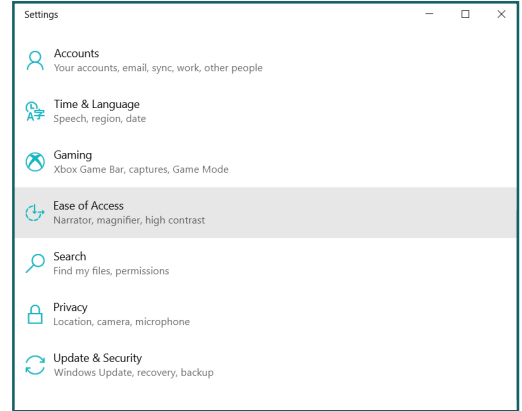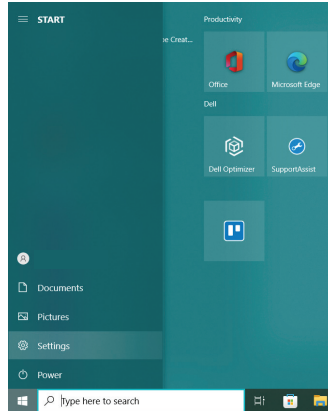# SIMPLE.DIGITAL

1. To access the Windows 10 accessibility option, click on the Windows icon or press the Windows key (⊞) to open the start menu.

2. Open settings by selecting the gear icon (⚙) or by clicking "Settings."

3. From the list of options, select "Ease of Access."

Settings that might make using your device easier:

Vision

🖥 Display

🖱 Mouse pointer

I Text cursor

🔍 Magnifier

🎨 Color filters

☀ High contrast

🖵 Narrator

Hearing

🔊 Audio

🆑 Closed captions

Interaction

🎤 Speech

⌨ Keyboard

🖲 Mouse

👁 Eye control

Make text bigger

Sample text

Drag the slider until the sample text is easy to read, then click Apply

A ●———— A

Apply

Change pointer size and color

Change pointer size

⬤————

Change pointer color

Use Magnifier

Turn on Magnifier

◯ Off

Press the Windows logo key ⊞ + Plus (+) to turn on Magnifier.
Press the Windows logo key ⊞ + Esc to turn off Magnifier.

Make everything on my computer bigger

Use high contrast

Turn on high contrast

◯ Off

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

Or select a colorblindness filter to make the nine colors on the wheel more distinct.

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

◯ **Red-green** (red weak, protanopia)

◯ **Blue-yellow** (tritanopia)

Narrator

Narrator is a screen reader that describes what's on your screen so you can use that information to navigate your device. It can be controlled by keyboard, touch, and mouse.

Use Narrator

Turn on Narrator

◯ Off

Dictate text and control your device using only your voice

Turn on Speech Recognition

◯ Off

Use your device without a physical keyboard

Use the On-Screen Keyboard

◯ Off

Press the Windows logo key ⊞ + Ctrl + O to turn the On-Screen Keyboard on or off.
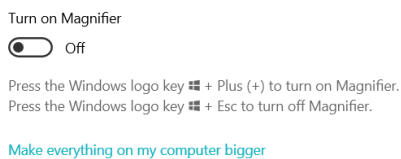

Control your mouse with a keypad

Turn on Mouse Keys to use the numeric keypad to move the mouse pointer

◯ Off

Glossary of Suggested Accessibility Settings

Make text bigger

Sample text

Drag the slider until the sample text is easy to read, then click Apply

A ──●──────────── A

Apply
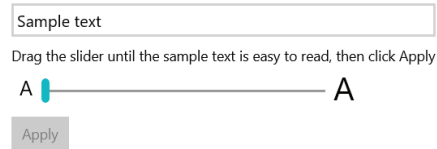
Making the text on a user's screen bigger can greatly benefit users with vision difficulty. This will scale text in all of the device's programs.

Use Magnifier

Turn on Magnifier

◯ Off

Press the Windows logo key ⊞ + Plus (+) to turn on Magnifier.
Press the Windows logo key ⊞ + Esc to turn off Magnifier.

Make everything on my computer bigger

Using the magnifier tool will allow users to easily enlarge parts of their screen to make them easier to read.

Or select a colorblindness filter to make the nine colors on the wheel more distinct.

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

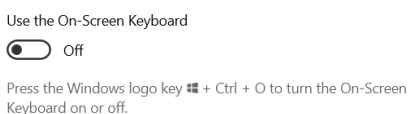◯ **Red-green** (red weak, protanopia)

◯ **Blue-yellow** (tritanopia)

Windows 10 has built-in colorblind filters to assist users who suffer from color blindness.

Control your mouse with a keypad

Turn on Mouse Keys to use the numeric keypad to move the mouse pointer

◯ Off
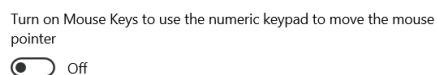
If a user struggles with using a mouse, they can enable mouse control via the keyboard. With this setting on, a user can enjoy all the functions of a mouse on their keyboard.

Use your device without a physical keyboard

Use the On-Screen Keyboard

◯ Off

Press the Windows logo key ⊞ + Ctrl + O to turn the On-Screen Keyboard on or off.

If a user struggles with using a keyboard, they can enable an on-screen keyboard that can be controlled by clicking or touch controls if applicable.

Change pointer size and color

Change pointer size

▷ ──●──────────────

Change pointer color

Vision difficulty can lead to trouble finding your mouse pointer on screen. Users can customize the appearance of the mouse pointer for ease of use.

Use high contrast

Turn on high contrast

◯ Off

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

Turning on high contrast will increase the differences between the light and dark colors on-screen. This can be used if a user is colorblind or struggle with readability.

Dictate text and control your device using only your voice

Turn on Speech Recognition

◯ Off
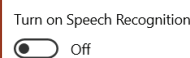
Windows allows users to completely control their device with their voice. This allows users to use voice commands to navigate their computer and the web.

Narrator

Narrator is a screen reader that describes what's on your screen so you can use that information to navigate your device. It can be controlled by keyboard, touch, and mouse.

Use Narrator

Turn on Narrator

◯ Off

Narrator will describe what is on a user's screen. Once enabled, a voice will read out content on screen and continue to do so until disabled.