Westminster
TECHNOLOGIES

Microsoft Accessibility Features

Heather R Koren, ATP
Director of Assistive Technology
Westminster Technologies

1

Presenter

- RESNA Certified ATP

- M.S. in Rehabilitation Science and Technology

- Taught undergraduate and graduate level assistive technology courses at East Carolina University

- Developed an online graduate certificate program in AT for East Carolina University

Westminster
TECHNOLOGIES

Westminstertech.com

2

Objectives

➢Explore accessibility features for six different disability categories.

➢Discover Windows 10 built-in accessibility features.

➢Describe Office 365 accessible design features.

Westminster
TECHNOLOGIES

Westminstertech.com

3

Accessibility: required by 1+ billion; benefits all

Accessible technology benefits everyone, including people with:

- Permanent disabilities like those listed below
- Temporary impairments like cataracts or a broken arm
- Situational requirements like working hands-free and eyes-free while driving.

Visual	Hearing	Cognitive	Speech	Mobility	Neural
• Colorblind • Low vision • Blind	• Hard of hearing • Deaf	• Learning disabilities • Autism • Seizure	• Speech impediment • Unable to speak	• Arthritis • Quadriplegia • Spinal cord injury	• Bipolar • Anxiety • PTSD • OCD • Depression

Disabilities come in many forms both visible and unseen

Enhancing Productivity with Windows 10 Assistive Technologies Webinar.

Westminster
TECHNOLOGIES

Westminstertech.com

4

Features at a Glance

Vision	Hearing	Physical	Cognition
• Narrator • Braille beta • Magnifier • Color Filters • Cursor and pointer adjustments • Display Customization • High Contrast Themes • Keyboard shortcuts	• Closed Captions • Mono audio • Skype translator	• Eye Control • Sticky, filter, and toggle keys • Mouse keys • Dictation	• Learning Tools in Microsoft Edge • Text suggestions* *coming in next build

Support articles for all features can be found at: https://www.microsoft.com/en-us/Accessibility/windows

Westminster
TECHNOLOGIES
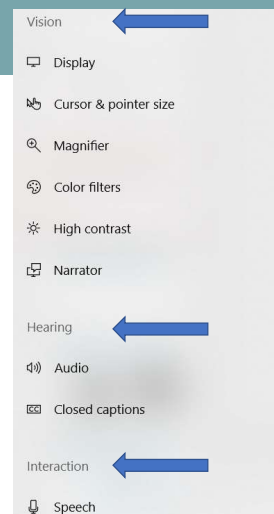
Westminstertech.com

5

Ease of Access

- Start – Settings – Ease of Access
- Accessibility settings are categorized by area of need

Ease of Access
Narrator, magnifier, high contrast

Westminster
TECHNOLOGIES

Westminstertech.com

6

Vision

Narrator, Magnifier, Color Filters

Westminster
TECHNOLOGIES

Westminstertech.com

7

Vision

- <u>Narrator</u>
  - Shortcut Keys
    - Windows + Ctrl + Enter
    - Windows + Volume
  - Help links in settings
    - Quick Start
    - How-To Guides

Use Narrator

Use Narrator to read and interact with your device

⬤ Off

☑ Allow the shortcut key to start Narrator

To turn Narrator off with a touchscreen, tap the Narrator slider, and then double-tap anywhere on the screen.

