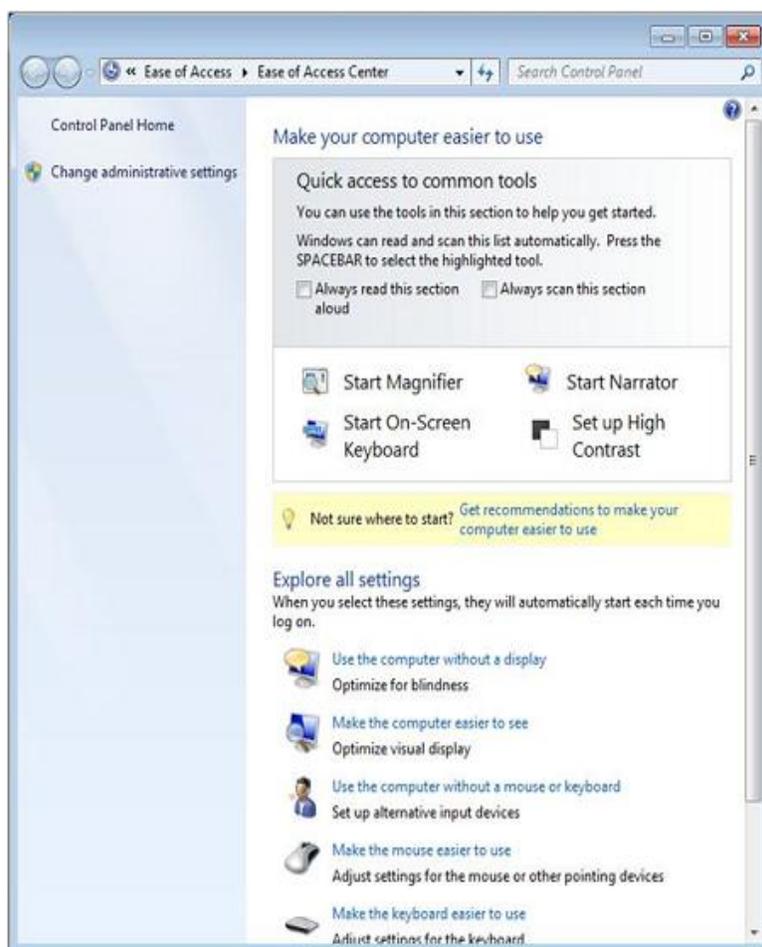


Superiorland Library Cooperative
January 2014
Prepared by Jean Montgomery

Microsoft Ease of Access products built into Windows 7 & 8

Ease of Access Center

The [Ease of Access Center](#) provides a convenient, centralized place to locate accessibility settings and programs to make your computer easier to use. The Ease of Access Center can be found in the Control Panel by selecting Windows logo key+U and also when logging into Windows.



Make things on screen appear bigger with Magnifier

[Magnifier](#) enlarges portions of the screen making it easier to view text and images and see the whole screen more easily. Magnifier in Windows 7 now includes full-screen mode, lens mode, and docked mode.

The magnification quality is improved and you can set the magnification level up to 16 times the original size and choose to track what you magnify by movement of your mouse, the keyboard, or text editing.

The [online video and how-to guide](#) for Magnifier in Windows 7 shows how to:

- Choose where Magnifier focuses so that it follows the movement of the mouse cursor, keyboard focus, or text editing
- Change the zoom level
- Set the zoom increment
- Set the lens size
- Turn on color inversion for better screen legibility



- Display the Magnifier toolbar



[Demo and How-to Guide](#) to Magnifier shows how to make

things on the screen bigger and easier to see

Type without using the keyboard (On-Screen Keyboard)

[On-Screen Keyboard](#) displays a visual keyboard with all the standard keys. Instead of relying on the physical keyboard to type and enter data, you can use On-Screen Keyboard to select keys using the mouse or another pointing device.

On-Screen Keyboard in Windows 7 can be resized and customized to make it easier to see and use. On-Screen Keyboard now also includes text prediction in eight languages. When text prediction is enabled, as you type, On-Screen Keyboard displays a list of words that you might be typing.

The [online video and how-to guide](#) for On-Screen Keyboard in Windows 7 shows how to:

- Change how information is entered into On-Screen Keyboard
- Select a layout for On-Screen Keyboard
- Change the font for On-Screen Keyboard keys
- Set On-Screen Keyboard to use audible clicks
- Enable text prediction in On-Screen Keyboard



[Demo and How-to Guide](#)

Hear text read aloud with Narrator

Windows comes with a basic screen reader called Narrator, which reads aloud text on the screen and describes some events (such as error messages appearing) that

happen while you're using the computer.

You can find Narrator in the Ease of Access Center.

