p>After checking the box, a drop down menu is available that allows the method of visual warning to be selected.</p>	<p>SoundSentry will have Windows generate visual warnings when the system makes a sound.</p>
<p><b>Sound Cues</b> For Accessibility Feature on/off</p>	<p>Control Panel &gt; Accessibility Options &gt; General &gt; Notification section</p> <p>Check the Make a sound when turning a feature on or off</p>	<p>Sound cue as to settings change.</p>