Press the Windows logo key ⊞ + Ctrl + Enter to turn Narrator on or off.
Press the Windows logo key ⊞ + Volume Up to turn Narrator on or off on touch devices.
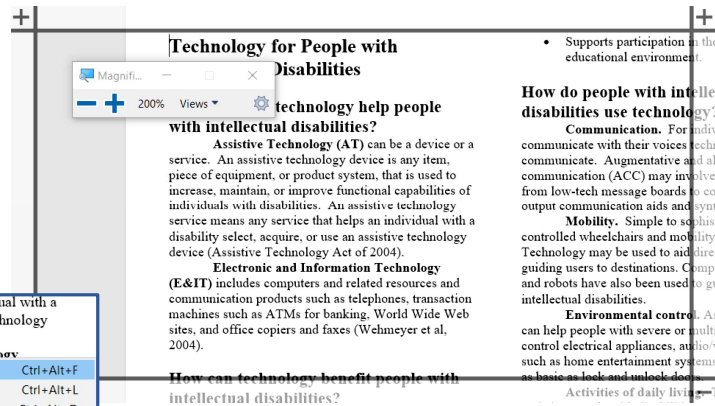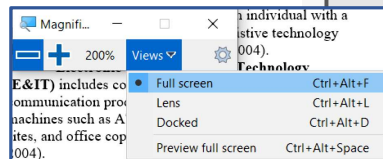Learn Narrator basics with QuickStart

Learn how to use Narrator

Westminster
TECHNOLOGIES

Westminstertech.com

8

Vision

- **Magnifier**
  - Shortcut keys
    - Windows - +
    - Windows - -
    - Windows - Esc
  - Mouse Docking
  - Keyboard Focus

Westminster
TECHNOLOGIES

Westminstertech.com

9

Vision

- Contrast - Color Filters
  - Shortcut Key – Windows + Ctrl + C
  - Three color filters
  - Filters for colorblindness

Color filters

Make photos and colors easier to see by applying a color filter to your screen.

Use color filters

Turn on color filters

[On]

☐ Allow the shortcut key to toggle filter on or off

Press the Windows logo key ⊞ + Ctrl + C to toggle filter on or off.

Westminster
TECHNOLOGIES

Westminstertech.com

10

5

11

12

Hearing

Closed Caption, Mono Audio, Skype Translator

Westminster
TECHNOLOGIES

Westminstertech.com

13

Hearing

- Presentation Translator
- PPT for Windows with a microphone
- Slide Show Tab – Always Use Subtitles (Show Subtitles)
  - Settings include:
    - Language
    - Microphone
    - Location of captions/translation

☐ Always Use Subtitles

▣ Subtitle Settings ▾

   Spoken Language: English (United States) ▸

   Subtitle Language: English ▸

🎤 Microphone ▸

▢ Bottom (Overlaid)

▢ Top (Overlaid)

▣ Below Slide

▢ Above Slide

   More Settings (Windows)...

Westminster
TECHNOLOGIES
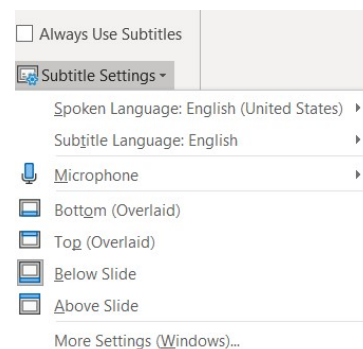
Westminstertech.com

14

Hearing

- Closed Captions
  - Caption Font
    - Color
    - Transparency
    - Style
    - Size
    - Effects
  - Caption Background
  - Dim Window Content

Closed captions

Make your device easier to use without sound by displaying audio as text.

Preview

Use the dropdown menus to change how closed captions appear in Windows

Captions look like this

Change caption font

Caption color

Default

Caption transparency

Default

Caption style

Default

Preview

Use the dropdown menus to change how closed captions appear in Windows

Captions look like this

Westminster
TECHNOLOGIES

Westminstertech.com

15

Hearing

- Visual Notifications
  - Flash title bar
  - Flash active window
  - Flash entire screen

Show audio alerts visually

Select how visual alerts for notifications are displayed

| No visual alert |
| Flash the title bar of the active window |
| Flash the active window |
| Flash the entire screen |

Westminster
TECHNOLOGIES

Westminstertech.com

16

Hearing

- ASL Answer Desk
  - ASL Agents
  - Videophone support
  - Communicate through sign language
  - Use LogMeIn program, for troubleshooting

Disability Answer Desk

The Disability Answer Desk is where people with disabilities can get support with Microsoft products and accessibility features.

