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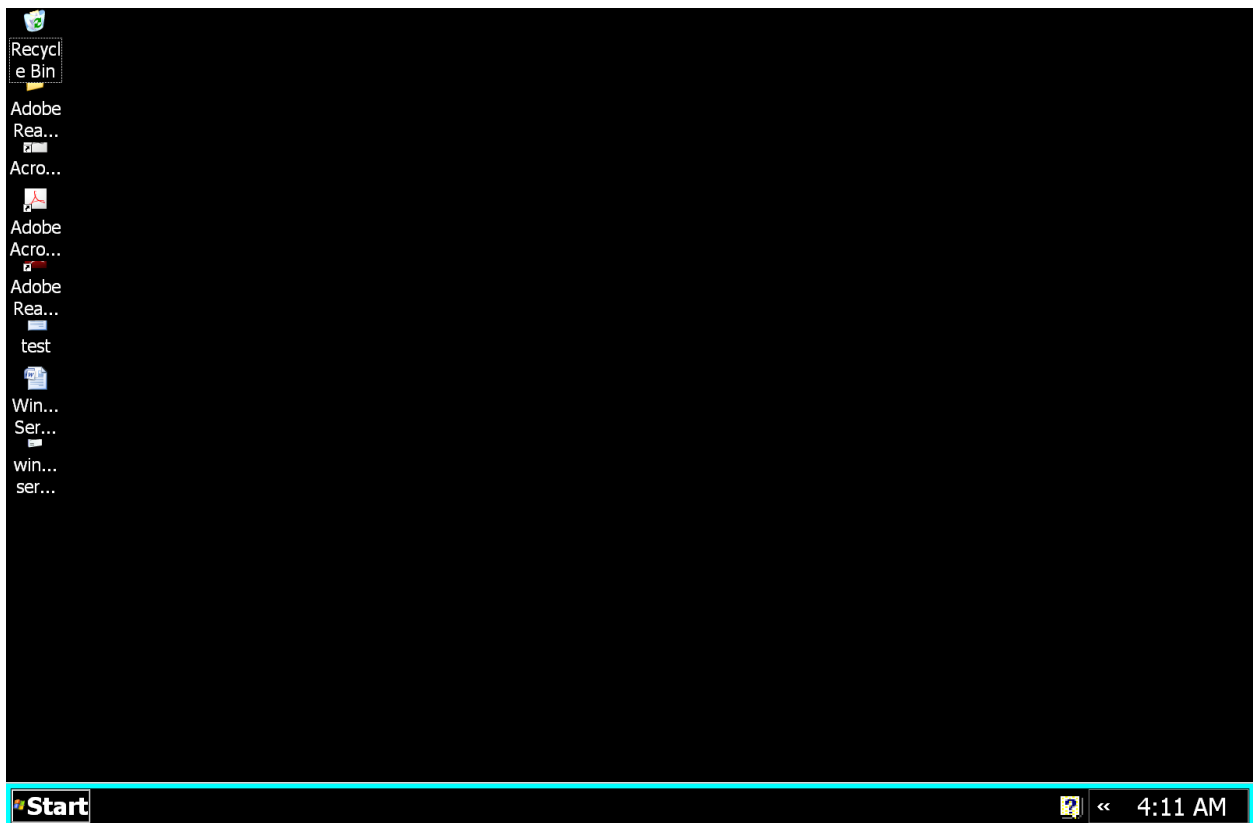
## **Chapter 8**

### **Free Windows XP Accessibility Programs**

Windows XP acts similar to Windows Vista and Windows 7. There are differences. The goal of this chapter is to make the set up of Windows XP easy and quick in terms of accessibility.

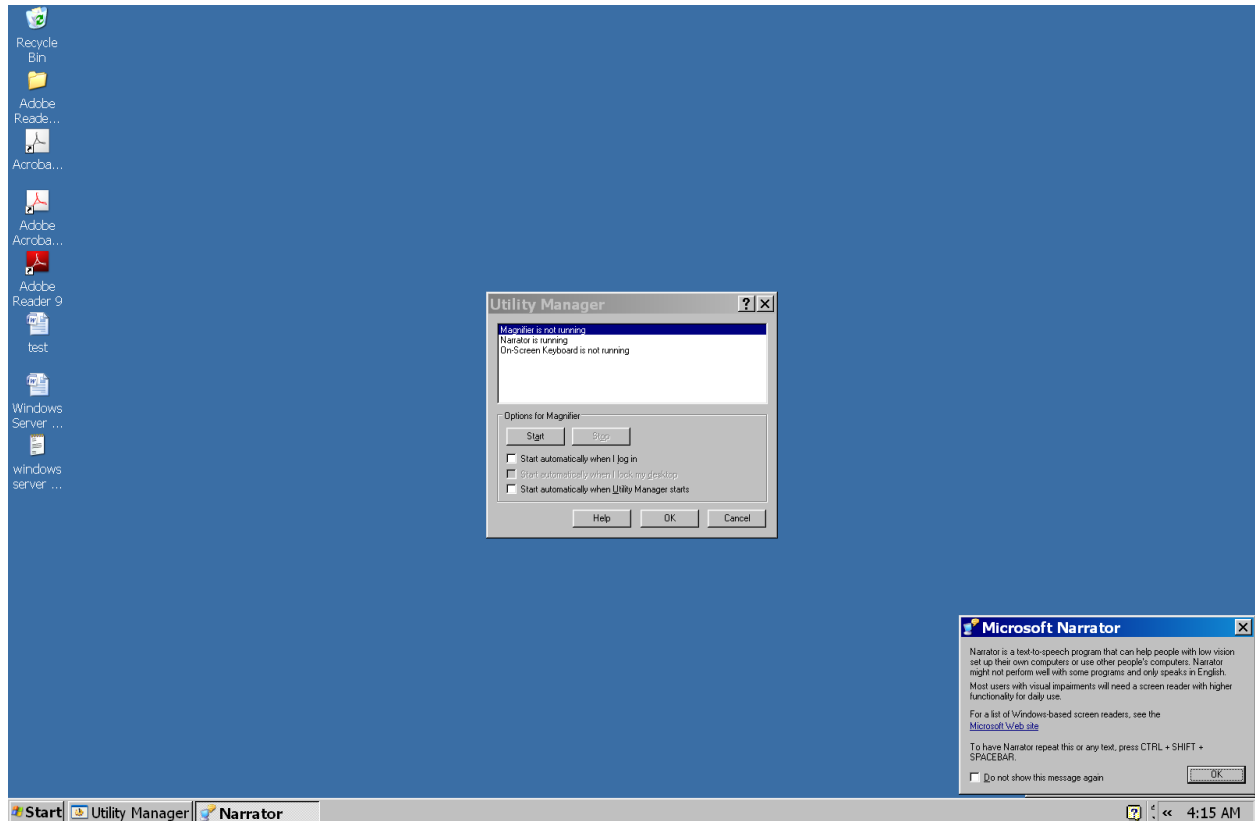
## Inverting the Computer Screen Instantly

You can want to work between an inverted computer screen and an inverted computer screen for some programs. A number of the accounting programs will not completely show up if the computer monitor is inverted. Press and hold down the Alt and the Shift keys and tap the Print Screen key (the left side key on the set of three keys just above the numeric keypad). You will hear a sound. Tap the Enter Key one time and your computer screen will be inverted with a black background and white letters. Press the Alt Shift Print Screen key combination a second time to return your computer screen to the standard setting.



## Starting the Windows Narrator Screenreader Instantly

Press and hold down the Windows (Start) key and tap the letter u. You will hear a voice within a minute. This is the Windows Narrator screenreader. It will read icons and menu items. The only way to read text with Windows Narrator is to highlight, and then copy and paste it into Windows Notepad. Following is a screenshot how the Windows Narrator menu as it comes up after pressing the Windows Key u key combination. You can move through a few basic settings on this menu to make Narrator work the way you want.



