

Accessibility Tools – how to make your desktop, browsers and documents easier to read

Navigation

Use View/ Document Map Office 2003/2007) or View/ Navigation (Office 2010) to navigate (depends on setting Styles and Outline)

Mouse tools

Ctrl + to enlarge text on page

Ctrl – to reduce text size on page

Ctrl/roll mouse button back or forward respectively to enlarge or reduce text size on page

Press down mouse roller till clicks to scroll page up/down or horizontally

Go to Start/Control Panel/Mouse and select Pointers tab to change size or type of pointer

Go to Start/Control Panel/Mouse and select Pointer Options tab. Select from Motion, SnapTo and Visibility options.

Browsers

Apart from below and mouse tools you can also add 'extensions' – such as those below

Internet Explorer on bottom right has zoom selector. Can also use mouse tools or View/Text Size to retain default size

Firefox uses View/Zoom

Chrome uses 'wrench' /Zoom

Pressing F11 will give a Full Screen option to provide more screen 'real estate' and reduce clutter

On screen keyboard (OSK)

In **XP** type OSK in the Run box

In **Vista and Windows 7** type OSK in the search box

XP

Right click on desktop and select Appearance/Font Size to change default screen fonts

Start/All Programs/Accessories/Accessibility gives a Wizard and range of options for default font sizes. Other options include a narrator and magnifier

Vista and Windows 7

Right click/ Personalise to change default fonts

On desktop Ctrl + or Ctrl - (or Ctrl +/- and roll mouse button) will alter icon size

Start/All Programs/Accessories/Ease of Access provides similar tools to XP Accessibility tools.

Documents

Many of the options above related to mouse tools and pressing F11 work in Office and PDF documents

ATBar

The ATBar was developed by the University of Southampton and is available at access.ecs.soton.ac.uk/projects/toolbar . ATbar is free, can change the look and feel of webpages, have text read aloud and spell check forms.

Vision Australia, Accessible Information Solutions (AIS)

Has a web accessibility toolbar for Internet Explorer at goo.gl/GLlIc.

NVDA

Non Visual Desktop Access (NVDA), available at nvda-project.org/ , is a free and open source screen reader for the Microsoft Windows operating system. Providing feedback via synthetic speech and Braille, it enables blind or vision impaired people to access computers running Windows for no more cost than a sighted person.

Eye tests

For those of you curious enough to do a range of eye tests, similar to what the specialists do have a look at mdsupport.org/eyetests.html.

Hearing tests

Similarly you can find a range of free hearing tests by putting 'hearing tests online' in Google.

Note

The eye and hearing test are not a replacement for professional services and treatment.