Connect with a Microsoft expert:

Call +1 (800) 936-5900

Chat online

American Sign Language
+1 (503) 427-1234
Learn about ASL

Westminster TECHNOLOGIES

Westminstertech.com

17

Physical

Dictation, Keyboard, Eye Control,

Westminster TECHNOLOGIES

Westminstertech.com

18

Physical

- <u>Dictate</u>
  - Dictate Icon (Home Tab)
  - Windows key + H
  - Word, Outlook, PowerPoint
  - Insert punctuation
- Speech Recognition
  - Windows + Ctrl + S
  - Ease of Access - Speech
  - Control your computer/device with only your voice

Westminster
TECHNOLOGIES

Westminstertech.com

19

Physical

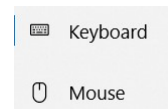- Mouse keys - Use the number pad to move the cursor
- Sticky Keys – one key press keyboard shortcuts
- Filter Keys – ignore brief or repeated keystrokes

Keyboard

Mouse

Use Sticky Keys

Press one key at a time for keyboard shortcuts

Off

☑ Allow the shortcut key to start Sticky Keys

Press the Shift key five times to turn Sticky Keys on or off

Westminster
TECHNOLOGIES

Westminstertech.com

20

Physical

Eye control

Eye control lets you use eye tracking technology to control the mouse, type using an on screen keyboard, and communicate with people using text-to-speech.

Use eye control (preview)

To use eye control, connect a supported eye tracking device
Get more info about eye control

- Eye Control – Windows 10
  - Setting - Ease of Access – Eye Control
  - Need an eye tracker installed
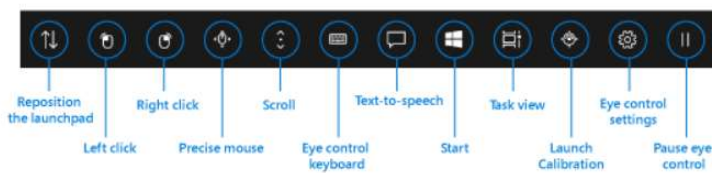
Westminstertech.com

21

Tobii

- Tobii Eye Tracker 4C
- Tobii EyeX
- Tobii Dynavox PCEye Plus
- Tobii Dynavox EyeMobile Mini
- Tobii Dynavox EyeMobile Plus
- Tobii Dynavox PCEye Mini
- Tobii Dynavox PCEye Explore
- Tobii Dynavox I-Series+
- Selected laptops and monitors that include eye tracking integrations

EyeTech

- TM5 Mini

aka.ms/eyecontrol

Westminstertech.com

22

Cognition

Focus Assist, Text Suggestions, Editor

Westminster
TECHNOLOGIES

Westminstertech.com

23

Cognition

- **Focus Assist**
  - Settings – System – Focus Assist
  - Automatic Rules - Alarms or Priority Only*
    - During these times*
    - When duplicating display
    - When playing a game*
    - When home*

Focus assist

○ Off
Get all notifications from your apps and contacts.

◉ Priority only
See only selected notifications from the priority list. The rest will go straight to action center.
Customize your priority list

○ Alarms only
Hide all notifications, except for alarms.

Westminster
TECHNOLOGIES

Westminstertech.com

24

Cognition

- Minimize distractions
  - Various areas in Settings section
    - Ease of Access
    - Personalization
    - Tiles
    - Microsoft Edge