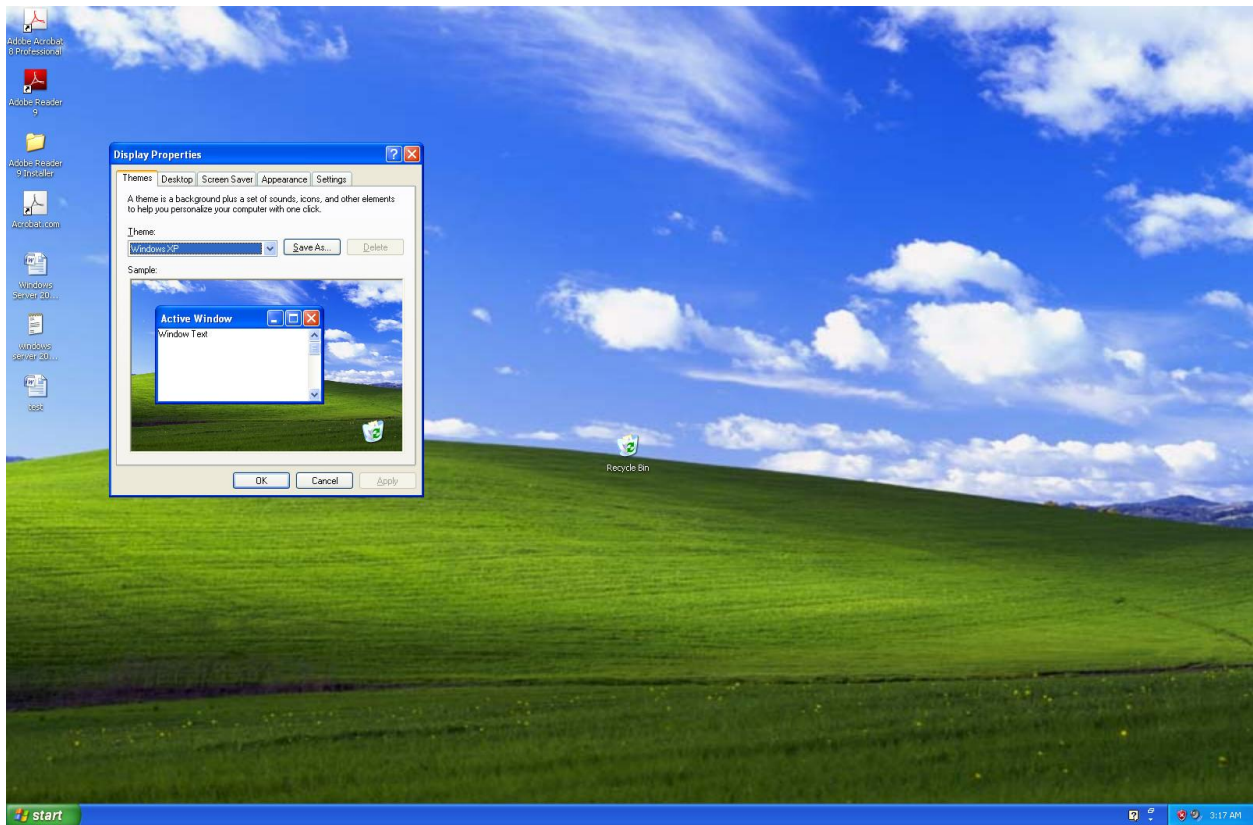
From you open screen press Windows Key m to minimize any running program on your computer screen. This takes you directly to the Windows Desktop. You will notice that you have a background and icons. The background has a hill of grass and a blue sky. This background or “Wallpaper” can make icons hard to see.



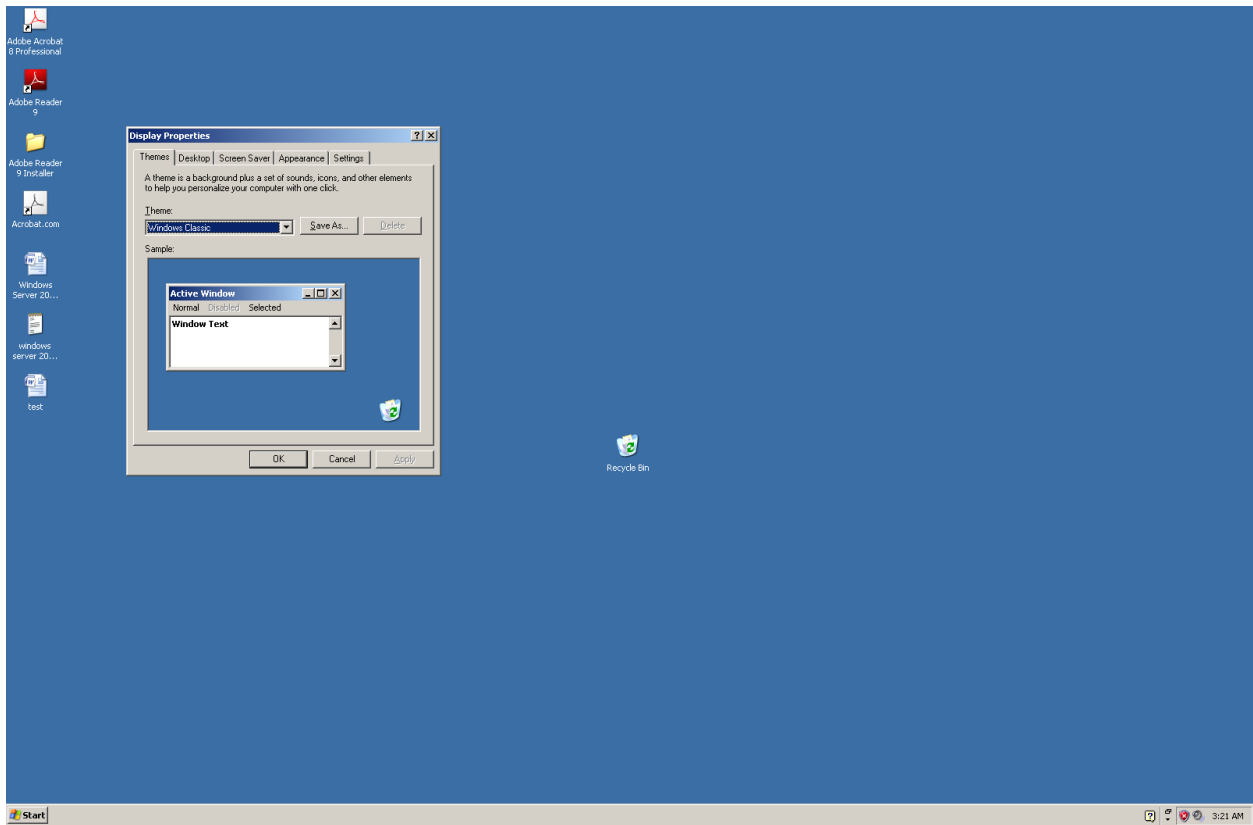
Tap your F5 key to refresh the computer screen. Next, tap your Applications key (the key just to the left of the right control key). A menu will come up. Tap your up arrow key one time, or until you hear or see “Properties.”



