# Microsoft Windows 10



Windows Accessibility has come a long way and the features on Windows 10 are certainly Microsoft’s best yet.

For visually impaired people Windows 10 offers plenty of scope for personalisation.

## Personalise display setting

### Start/settings/Ease of Access/Displays

By navigating to Ease of Access in settings and from it the display option under Ease of Access you have the opportunity to adjust the default settings. Text and icon sizes can be adjusted and themes can be set to enable high contrast or set a solid background to the desktop.

**Tip** - Enabling night light reduces the amount of blue light produced by the screen and can go a long way to preventing eye strain. This can be set to a timer and come on at sunset.

To quickly navigate to Ease of Access press windows key  and U.

## Magnifier

Full screen magnification is provided and shortcut keys enable a smooth zoom in and out. On full screen the focus will follow the mouse cursor, keeping it centre of the screen by default.

The style of magnification can also be changed to suit your needs, this can be docked or in the form of a lens which follows the mouse cursor.

### Magnifier Keyboard shortcuts

To turn magnifier on and zoom in press windows key  and plus sign 

To zoom out, press windows keyand minus sign 

To exit magnifier, press windows key and escape key 

To find out more search Microsoft Support, Use Magnifier to make things on the screen easier to see.

<https://support.microsoft.com/en-us/windows/use-magnifier-to-make-things-on-the-screen-easier-to-see-414948ba-8b1c-d3bd-8615-0e5e32204198>

## Narrator

Windows built in screen reader, Narrator reads aloud all text and information on the screen and is navigable by using specific keystrokes. Narrator users can personalise their experience in a number of different ways.

Changing the voice, the pitch and speed of the voice, customising individual keystrokes or choosing the audio output for narrator (separate speaker or headphones).

**Tip** – to start Narrator press windows key  and control and enter (press again to exit). As well as starting narrator, initially this will open a user guide and tutorial.

To find out more search Microsoft Support, Complete guide to Narrator.

<https://support.microsoft.com/en-us/windows/complete-guide-to-narrator-e4397a0d-ef4f-b386-d8ae-c172f109bdb1>

## Dictation

Windows built in Dictation allows you to turn your speech to text.

To start Dictation, press the windows key  and H

This opens up a toolbar to start dictating. If this is your first-time using Dictation in Windows, then it may ask you to go to Settings. In ‘Speech’ switch on the ‘Online speech recognition’.

Once Dictation is on, say “Start listening” - just speak and it will type your speech to text - to stop say “Stop Listening”. Whist you are dictating remember your punctuation! For example – say, “Comma,” or “Full stop” and “New line,” where needed.

**Tip** - This is best used with a headset.

To find out more search Microsoft Support, Use dictation to talk instead of type on your PC.

<https://support.microsoft.com/en-us/windows/use-dictation-to-talk-instead-of-type-on-your-pc-fec94565-c4bd-329d-e59a-af033fa5689f>

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