- Visual Distractions
- Taskbar Clutter
- Live Tiles
- Reading View

Simplify and personalize Windows

Show animations in Windows

On

Westminster
TECHNOLOGIES

Westminstertech.com

25

Cognition

- Text Suggestion
  - Settings – Devices – Typing
  - Word prediction for onscreen keyboards
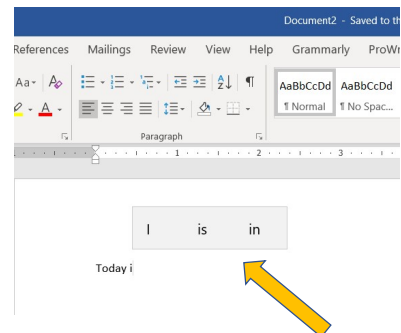 - Turn on for using a hardware keyboard

Hardware keyboard

Text suggestions for the hardware keyboard aren't available in some languages

Show text suggestions as I type

On

Autocorrect misspelled words I type

Off

I   is   in

Today i

Westminster
TECHNOLOGIES

Westminstertech.com

26

One Note

Built-in accessibility

Westminster
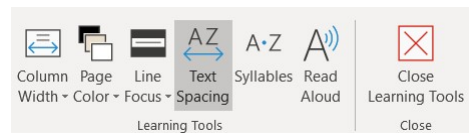TECHNOLOGIES

Westminstertech.com

27

Office 365

- Learning Tools
  - Word – View – Learning Tools
    - Background color
    - Read Aloud
    - Line Focus
  - OneNote
    - Same learning tools
    - Office Lens
    - Translate

Column Width · | Page Color · | Line Focus · | Text Spacing | Syllables | Read Aloud | Close Learning Tools
Learning Tools · Close

This guide describes accessibility features built into Windows and Microsoft Office, as well as different types of assistive technology products that are designed for individuals who are Deaf or Hard of Hearing. Note that some sections of this guide may be useful to individuals with different types of disabilities like learning or mobility.

Microsoft wants to give the best possible

who are Deaf or Hard of Hearing

Westminster
TECHNOLOGIES

Westminstertech.com

28

14

Office 365

Immersive Reader

- OneNote and Word
  - Grammar
    - Syllables
    - Parts of Speech
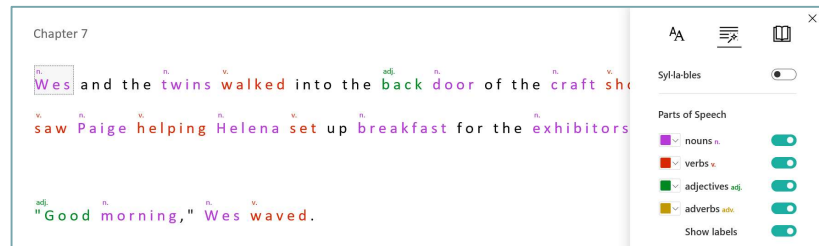
Westminstertech.com

29

Office 365

Immersive Reader

- OneNote and Word
  - Text
    - Size
    - Spacing
    - Font
    - Themes (color)
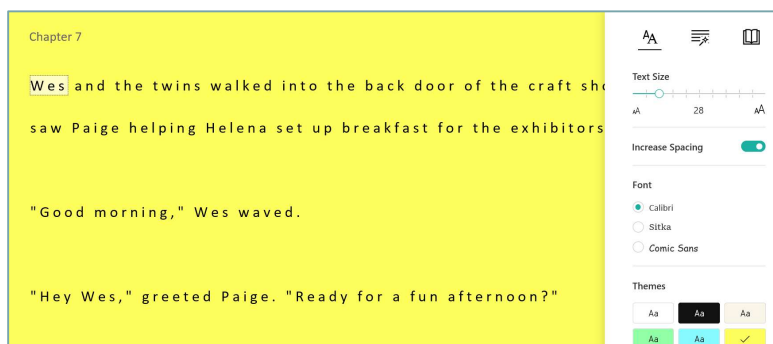
Westminstertech.com