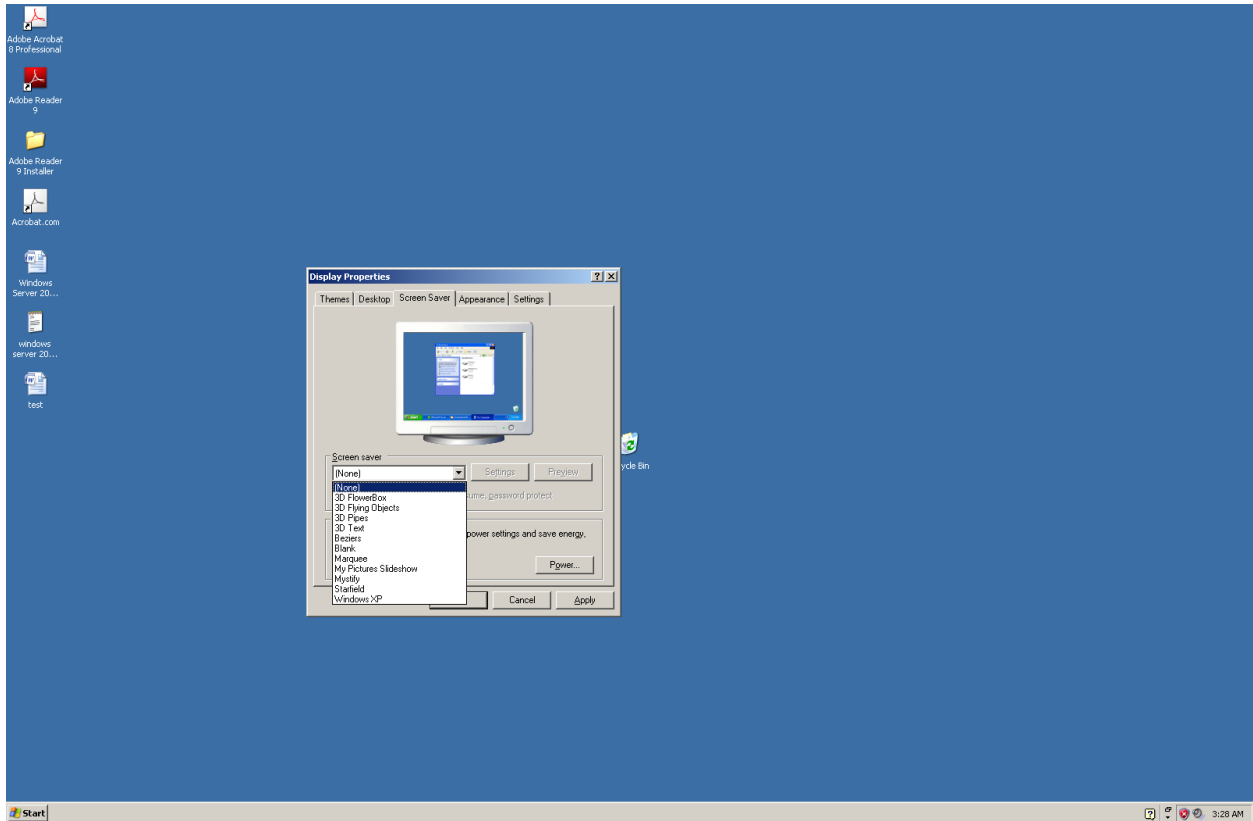
Tap enter one time on the “Properties” menu item and a dialogue box will appear that allows you to change the want the computer screen looks, including change the **“Wallpaper.”**



There will be a combo box that says “Windows XP.” Down arrow one time to “Windows Classic,” and then tab to the “Apply” button and tap the spacebar. Your Windows Desktop Wallpaper will turn a solid blue.

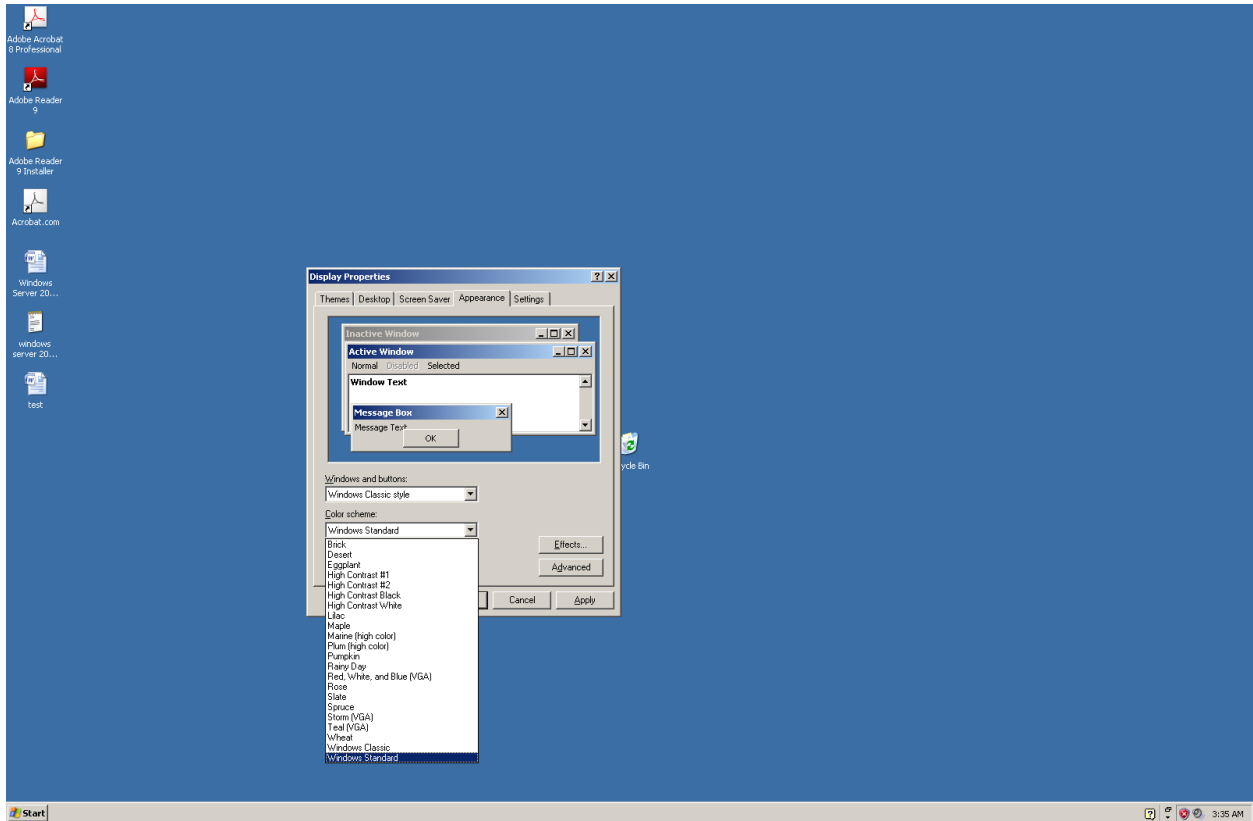


Tap the tab key until you hear or see “**Themes.**” Right arrow two times to the “Screensaver” panel. Tab one time to get to the “Screensaver” combo box. Press and hold down the alt key and tap the down arrow key. When the list of screensavers drops down, tap the up arrow key until you hear or see “None.” Tap the tab key until you hear or see the “Apply” button, and then tap the spacebar one time. Your screensaver is now turned off.

