Vision Impairment
ICT Access Tips

How to enlarge the mouse cursor
There are 2 easy ways of enlarging the mouse cursor.

First click on the windows icon (where you click to shut down computer) then select the option ‘Control Panel’. (if the option is not there you can search for it using the search box.)
Once in control panel you can select the mouse option.
Next select the pointer tab and then choose from the drop down box the size of arrow that you want.
To make it easier to trail the cursor you can also chose the tab ‘pointer options’ and tick the pointer trail box.

Or
You can go to ‘Control panel’ and then choose the ‘ease of access’ option.
Once in ease of access there is a list of options and approx. 4 down is the choice to ‘make mouse easier to use. Select this and then click on the arrow size and colour that you need.
To put on the pointer trail you need to choose mouse settings from the same screen as the arrows you are choosing from and select the pointer options tab and then tick the pointer trails box.

Screen magnification
- Control and scroll (easiest way)
- Open a magnifier by clicking the start button, clicking All Programmes, clicking Accessories, clicking Ease of Access and then clicking Magnifier. On the Views menu, click the mode that you want to use and move the pointer to the part of the screen that you want to magnify.

Built in features on iPad that will allow student to simplify display and enlarge text size.
Click symbol AA in search bar. This brings up a menu. This will vary on different websites
- ‘Show Reader View’ will declutter page
- ‘A 100% A’ enables enlarging of text
Dictate text on ipad/Iphone

To enter text, tap the microphone button on your keyboard, then start speaking. As you speak, the text appears on the screen. To finish, stop speaking, then tap the keyboard button.

If dictation isn’t sure what word it heard, you’ll see a blue line under the transcribed word so you can check it for accuracy. To make corrections, tap the underlined word, then select the correct spelling. To replace a word, double-tap it, tap the microphone button, then say it again, and tap the keyboard button.

To replace a section, select what you want to replace, then tap the microphone button and speak again. To add more text, tap where you want to add new text, tap the microphone button, then speak again.

To change the language that dictation uses, long press the microphone button, then select the language you want to use.

Use punctuation and formatting

You can add punctuation by saying what you want. For example, "Hello John comma the cheque is in the post exclamation mark" becomes "Hello John, the cheque is in the post!"

Here are some common punctuation and formatting commands that you can use:

- Quote/end quote: begin and end a quote
- New paragraph: start a new paragraph
- New line: begin a new line
- Cap: capitalise the next word
- Caps on/caps off: capitalise the first character of each word
- Smiley: insert :)
- Frowny: insert :(  
- Winky: insert ;)

Enabling Text to Speech in iOS

1. Launch “Settings”
2. Scroll down to “Accessibility” and tap on “Spoken Content”
3. Slide the Speak Selection toggle to “ON”
4. Optionally, adjust the “Speaking Rate” slider to an appropriate setting
Now that that speech feature has been enabled, it’s time to use it. You can now select text on the iPhone or iPad and have iOS read the text to you aloud.

**Using Text to Speech in iOS**

1. Tap and hold on any text until the selector tool comes up
2. For a single word, tap “Speak”, otherwise to speak everything tap on “Select All” followed by “Speak”

Once speech has started the “Speak” button turns to “Pause”, making it easy to halt and resume any spoken text.

**Add Speak to the Quick Access Toolbar**

You can add the Speak command to your Quick Access Toolbar by doing the following in Word, Outlook, PowerPoint, and OneNote:

1. Next to the Quick Access Toolbar, click **Customize Quick Access Toolbar**.

2. Click **More Commands**.
3. In the **Choose commands from** list, select **All Commands**.
4. Scroll down to the **Speak** command, select it, and then click **Add**.
5. Click **OK**.

**Use Speak to read text aloud**

After you have added the Speak command to your Quick Access Toolbar, you can hear single words or blocks of text read aloud by selecting the text you want to hear and then clicking the Speak icon on the Quick Access Toolbar.

**Using dictation in Windows 10**

You can enter text using your voice anywhere you would normally enter it with a keyboard (e.g. documents, searches and emails) using the dictation feature in Windows 10.
To use dictation

1. Make sure your device is connected to the internet (speech is converted to text on Microsoft’s online servers not on your device).
2. Place the cursor into a document or text field.
3. Press the Windows logo key + H on your keyboard. If you are using a touchscreen device, select the microphone icon on the on-screen keyboard.
4. The dictation bar will appear on-screen to show that your device is listening. Note: You may be asked to turn on Online speech recognition first.
5. Now, just start talking to enter your text.
6. You can add punctuation by speaking the name of the punctuation mark such as "comma" or "full stop". As you speak you will also see tips for other commands you can say to make entering and editing text even easier. For a full list of commands see the Microsoft website: Use dictation to talk instead of type on your PC
7. When you have finished dictating you can simply say "stop dictating" or select the microphone icon on the dictation bar.
**Chromebook Speech to Text**

You can speak to enter text in most places where you usually type. You can even add common punctuation marks by saying 'comma', 'full stop', 'question mark' or 'exclamation mark'.

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings 🛠️.
3. At the bottom, select Advanced.
4. In the 'Accessibility' section, select Manage accessibility features.
5. Under 'Keyboard and text input', turn on Enable dictation (speak to type).
6. Tap or select where you want to type.
7. Select Speak 🎤, or press Search + d.
8. Say what you want to type.

**A few useful Windows 10 accessibility shortcuts:**

- Windows logo key + start typing – this will begin searching your computer for files, documents and programs based on what you are typing.
- Windows logo key + ‘U’ – Open ‘Ease of Access Centre’
- Windows logo key + plus (+) or minus (-) – Zoom in or out using Magnifer
- Windows logo key + Esc – Exit Magnifier
- Windows logo key + Enter – Open Narrator
- Windows logo key + Ctrl + O - Open on-screen keyboard