30

Office 365

Immersive Reader

- OneNote and Word
  - Reading Preferences
    - Line Focus
    - Picture Dictionary
    - Translate
  - Voice Settings
    - Voice Speed
    - Voice Selection
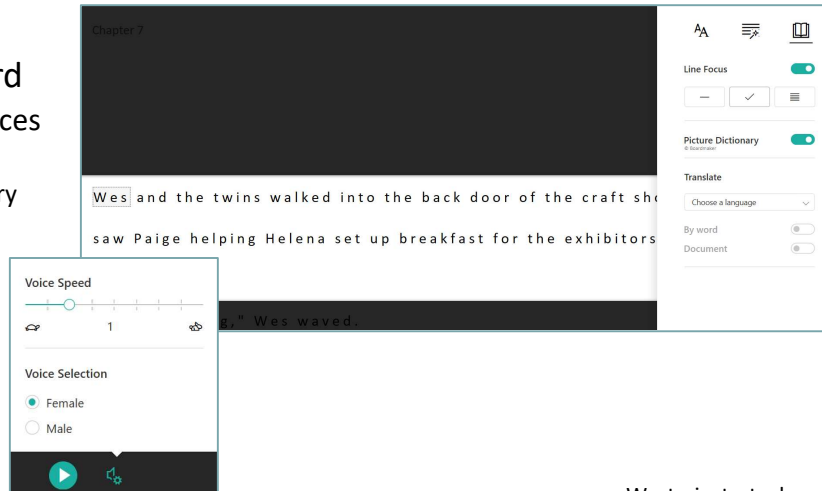
Westminstertech.com

31

OneNote

- Office Lens
  - App for Windows and iOS devices
  - Choose picture type:
    - Whiteboard
    - Document
    - Business Card
    - Photo
  - Take picture
    - Filter
    - Crop
    - Rotate
    - Add Text
    - Draw
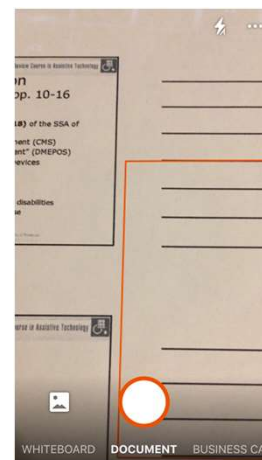
Westminstertech.com

32

16

OneNote

- Office Lens
  - Export To
    - 'Save To' options
      - Photo Library
      - PDF
      - OneNote
      - OneDrive
      - Word
      - PPT
    - 'Share To' options
      - Outlook
      - Mail
      - Immersive Reader
      - Other Apps

Westminster TECHNOLOGIES
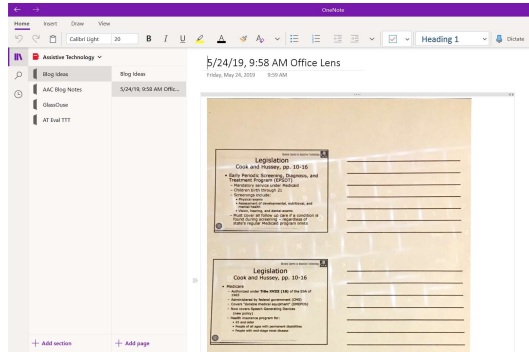
Westminstertech.com

33

Accessibility Checker

Accessible Content

Westminster TECHNOLOGIES

Westminstertech.com

34

Accessibility Checker

- Available in office programs
  - Review Tab – Check Accessibility
  - Shows errors & warnings
  - Clicking on drop-down provides recommended actions
  - Additional Information
    - Why Fix?
    - Steps to Fix

Accessibility Che.. ▾ ✕

Inspection Results

Errors

▷ Missing alternative text (1)
▷ Image or object not inline. (1)

Warnings

▷ Merged or split cells in table (1)
▷ Check reading order (1)