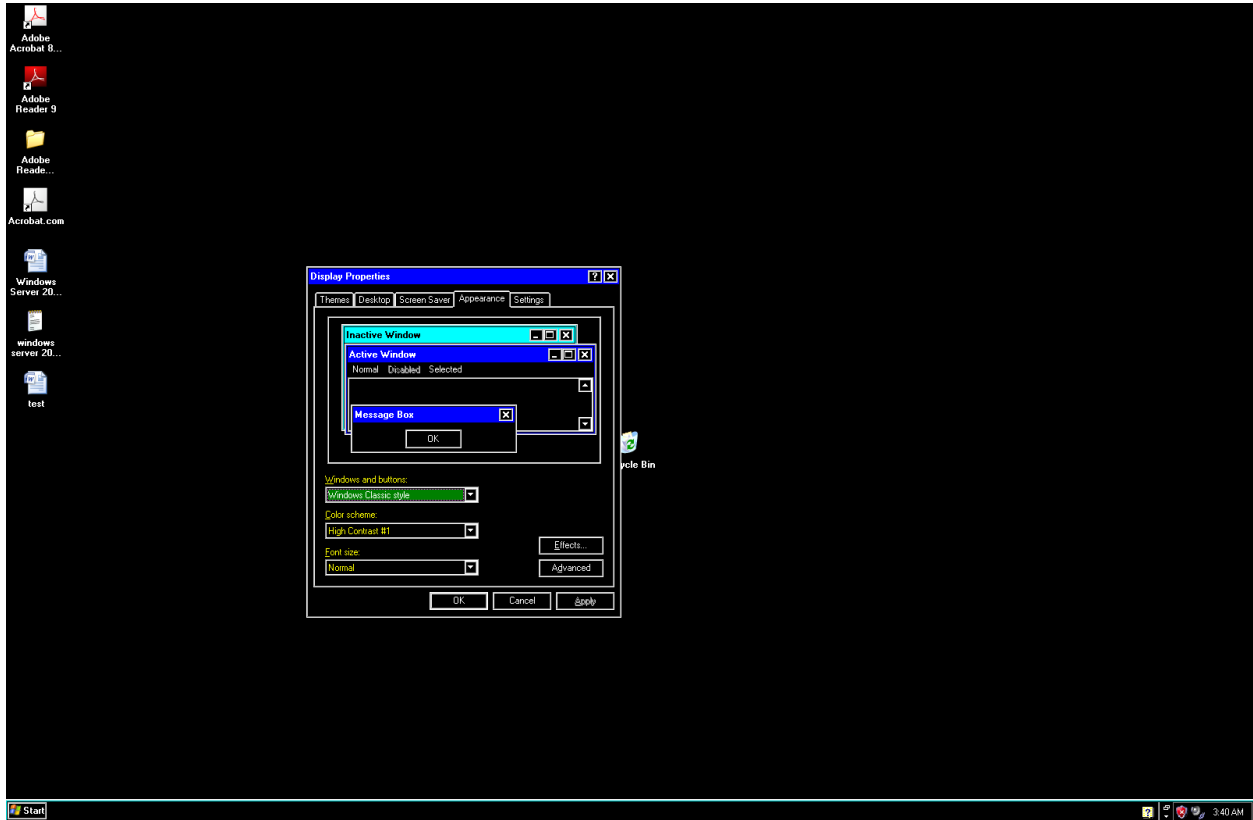




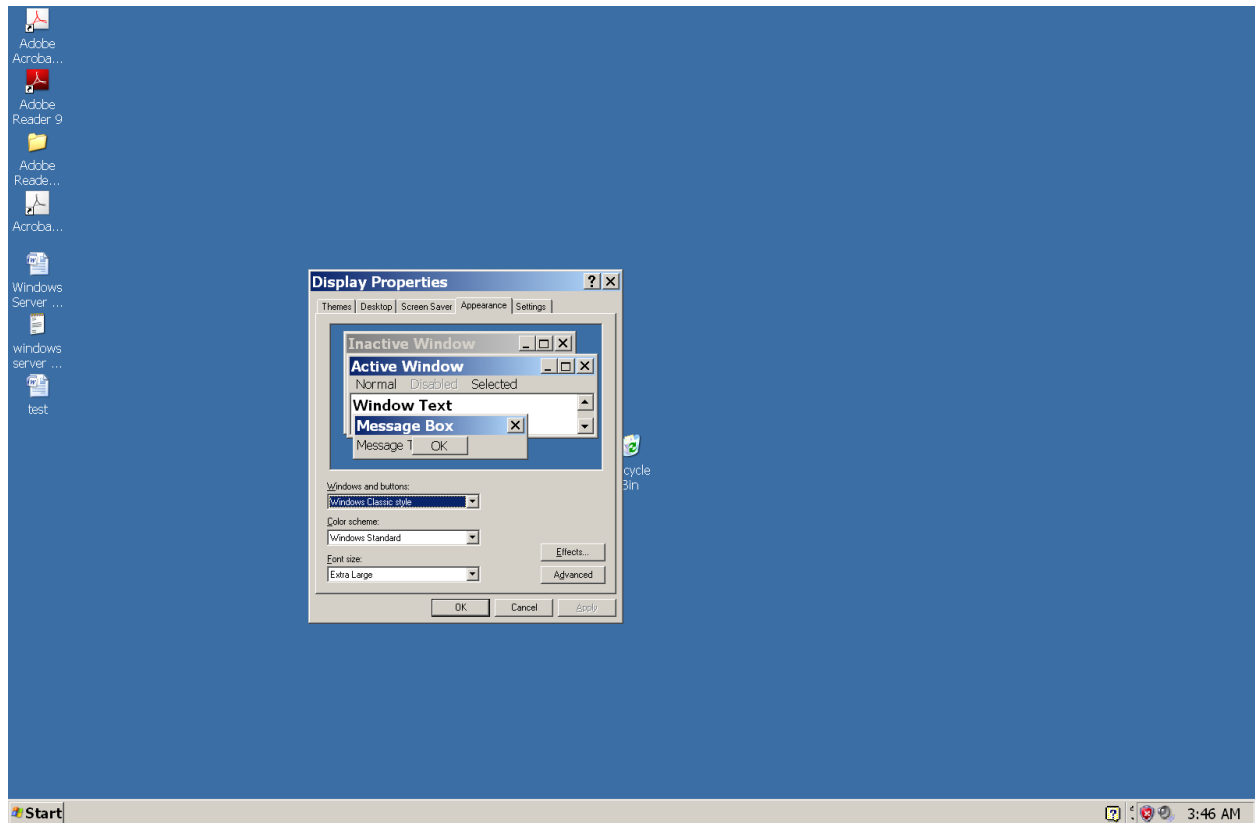
Tap the Tab Key until you hear or see “**Screen Saver.**” Right arrow one time and you will be on the “Appearance” panel. Tab one time and you should hear or see “Windows Classic.” If you hear or see “Windows XP,” tap your Up Arrow Key one time to make sure “Windows Classic” is selected. Tab one more time and you will be on the “Color Scheme” combo box. Press and hold down the alt and tap the down arrow key one time to drop down a list of selections for the color scheme you want.



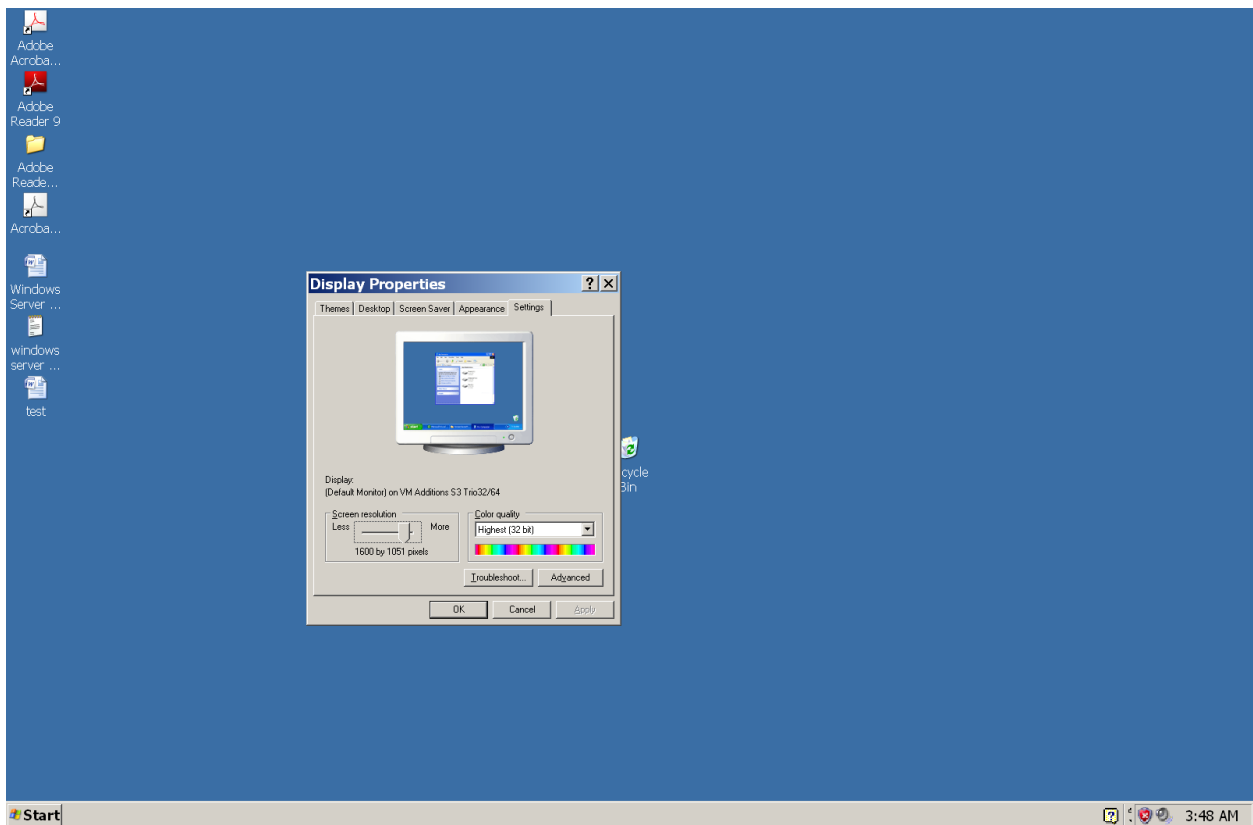
“Windows Standard” is the default setting or selection on the list. The following picture shows how the screen will look if you arrow to the “High Contrast #1.” Tab to the “Apply” button and tap the spacebar. You will need to experiment to see which setting best meets your visual needs.



