

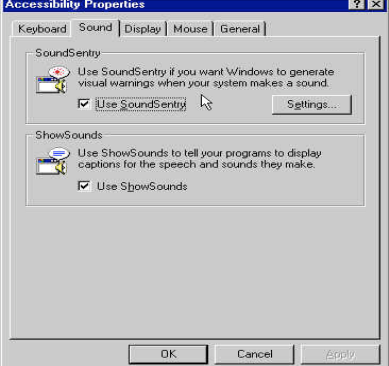
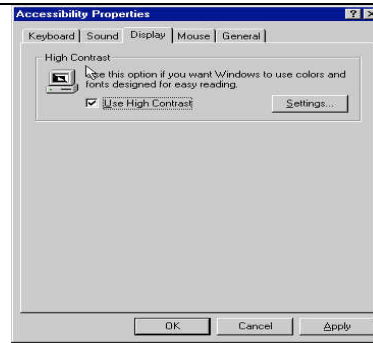


**Operating Systems:  
Windows 95/98**

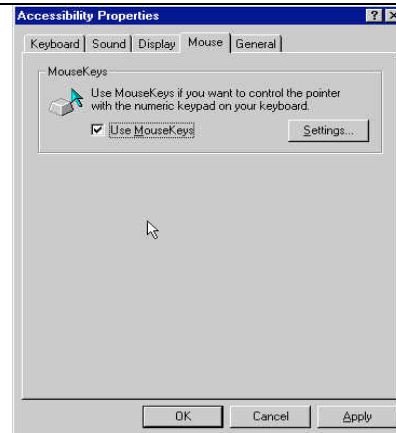
Action	Display
<p>Every Windows or Macintosh computer has built-in accessibility features. Accessible features allow users to adjust keyboard, mouse, display, audio, and other controls to meet individual learning needs.</p> <p>On a Windows computer, go to the <b>Start</b> button, select <b>Settings</b>, then <b>Control Panel</b> and <b>Accessibility Options</b>.</p> <p>We will explore all of the <b>Accessibility Options</b> below. To activate any of these options, click the <b>OK</b> button to try it.</p>	 <p>The screenshot shows the Windows Control Panel window. The 'Accessibility Options' icon is highlighted with a dashed border. Other icons visible include 3Com DynamicAcc..., Add New Hardware, Add/Remove Programs, Adobe Gamma, Caere Scan Manager 5.0, Date/Time, Desktop Themes, Display, Find Fast, Fonts, and Game Controllers.</p>
<p>In the <b>Accessibility Properties</b> window, click on the <b>Keyboard</b> tab.</p> <p>Click on the <b>StickyKeys</b> box, if users have difficulty holding the &lt;Shift&gt; key down for capitalized characters or symbols. This feature electronically locks &lt;Shift&gt;, &lt;Alt&gt;, or &lt;Control&gt; down for one keystroke then automatically releases (unlike &lt;Caps Lock&gt;).</p> <p>Click on the <b>FilterKeys</b> box to slow the start of automatic repeat or ignore brief, accidental keystrokes.</p> <p>Click on the <b>ToggleKeys</b> box, if users accidentally press keys that change keyboard operations (&lt;Caps Lock&gt;, &lt;Num Lock&gt;, and &lt;Scroll Lock&gt;). This option provides auditory feedback for these accidental key presses.</p>	 <p>The screenshot shows the 'Accessibility Properties' dialog box with the 'Keyboard' tab selected. The 'StickyKeys' section has the 'Use StickyKeys' checkbox checked. The 'FilterKeys' section has the 'Use FilterKeys' checkbox unchecked. The 'ToggleKeys' section has the 'Use ToggleKeys' checkbox unchecked. There is also an unchecked checkbox for 'Show extra keyboard help in programs'.</p>
<p>Click on the <b>Sound</b> tab, if users need to convert sounds to visual signals. There are two adjustments:</p> <ol style="list-style-type: none"> <li>1. <b>SoundSentry</b> flashes the desktop, active window or caption for system warnings.</li> <li>2. <b>ShowSounds</b> interacts with program to display captions for speech and sounds.</li> </ol>	 <p>The screenshot shows the 'Accessibility Properties' dialog box with the 'Sound' tab selected. The 'SoundSentry' section has the 'Use SoundSentry' checkbox checked. The 'ShowSounds' section has the 'Use ShowSounds' checkbox checked.</p>

## Accessibility Tutorial

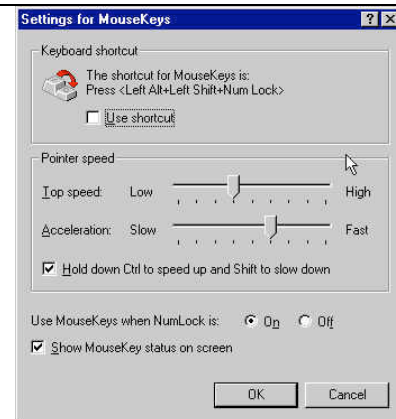
Click on the **Display** tab. Some users may need a higher contrast than possible by adjusting the contrast control on the display. The **High Contrast** feature in **Display** enlarges the text and reverses the contrast. Click on **Settings**, to see the options. High Contrast color schemes are white on black, black on white or custom.



