# Chromebook Accessibility chromebook icon

Chromebook provides users with the option to personalise the settings and make the device easier to use with its inbuilt accessibility features.

## Accessibility features

* Select the settings menu by either pressing Alt, shift and S or locating it in the menu by clicking on the time in the bottom right.
* Go to Advanced.
* In the 'Accessibility' section, select Manage accessibility features.
* You can also gain quick access to accessibility features, turn on **Always show accessibility options** in the system menu.

## ChromeVox

Pressing Ctrl + Alt + z will activate chromevox. On tablets, press and hold the Volume down + Volume up buttons for 5 seconds. While holding the buttons, a noise will alert you that ChromeVox has activated. Refer to the ChromeVox keyboard shortcuts for further support.

## Select to Speak

* Settings/advanced/accessiblity/manage accessiblity features.
* Under 'text-to-speech', turn on Enable Select to Speak.
* Press and hold the Search key search key image and click a line of text.
* Press and hold the Search key search key image and drag the pointer over an area of the screen.
* Highlight the text and press the Search key search key image + s.
* At the bottom right, near the time, select Select to Speak speak icon image. Then select a line of text or drag the pointer over an area of the screen.
* On a touchscreen: At the bottom right, near the time, tap Select to Speak speak icon image. Then tap a line of text or drag your finger over an area of the screen.
* Each word will be highlighted as the text is read.
* To stop Select to Speak while it’s reading, press Ctrl or the Search key search image icon. You can also select Stop stop image icon

## Magnifier

You can make the page that you're looking at bigger or smaller, but keep other parts of your screen the same size.

* To make the page bigger: Press Ctrl and + (plus key).
* To make the page smaller: Press Ctrl and - (minus key).
* Reset zoom: Press Ctrl + 0.

## Make everything on your screen bigger or smaller

* To make your screen bigger, decrease resolution: Press Ctrl + Shift and + (plus key).
* To make your screen smaller, increase resolution: Press Ctrl + Shift and - (minus key).
* Reset resolution: Press Ctrl + Shift + 0.
* Touch screen gesture is standard two finger pinch and open to increase and decrease screen size.

## Magnification

* Settings/advance/accessiblity/Manage accessibility features.
* Under 'Display', turn on Enable full-screen magnifier.
* To choose your zoom level, next to 'Fullscreen zoom level', select down arrow.
* To move around, press Ctrl + Alt + Up arrow, Down arrow, Left arrow, or Right arrow.
* In full screen zoom mode on a touchscreen, use two fingers to move around the screen.

## Docked magnifier

Settings/advanced/accessiblity/manage accessiblity features

* Enable docked magnifier.
* To choose your zoom level, next to 'Docked zoom level', select Down arrow.
* At the top of your screen, you’ll see the zoomed in area. To change what's magnified, move your cursor.
* To increase magnification: Press Ctrl + Alt + Brightness up increase brightness icon. You can also press Ctrl + Alt, then scroll with two fingers up on the touchpad.
* To decrease magnification: Press Ctrl + Alt + Brightness down decrease button icon. You can also press Ctrl + Alt, then scroll with two fingers down.
* To move the magnified view around: Move your cursor in any direction. You can also press Tab to move from item to item on your screen.
* Touch screen gestures are standard two finger pinch and open to zoom in and out.

## Sticky Keys

Sticky keys enables keyboard shortcuts to be entered one key at a time.

* **To use sticky keys**, press Search search icon, Launcher launcher image icon, Shift, Alt, or Ctrl, whichever key starts the keyboard shortcut.

1. To keep a key pressed until you finish the keyboard shortcut, press the key twice.
2. To unpress a key, press it a third time.

## Dictation

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'.

* Settings/advanced settings/accessibility/Manage accessibility features.
* Under 'Keyboard and text input', turn on Enable dictation (speak to type).
* Tap or select where you want to type.
* Select Speak microphone icon. You can also press Search search icon + d. Or press Launcher launcher image icon + d.
* Say what you want to type.

## Tap and drag your finger to move objects

* Settings/advanced settings/accessibility/manage accessibility features.
* Under 'Mouse and touchpad', select Open mouse and touchpad device settings.
* Turn on Enable tap dragging.
* To use tap-to-select, double-tap the object and hold, then drag it to move.

To find out more about how to use accessibility features on your Chromebook, click [Chromebook accessibility video series](https://youtube.com/playlist?list=PL5aqr5w5fRe7QWzXhqxrilIVduWEmLHM2) link.

|  |
| --- |
| Visibility Scotland is the trading name of GWSSB (formerly Glasgow and West of Scotland Society for the Blind). GWSSB is a company registered in Scotland, limited by guarantee with its registered office at 2 Queen’s Crescent, Glasgow, being a recognised Scottish Charity. Registered number SC116552. Scottish Charity Number SC009738. |

# End of document