After setting the color scheme for your Windows operating system, tap the Tab Key until you hear or see the “Font Size” combo box. Press and hold down the Alt Key and tap the down arrow key one time. A list of three items will appear. “Normal, Extra Large, and Large” will be the menu items you can select from. Up or down arrow to the menu item of your choice, and then tab to the Apply button and tap the spacebar one time. Following is how the screen will look if you select “Extra Large.”

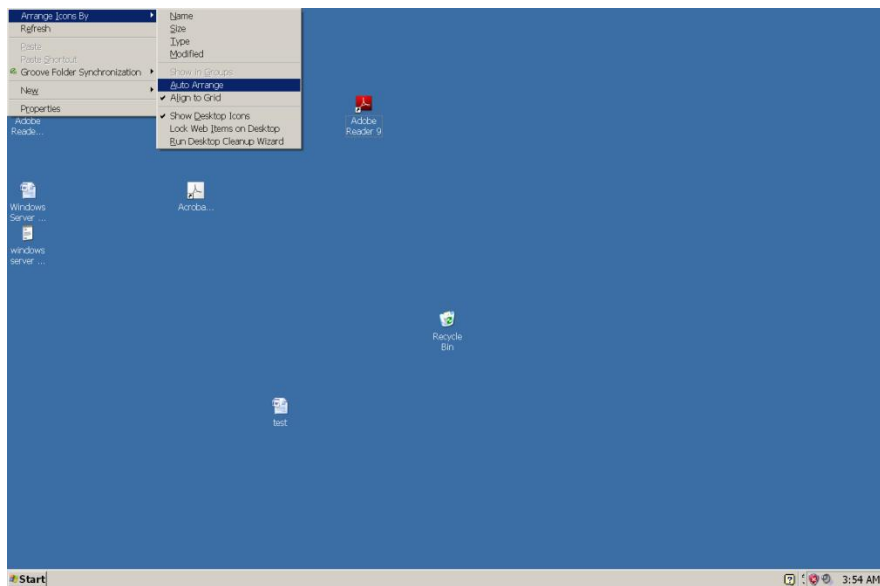


Tap the Tab Key until you hear or see “Appearance,” and then right arrow one time. You are now on the “Settings” panel. Tab one time and you will be on the slider which allows you to select your “Screen Resolution.” You can use your left and right arrow keys to move this slider. Be aware that if you are running JAWS and you change the screen resolution, JAWS may stop working, or possibly not work correctly. Tab one time and you will be on the “Color Quality” combo box. This should be set to 32 bit. Do not change this! Tab to the Apply key and tap the spacebar one time. Tab to the OK button, tap the Enter Key one time and the “Display Properties” dialogue box will close. Following is a screenshot of what the “Settings” panel will look like.



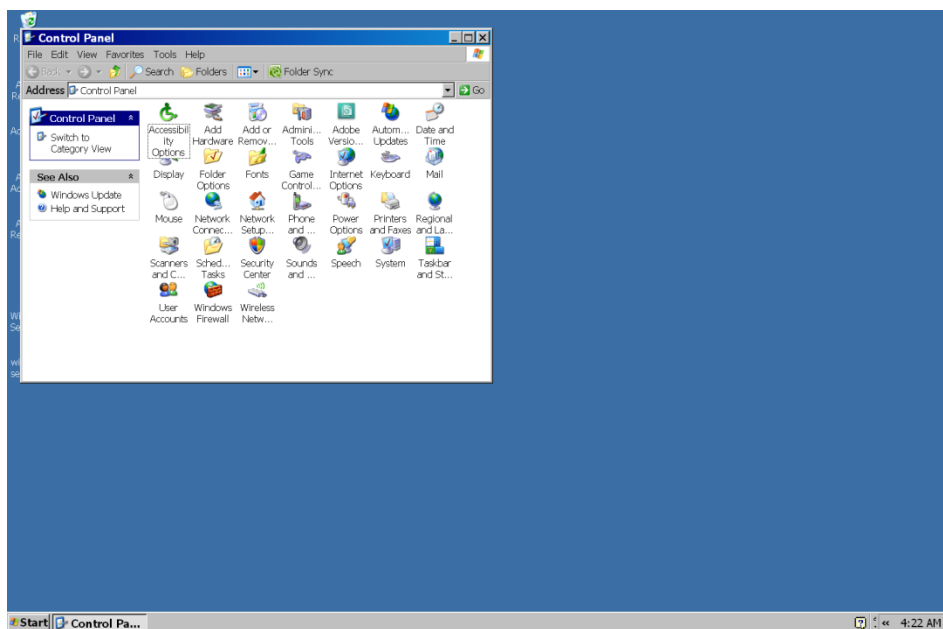
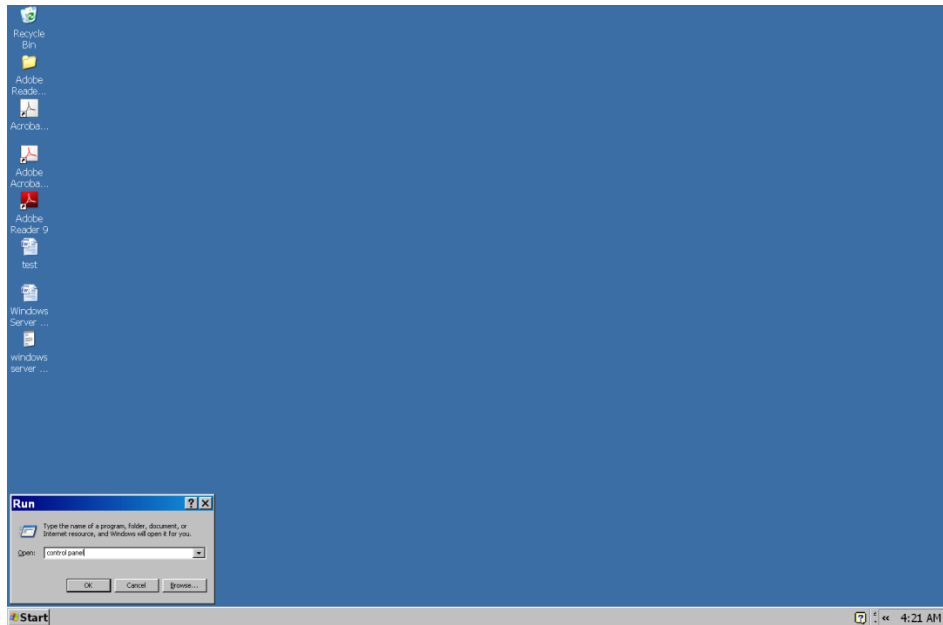
## Auto Arranging Icons

Icons in even rows and columns make the Windows Desktop easier to navigate or read. This is true for everyone. Press and hold down the Windows Key and tap the letter m. Release these keys and you will be placed on the Windows Desktop with all programs minimized. Tap the Applications key one time. You should be on the “Arrange Icons by,” menu item. If not, tap the letter a until you are on this item. Tap the Right Arrow Key one time. Down arrow or tap the letter a to go to the “Auto Arrange,” menu item. Tap enter one time and your icons will be in neat rows and columns on your Windows Desktop. Following is a two picture sequence showing how this works.