Click on the **Mouse Keys** tab. **Mouse Keys** is available for users who struggle to control a mouse. Select the **Mouse Keys** feature to turn the numeric keypad into a mouse keypad. The 5 key is the left button for clicking while the other numbers move the cursor in 8 different directions.

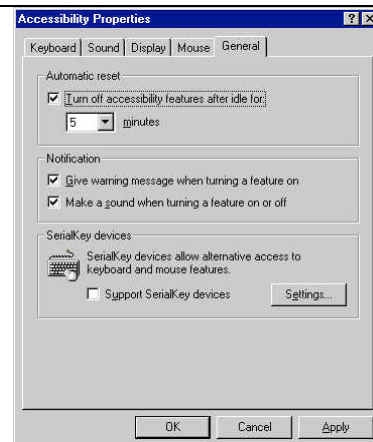


Also in **Mouse Keys**, click on the **Settings** button. Users can slide the toggle buttons to adjust **Top Speed** and **Acceleration** of the pointer for better control of the keypad.



Click on the **General** tab for other accessibility features. These options are

1. **Automatic reset:** options for allowing the computer to return to standard (default) control methods after a set period of time and
2. **Notification:** options for the computer to give sound warnings when turning an accessibility feature on or off.
3. **Serial Keys:** a method for connecting other electronic devices via the Serial Port to control a computer, such as an augmentative communication device.

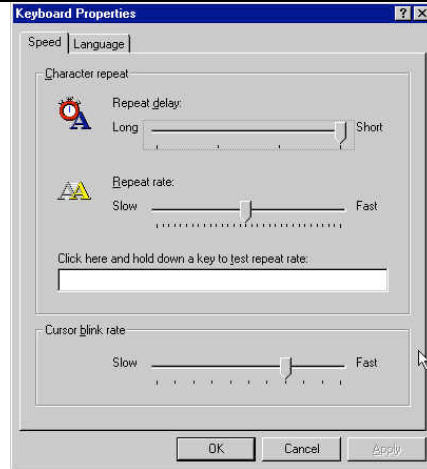


## Accessibility Tutorial

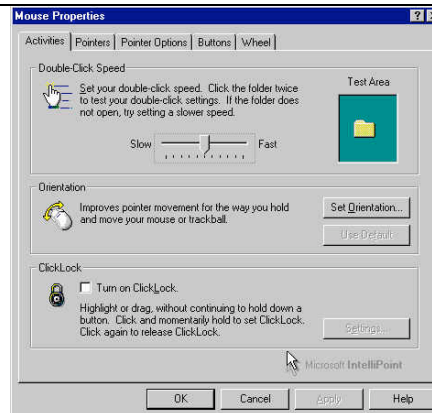
Close the **Accessibility** options by clicking on the **OK** or **Cancel** buttons, then close the window.

Click on other **Control Panel** options to adjust properties of the **Keyboard**, **Mouse**, and/or **Display**.

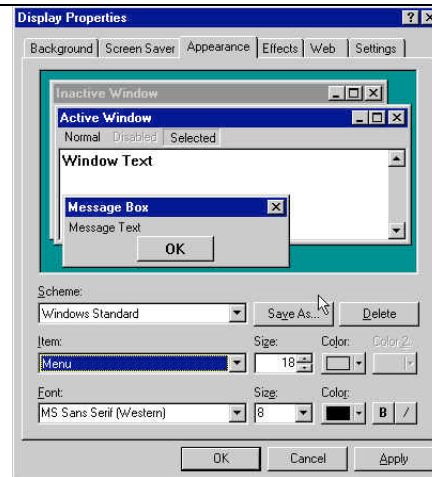
**Keyboard Properties** offers adjustments to the automatic repeat speed and the delay before automatic repeat begins. This may help people who tend to press keys too long.



**Mouse Properties** offers adjustments to mouse speed, pointer speed, and the visibility of the cursor. On the **Visibility** options, try the **Sonar** and **Trails** to help with finding and tracking the cursor on your screen



**Display Properties**, in the **Appearance** features offers 2 adjustments to enlarge the text in menus and windows.



Additional Windows accessibility information: <http://www.microsoft.com/enable/default.htm>  
For Macintosh accessibility features go to: <http://www.apple.com/disability/easyaccess.html>