

## Accessibility

### **Visual Impairment**

#### **Magnifier**

Magnifiers are available on most operating systems. They allow the user to zoom in on any application, including browser windows and third party applications like Zoom.

To turn on this feature on Windows, click the Windows logo key and the Plus sign (+) on your keyboard at the same time. A menu will appear, with a plus(+) and minus(-) sign, selecting these will zoom in and out on your device. To turn off the feature, click the Windows logo key and Esc key at the same time.

If you prefer to use your mouse for this feature go to Start > Settings > Ease of Access > Magnifier > Turn on Magnifier.

#### **Zoom screen reader support**

Zoom now officially supports the most popular screen reader programs. Read below on how to setup JAWS, the screen reader for Windows OS:

JAWS is a free software that allows visually impaired people to interact with the Windows operating system. Click [here](#) to go the downloads page, and then select the most recent link to start the download.

Once the file is downloaded, open it to run the installation wizard. The wizard will talk you through the installation process. Once finished, restart your computer and run the software, and make sure to plug in an audio device.

The software will automatically work with any browser window and many popular third party applications like zoom, allowing you to navigate these applications with ease. To use with zoom, all you need to do is turn on your audio device and open the zoom app.

#### **Screen readers for your browser**

Select and speak is a new screen reader extension that can read aloud any selected text within the browser window. It is very easy to setup and supports 27 different languages. It is available on the following browsers:

Chrome, Opera, Brave, Microsoft Edge, Internet Explorer

To setup, first visit [here](#) and select 'add to chrome' on the right hand side of the page.

A popup will appear like below asking if you would like to install the extension. Click add extension button.

To use this extension, simply highlight the text that you would like to be read aloud, and click the 'play' button at the top right of the browser window.

Read Aloud: A text to Speech Voice Reader is a screen reader extension for Firefox that can read aloud any selected text within the browser window. It supports 40+ languages, and is very easy to set up and use. Read the guide below on how to set this up on Firefox:

First, navigate to the download page [here](#). On the page, select the big blue Add to Firefox button.

A popup will appear underneath the address bar, asking for permission to install the extension. Click the blue Add button to confirm. The extension is now successfully installed.

To use the extension, simply highlight any text on a webpage, and click the small speaker button to the right of the address bar, as shown below.

## **Hearing Impairment**

### **Enabling Closed Captions in Zoom**

To turn on closed captions for zoom, first sign into the web portal with your username and password [here](#).

Once signed in, navigate to settings on the navigation bar at the left hand side of the screen.

In settings, make sure you are in the Meeting tab. Then select In meeting (Advanced) from the options below.

Make sure that Closed captioning is turned on. The button will be highlighted blue like below if the feature is activated.

### **Enabling Closed Captions On Vimeo**

To turn on Vimeo subtitles/closed captions, select the small cc button at the bottom right corner of the player, then choose the language that you would like them to be displayed in.

### **Enabling Closed Captions on YouTube**

To turn on YouTube subtitles/closed captions, select the cc button in the bottom right corner of the video.

## **Mobility Impairment**

### **Mouse Accessibility on Windows**

The mouse feature allows you to control your mouse only with your numeric keypad. This allows for more control over the mouse position, to make it easier to navigate the web and third party applications.

Click on start, and open Settings using the navigation menu on the left.

In settings, select ease of access.

Select Mouse from the navigation menu to the left.

Select the Turn on Mouse Keys button to use this feature. It will be highlighted blue once activated. There are also various settings which can be changed to make this feature more suitable, which are shown below.

### **Speech Control on Windows**

Speech control makes your device easier to use if you have limited reach or strength. With this feature, you can fully control your device using only your voice and use speech to text when you need to type.

Click on start, and open Settings using the navigation menu on the left.

In settings, select ease of access.

From the navigation menu on the left, select Speech under Interaction.

Click the button Turn on Speech Recognition to use this feature. It will be highlighted blue like below when activated.

### **Eye Control**

Eye control allows you to use eye tracking technology to control the mouse, type using an on screen keyboard and communicate with people using speech to text. To use this feature, connect a supported eye control device to your computer.

### **Windows On Screen Keyboard**

The on screen keyboard allows you to use a fully functional virtual keyboard while browsing, or just using the operating system. See below on how to turn on this feature.

Click on start, and open Settings using the navigation menu on the left.

In settings, select ease of access.

In the navigation menu on the left side of the window, scroll down to Interaction and select Keyboard.

Click the button Use the On-Screen Keyboard to turn on this feature. It will be highlighted blue when activated.

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Click on start, and open Settings using the navigation menu on the left.

In settings, select ease of access.

In the navigation menu on the left side of the window, scroll down to Interaction and select Keyboard.

Click the button Use the On-Screen Keyboard to turn on this feature. It will be highlighted blue when activated.

### **Cognitive Disabilities**

Reading websites out loud with text-to-speech tools

Sometimes its easier to learn by hearing, instead of seeing. Select and speak is a new screen reader extension that can read aloud any selected text within the browser window. It is very easy to setup and supports 27 different languages. It is available on the following browsers:

Chrome, Opera, Brave, Microsoft Edge, Internet Explorer

To setup, first visit [here](#) and select 'add to chrome' on the right hand side of the page.

### **Disabling pop-ups and animations**

Popup windows and animations can be very distracting, and make it difficult to browse the web easily. However, modern web browsers now all have functionality to block popups and animations, either through its settings or by downloading a browser extension. You can also disable adds, to

make pages less cluttered, by downloading an ad-block extension. These are available on all browsers.

### Microsoft Edge

If Microsoft Edge is your preferred browser, you can download an extension to disable animations. To turn off popups, navigate to settings, and search popups. You can then click on the result and select disable.

### Google Chrome

If Google Chrome is your preferred browser, you can download an extension to disable animations. To turn off popups, open the browser settings, and select the privacy and security tab on the left. Then select Site Settings.

Select Pop-ups and redirects, and make sure the option is disabled.