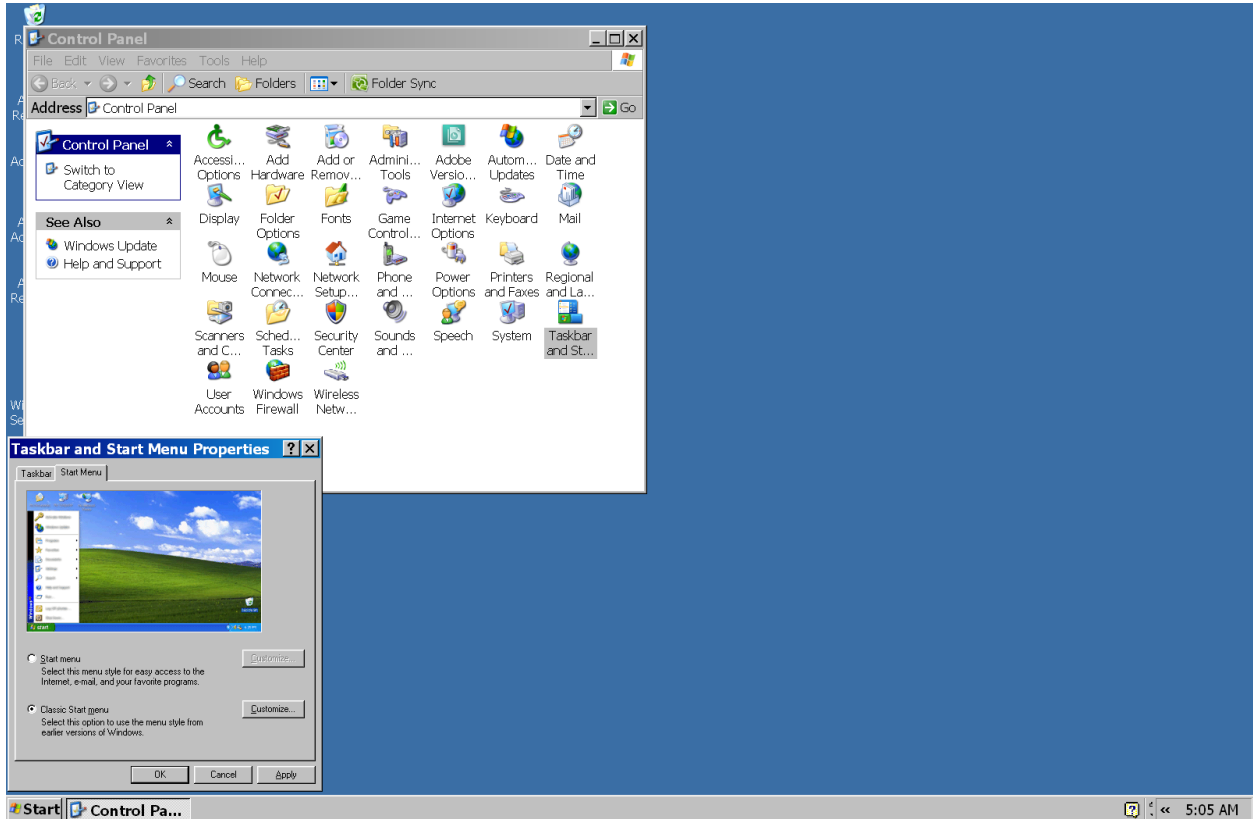
## Instantly Opening the Windows Control Panel

You can change the mouse and other settings from the Windows Control Panel. You can also go to the Control Panel item that allows you to set up Windows XP Accessibility features. To open the Control Panel there are a number of methods. One easy method is to press and hold down the Windows (Start) Key and tap the letter r. This brings up the Windows Run command line. Type "control panel" (without the quotes) and tap the Enter Key one time. You will immediately be taken to the Windows Control Panel. See the following two screenshots to see how this will appear.

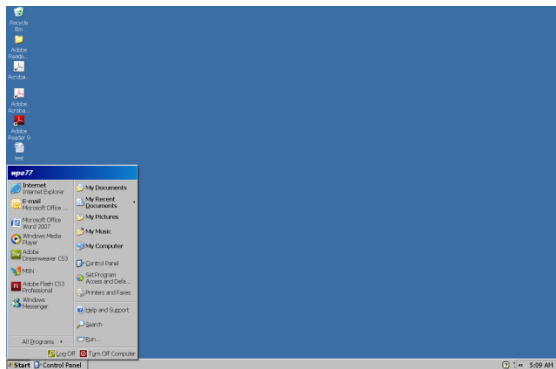


## Setting the Start Menu from the Control Panel

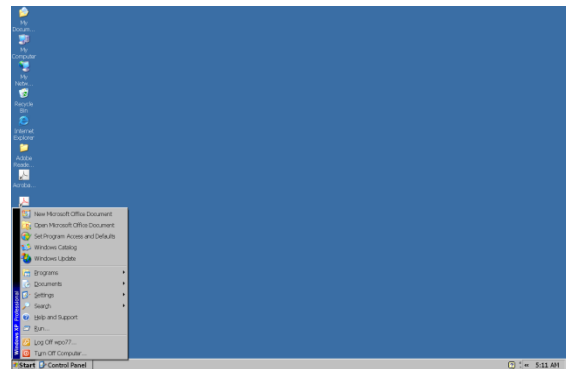
Go to the Control Panel and tap the letter t until you hear or see the “Taskbar and...” icon. Tap enter one time. Press and hold down the shift key and tap the Tab Key one time. Right arrow one time to the “Start Menu.” Tab one time and you will hear or see “Start Menu.” Down arrow one time to “Classic Start Menu.” Tab to the “Apply” button and tap the spacebar one time. Tab to the “OK” button and tap the Enter Key one time. You will now have a one column Start menu instead of a two column Start menu.