To open Narrator, click the **Start** button, type "Narrator" in the search box, then select Narrator from the list of results.



The [online video and how-to guide](#) for Narrator in Windows 7 shows how to:

- Choose which text Narrator reads aloud
- Change the Narrator voice
- Start Narrator minimized

Personalization

Add a [personal touch](#) to your computer by changing the computer's colors, sounds, desktop background, screen saver, font size, and user account picture. You can also decide which gadgets to display on your desktop.

[Desktop background](#)—(also called wallpaper) is a picture or design on the desktop. It provides a backdrop to your open windows.

[Colors](#)—You can change the color of windows, window borders, title bars, menus, the desktop, and more.

[Sounds](#)—You can change the sound your computer makes when you receive email, start Windows, or shut down your computer.

[Screen saver](#)—A screen saver is a picture or animation that appears on the screen when you haven't used the mouse or keyboard for a specified period of time. Windows includes a variety of screen savers to choose from.

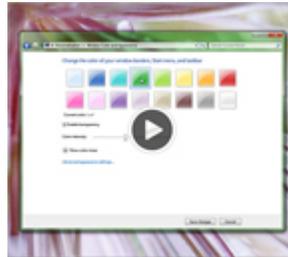
[Font size](#)—You can make the text, icons, and other items on your screen easier to see by increasing the dots per inch (DPI) scale to make them larger. You can also decrease the DPI scale to make text and other items on your screen smaller, so that more information fits on the screen.

User account picture—A user account picture helps identify your account on a computer. The picture is displayed on the Welcome screen and on the Start menu. You can change your user account picture to one of the pictures included with Windows, or you can use your own.

Desktop gadgets—Desktop gadgets are customizable mini-programs that can display continuously updated information, such as headlines or a slide show, without having to open a new window.



Adjust the sound level on your computer

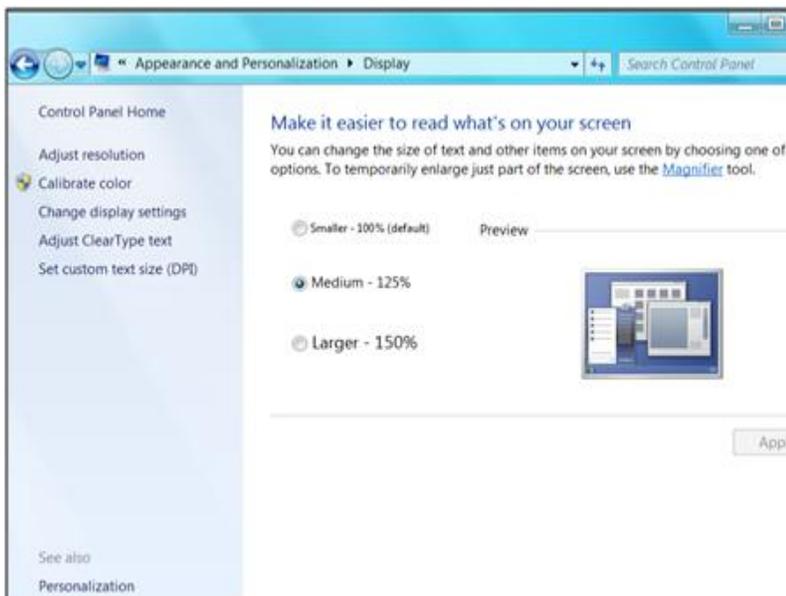


Change on-screen colors

Make text on your screen larger or smaller

You can **make the text and other items on your screen, such as icons, easier to see by making them larger**. You can do this without changing the screen resolution of your monitor or laptop screen. This allows you to increase or decrease the size of text and other items

on your screen while keeping your monitor or laptop set to its optimal resolution.



Interact with your PC with Speech Recognition

[Speech Recognition in Windows 7](#) allows you to command your PC with your voice including the capability to dictate into almost any application. You can dictate documents and email and surf the Web by saying what you see. An easy setup process and an interactive tutorial are available to familiarize you with the speech commands and train your computer to better understand you.

Learn [what you can do with Speech Recognition](#) and how-to [set up Speech Recognition](#) including how to set up your microphone, teach yourself how to talk to your computer, and train your computer to recognize your speech.

Also explore how to:

- [Dictate text using Speech Recognition](#)
- [Use the dictation scratchpad](#)
- [Add or edit words in the Speech Dictionary](#)
- [Use Common commands](#)

Windows Touch

While great for a lot of tasks, using a keyboard and mouse is not always the easiest way to do things. With Windows 7, if you've got a touch-screen monitor, you can [just touch your computer screen for a more direct and natural way to work](#). Use your fingers to scroll, resize windows, play media, and pan and zoom.