## **Tech Ease for All**

## **Ease of Access in Windows 7**

Windows 7's Ease of Access Center provides access to all of the operating system's accessibility settings in one location.

To get started with Ease of Access:

1. Choose Start, Control Panel.



## 2. In the Control Panel, click on the link for Ease of Access.

Adjust your computer's settings				View by: Category 🔻
		System and Security Review your computer's status Back up your computer Find and fix problems Network and Internet View network status and tasks Choose homegroup and sharing options	&& 	User Accounts and Family Safety Add or remove user accounts Set up parental controls for any user Appearance and Personalization Change the theme Change desktop background Adjust screen resolution
1		Hardware and Sound View devices and printers Add a device Connect to a projector Adjust commonly used mobility settings Programs		Clock, Language, and Region Change keyboards or other input methods Change display language
e				Let Windows suggest settings Optimize visual display

3. At the top of the Ease of Access Center, you will see a series of links for the different accessibility settings available in Windows 7.



Ease of Access Center

Uninstall a program

Let Windows suggest settings Optimize visual display Replace sounds with visual cues Change how your mouse works Change how your keyboard works



Speech Recognition Start speech recognition Set up a microphone The settings are as follows:

- Optimize Visual Display: change to a high contrast display, turn on Narrator (the screen reader built into Windows 7), and use Magnifier to make text and icons easier to see.
- Replace sounds with visual cues: set up Windows 7 to use a screen flash each time there is a system sound. This setting is helpful to people with hearing impairments.
- Change how your mouse works: change the size and color of the mouse pointer, or turn on Mouse Keys to control the pointer with your keyboard.
- Change how your keyboard works: turn on Mouse Keys, Sticky Keys (for entering complex keyboard shortcuts one key at a time) and Filter Keys (for preventing unwanted keystrokes).
- Let windows suggest settings: go through a wizard that allows you to set up Windows to match your specific needs by answering a series of prompts.
- Start speech recognition: turn on the Speech Recognition feature, which allows you to control your computer with your voice.
- Set up a microphone: set up your microphone to work with the Speech Recognition feature.

For additional tutorials, please visit our website at http://etc.usf.edu/techease/4all/