Two Column Start Menu

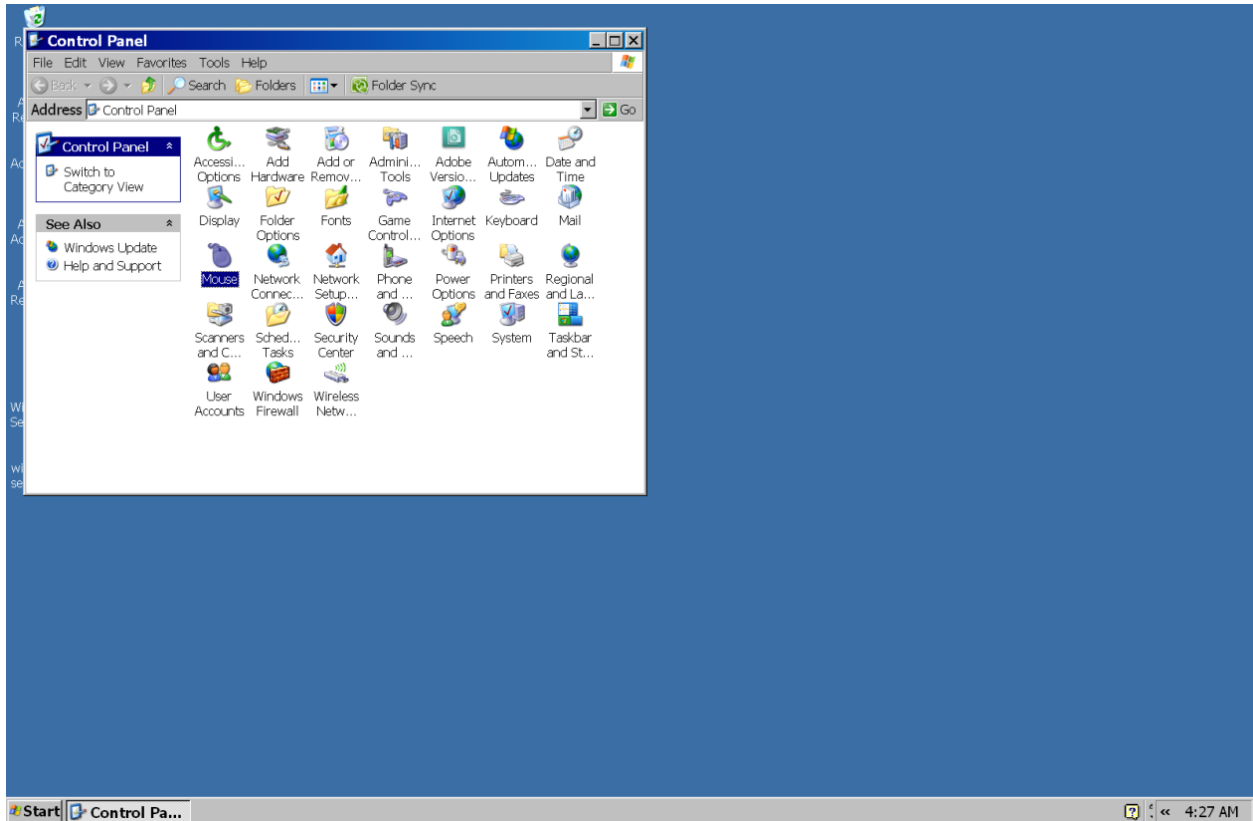


One Column Start Menu



## Mouse Settings from the Windows Control Panel

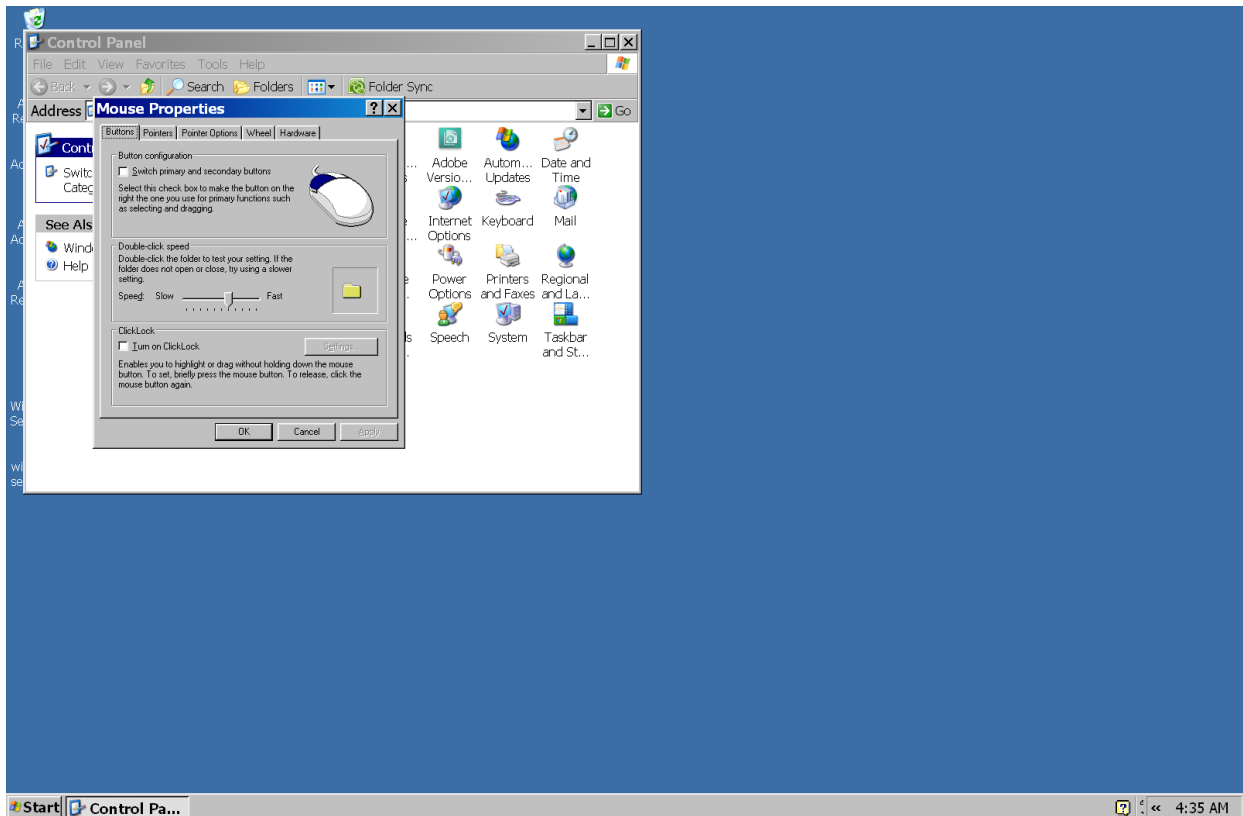
Go to the Windows Control Panel. Tap the letter m until you hear or see the word “Mouse.”



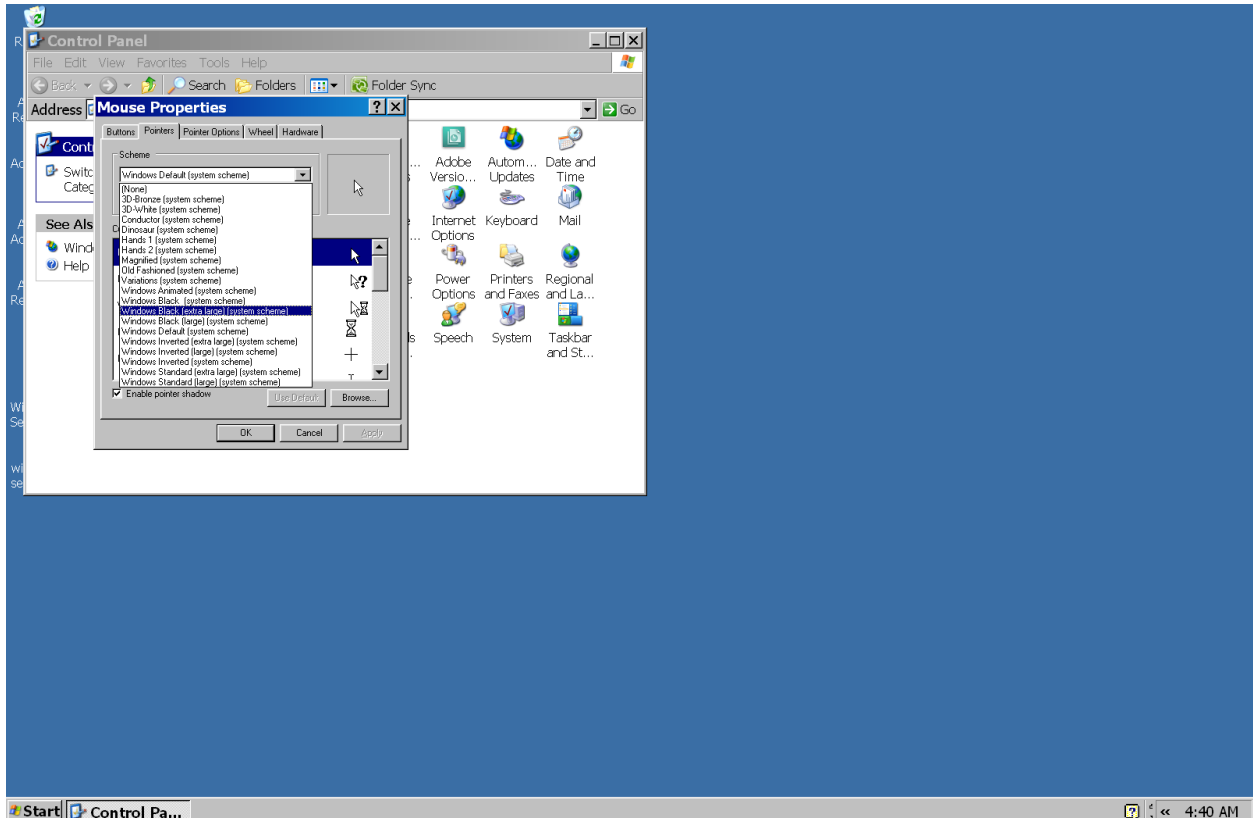
Tap the Enter Key one time and you will hear or see the “Mouse Properties” dialogue box. Press and hold down the Shift Key and tap the Tab Key one time. You will hear or see the word “Buttons.” Right arrow one time and you will hear or see the word “Pointers.” Right arrow one time and you will hear or see the word “Pointer Options.” Right arrow one time and you will hear or see the word “Wheel.” Right arrow one time and you will hear or see the word “Hardware.” Right arrow one more time and you will be back on the word “Buttons.”



