Accessibility.
Tailoring your PC to suit you

Mendlesham Computer Club

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Topics

Screen

- Increase text size

- Screen magnifier

- Change contrast and colours

Mouse

- Increase cursor size and colour

- Change Mouse speed

Keyboard

- Keyboard shortcuts

Sound
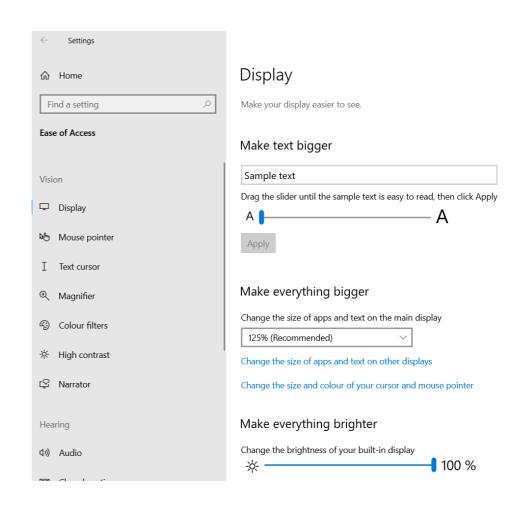
- Increase volume

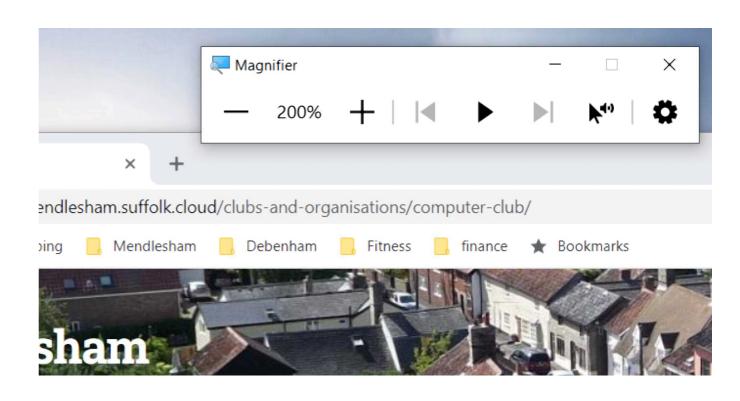## Helpful devices

- Keyboards, mice etc.

Text size

- On Windows go to Settings>Ease of access to increase the text size, screen zoom, and brightness.

- On Mac its System settings>Display and Accessibility

Screen Magnifier

- On Windows press the Windows key and + to activate the magnifier

- On Mac to zoom in, press Option, Command and + keys together, Option, Command and – zooms out

Colours and Contrast

- On Windows go to Settings>Ease of access, Colour filters and High Contrast

- On Mac select System Settings, Appearance

Colour filters

Make photos and colours easier to see by applying a colour filter to your screen.

Use colour filters

Turn on colour filters

⬤ Off

☐ Allow the shortcut key to toggle filter on or off

* Night light may decrease the effectiveness of colour filters. You may want to turn it off if you notice that some colours are harder to see.

Press the Windows logo key ⊞ + Ctrl + C to toggle filter on or off.

Select a colour filter to see elements on the screen better

◯ **Inverted** (reverse colours on the display)

◉ **Greyscale**

◯ **Greyscale inverted**

Or select a colour blindness filter to make the nine colours on the wheel more distinct.

◯ **Red-green** (green weak, deuteranopia)

High contrast

Make text and apps easier to see by using more distinct colours.

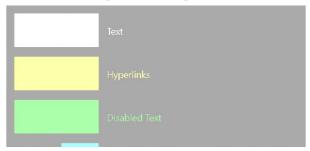### Use high contrast

Turn on high contrast

⬤ Off

Press left Alt + left Shift + Print Screen to turn high contrast on and off.

Choose a theme

High Contrast Black

Select a coloured rectangle to customise high contrast colours

Text

Hyperlinks

Disabled Text

Mouse settings

You can adjust the mouse size, colour, and speed.

- On Windows go to Settings>Mouse pointer

- On Mac select System Settings> Accessibility>Display and scroll down to pointer

Keyboard shortcuts

- Use keyboard shortcuts (such as pressing ALT to move the cursor up to the menu bar and then using arrow keys to navigate the menus)

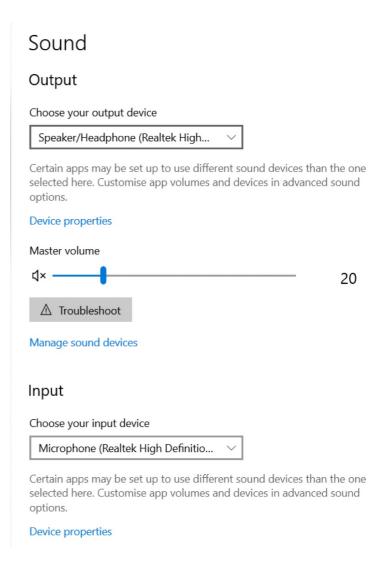| Windows	Mac	Action
Ctrl Alt <delete>		Reboot
Ctrl c	command c	Copy selected items to clipboard
Ctrl x	command c	Cut selected items
Ctrl v	command v	Paste items from clipboard
Ctrl a	command a	Select all
Ctrl z	command z	Undo an action
Ctrl y	command y	Redo an action
Ctrl p	command p	Print to a printer
Ctrl w	command w	Close the active window
Ctrl n	command n	Open new window

Lighting

- Natural lighting is preferable to artificial lighting; make sure that the monitor is perpendicular to the light source to reduce glare.

- If overhead fluorescents are the only options in the room, consider investing in an inexpensive gooseneck lamp to focus lighting on the keyboard

Sound

- Go to Windows Settings>sound to adjust devices and volume.
- On Mac System Settings>Sound

Sound

Output

Choose your output device

Speaker/Headphone (Realtek High...) ∨

Certain apps may be set up to use different sound devices than the one selected here. Customise app volumes and devices in advanced sound options.

Device properties

Master volume

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⚠ Troubleshoot

Manage sound devices

Input

Choose your input device

Microphone (Realtek High Definitio...) ∨

Certain apps may be set up to use different sound devices than the one selected here. Customise app volumes and devices in advanced sound options.

Device properties

Devices that can help

- It may be worth getting a large monitor to improve legibility

- The Trackball is good if you have wrist problems (e.g. RSI)

- There are many specialist keyboards, large keys (or keyboard stickers), illuminated…

- It may be a good idea to stick down the keyboard with Blu-tak if it moves around.

- It may be a good idea to get a pair of headphones if you like it loud! Some hearing aids have Bluetooth and can be connected directly to the PC, phone or tablet

Other resources

- Both Windows and Mac have good resources for assistance with Accessibility such as screen readers. Search with Google for more information.

- There are companies that specialise in consultancy to organisations creating Accessible web sites. E.g. https://abilitynet.org.uk who also have an online form you can use to get help with your home setup.