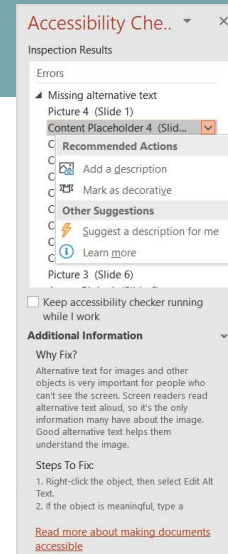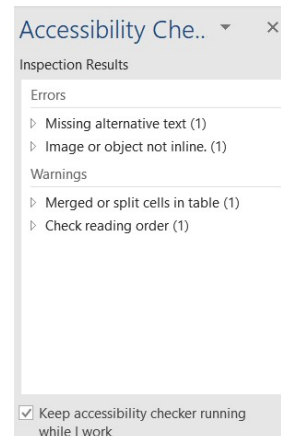☑ Keep accessibility checker running while I work

Accessibility Che.. ▾ ✕

Inspection Results

Errors

◢ Missing alternative text
    Picture 4 (Slide 1)
    Content Placeholder 4 (Slid... ▾
    Recommended Actions
    Add a description
    Mark as decorative
    Other Suggestions
    Suggest a description for me
    ⓘ Learn more
    Picture 3 (Slide 6)

☐ Keep accessibility checker running while I work

Additional Information ▾

Why Fix?
Alternative text for images and other objects is very important for people who can't see the screen. Screen readers read alternative text aloud, so it's the only information many have about the image. Good alternative text helps them understand the image.

Steps To Fix:
1. Right-click the object, then select Edit Alt Text.
2. If the object is meaningful, type a

Read more about making documents accessible

Westminster TECHNOLOGIES

Westminstertech.com

35

Accessibility Learning Content

5 links to bookmark and share

1. Educator Training on Inclusive Content
   aka.ms/accessiblecontenttraining
2. Educator Training for Personalizing Learning
   education.microsoft.com/GetTrained/accessibility
3. Office 365 Accessibility Support Documentation
   aka.ms/OfficeSupport
4. Answer Desk for Accessibility Support
   aka.ms/Edad
5. Microsoft Accessibility Overview
   Microsoft.com/Accessibility

Westminster TECHNOLOGIES

Westminstertech.com

36

Resources

- Accessibility learning webinar series, https://sway.office.com/ofnj0y3PT7dnqb0Z?ref=Link

- Center, SETC Special Education Technology, director. Enhancing Productivity with Windows 10 Assistive Technologies Webinar. YouTube, YouTube, 30 May 2018, www.youtube.com/watch?v=5zNS0fH7l3o&list=PLLHYiCCtuxdOLdiacVR NQ8MH373qPm0gX.

- Disability Answer Desk, https://www.microsoft.com/en-us/accessibility/disability-answer-desk

Westminster TECHNOLOGIES

Westminstertech.com

37

Resources

- Get started with eye control in Windows 10, https://support.microsoft.com/en-us/help/4043921/windows-10-get-started-eye-control

- Guide for people who are blind or low vision, https://support.microsoft.com/en-us/help/4089827/windows-10-guide-for-people-who-are-blind-or-low-vision

- Guide for people who are deaf or hard of hearing, https://support.microsoft.com/en-us/help/4456772/windows-10-guide-for-people-who-are-deaf-or-hard-of-hearing

Westminster TECHNOLOGIES

Westminstertech.com

38

Resources

- Make it easier to focus on tasks, https://support.microsoft.com/en-us/help/27930/windows-10-make-it-easier-to-focus-on-tasks

- "Microsoft Accessibility." Microsoft Accessibility, www.microsoft.com/en-us/accessibility.

- Presentation Translator for PowerPoint, https://www.microsoft.com/en-us/translator/apps/presentation-translator/

39

Questions

Westminster TECHNOLOGIES

Westminstertech.com

40

Any Questions after Webinar

Heather R Koren, ATP	AT of Ohio
844-881-2088	800-784-3425
hkoren@westminstertech.com	darling.12@osu.edu
www.westminstertech.com	atohio.engineering.osu.edu

Westminster
TECHNOLOGIES

Westminstertech.com

41