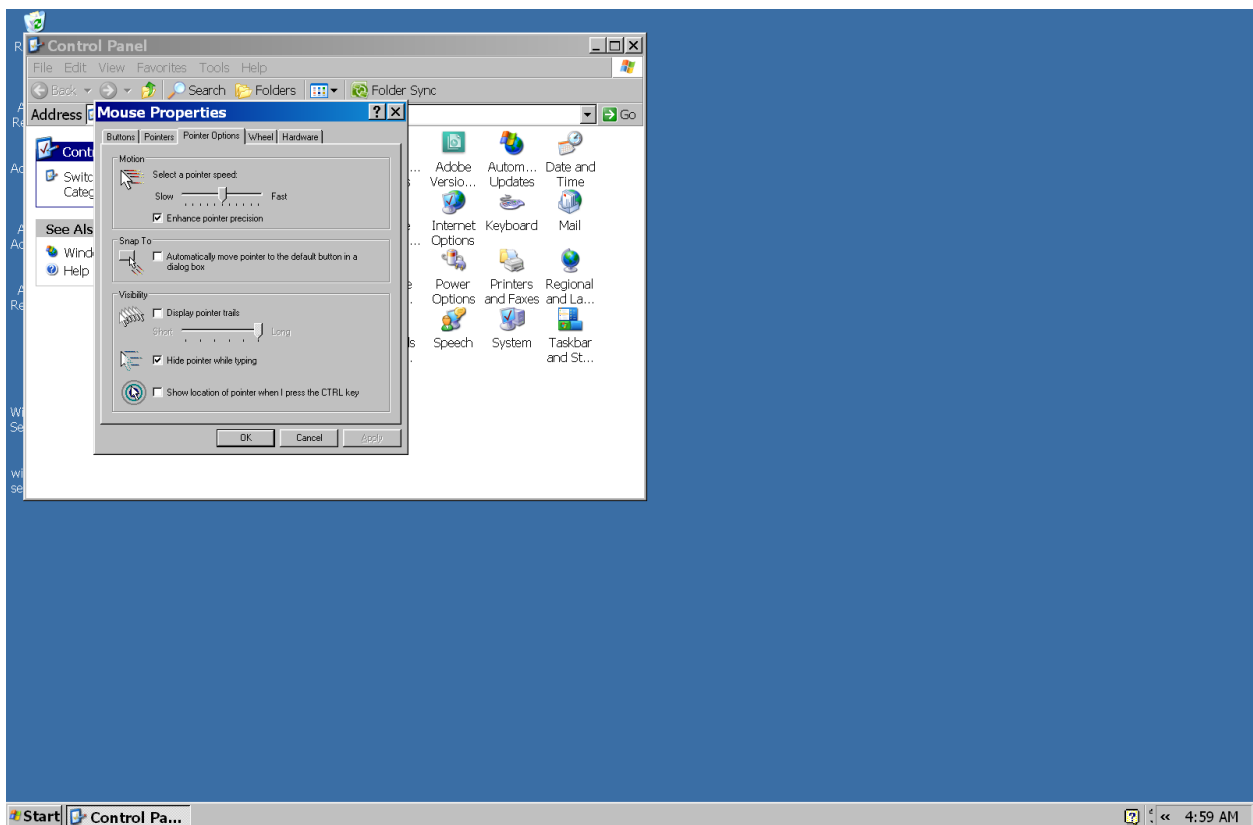
You can Tab down the “Buttons” panel to reverse your mouse click buttons, change the speed of your mouse click, and turn on or off the “Click Lock.”



Go to the “Pointers” panel Tab one time and you will be on a combo box that allows you to select the size and type of mouse pointer you want to use. Press and hold down the Alt Key and tap the down arrow key one time. Use your up or down arrow key to select the menu item you want and then tap the Tab Key one time. Now you can down arrow or up arrow until you find the type of mouse pointer that you want to use. Tab the Tab Key until you hear or see the word “Apply.” Tap the spacebar one time.



Go to the “Pointer Options” panel. Tab one time and you will be on the “Pointer Speed.” Use your left arrow key to make the speed of movement of the mouse pointer slower, and the right arrow key to make the speed of the mouse pointer movement faster. Tab three times to the “Display Pointer Trails,” and tap the spacebar one time to check this box. Tab one time and you will be on the slider to make the mouse pointer trails longer or shorter. Use your left arrow key to make the trail shorter and the right arrow key to make the trail longer. If you do not want a mouse pointer trail come back to the panel, tab to the “Display Pointer Trails,” and tap the spacebar one time to uncheck this box. After setting any settings in the “Pointer Options” panel, tab to the “Apply” button, tap the spacebar one time, tab to the “OK” button and tap enter. Your mouse pointer settings will be saved.

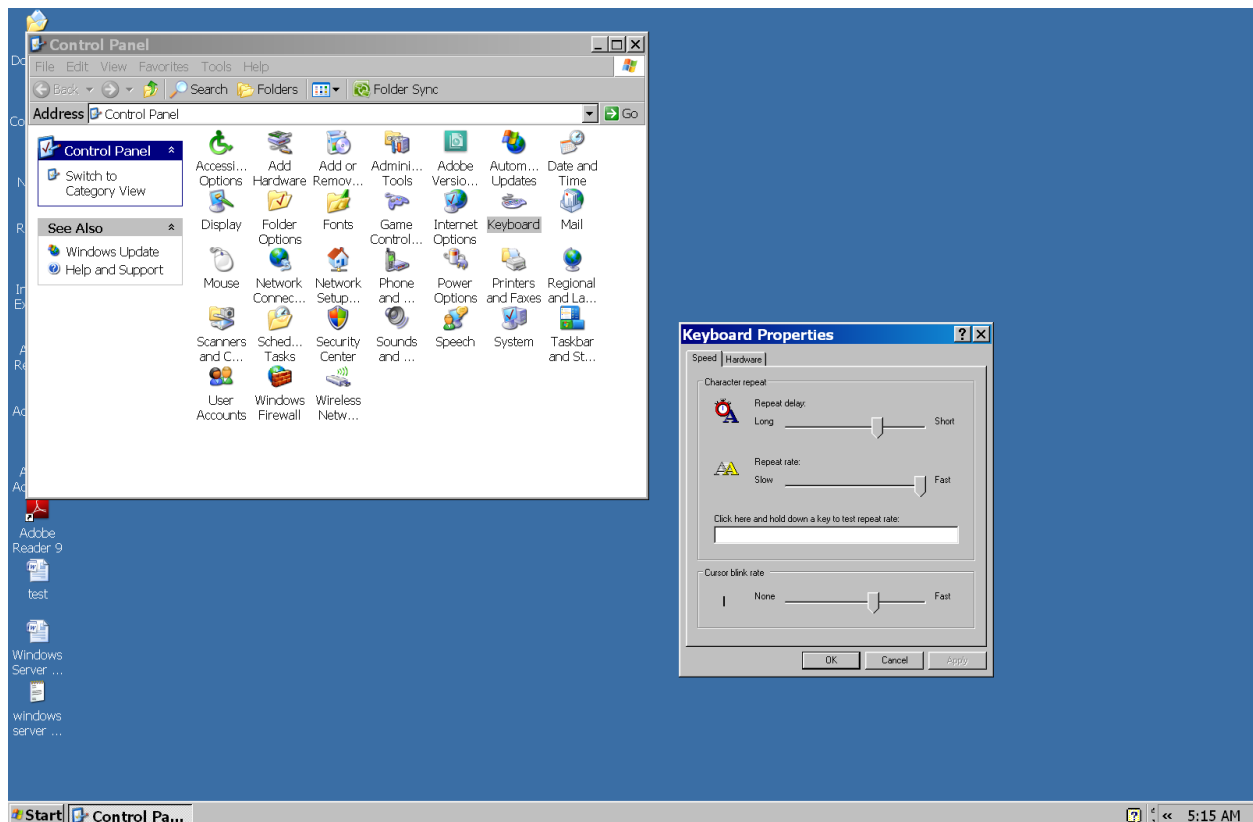


## Mouse Keys

If you want to use the numeric keypad to control the mouse pointer press the ALT + left SHIFT + NUM LOCK key combination.

## Setting the Keyboard Speed from the Control Panel

If you need to set the keyboard to a different (i.e. slower) reaction time, go to the Control Panel and tap the letter k until you hear or see the word “Keyboard.” Tap enter one time. There are three sliders on the panel (dialogue box). Two of the sliders are for the actual keys and one is for the “Cursor Blink” rate. Tab to each of them and use your left arrow key to set the rate slower and the right arrow key to set the rate faster. When you are finished tab to the “Apply” button and tap the spacebar one time. Tab to the “OK” button and tap the Enter Key one time.



## Sticky Keys

If you want to start the Sticky Keys feature of Windows XP tap the Shift key five times. This will allow you to press key combinations one key at a time. For example, the bring up the Windows run command, tap the Windows key one time and then tap the letter r one time.

## Accessibility Settings from the Windows XP Control Panel

If you want to set up or change “Accessibility Settings” in Windows XP, go to the Control Panel, tap the letter a until you hear “Accessibility Options,” and tap the Enter Key one time. A dialogue box will open with five tabbed panels. These panels are for “Keyboard, Sound, Display, Mouse and General.” Go to any of these tab to set up or change the settings for that area.

