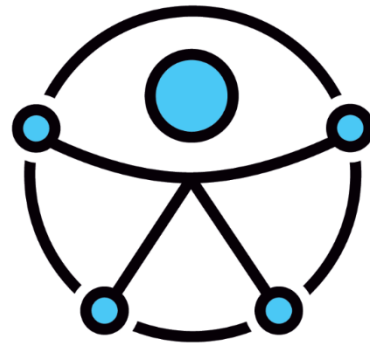
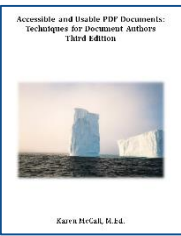


Windows 10 Accessibility

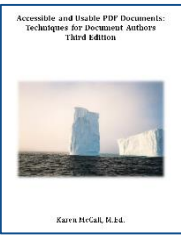


Karen McCall, M.Ed.
Karlen Communications
Copyright 2016



Hello!

- Hello is the new facial recognition tool so that you don't have to login to your computer with a password.
 - You create a PIN just in case you get the mumps, have an accident or somehow your camera isn't working.
 - You also can't have your glasses on when you start the computer if you didn't have your glasses on when you set Hello up...it doesn't recognize you.
- This is a great tool for those of us with disabilities to be able to login without having to remember a password.
- You also need to make sure that your camera is lined up with your face.
 - If you are off centre, it keeps asking where you are.

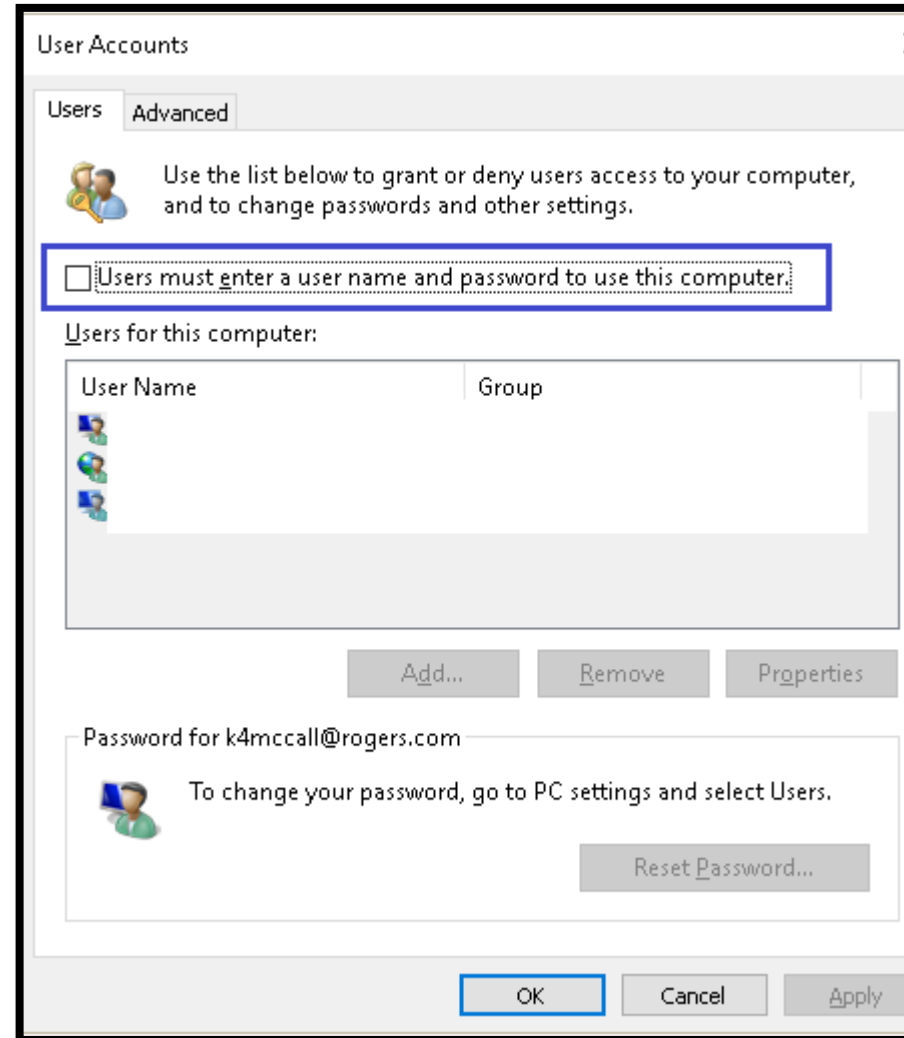
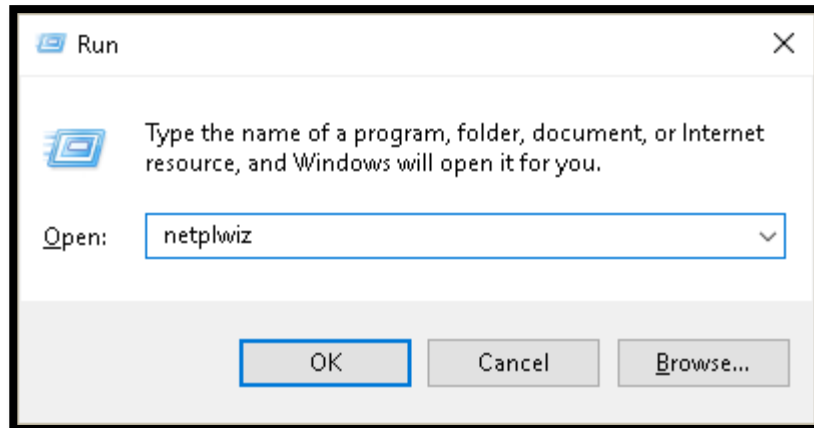


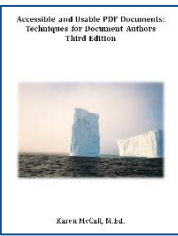
Oops, I Missed the Skip Login!

- There is an option when Windows is first installed not to login every time you start your computer if you don't have access to Hello.
 - It is easy to miss, then what do you do?
- Press Windows key + R and type the following without quotes “netplwiz”
- Press Enter.
- Uncheck “User must enter a username and password” check box.
- When the User Account dialog opens, type your password twice and then activate the OK button.
- Your computer will now bypass the Windows login on start-up or restart but not if you lock your computer
- To change other sign-in options go to Settings > Account > Sign-in Settings.



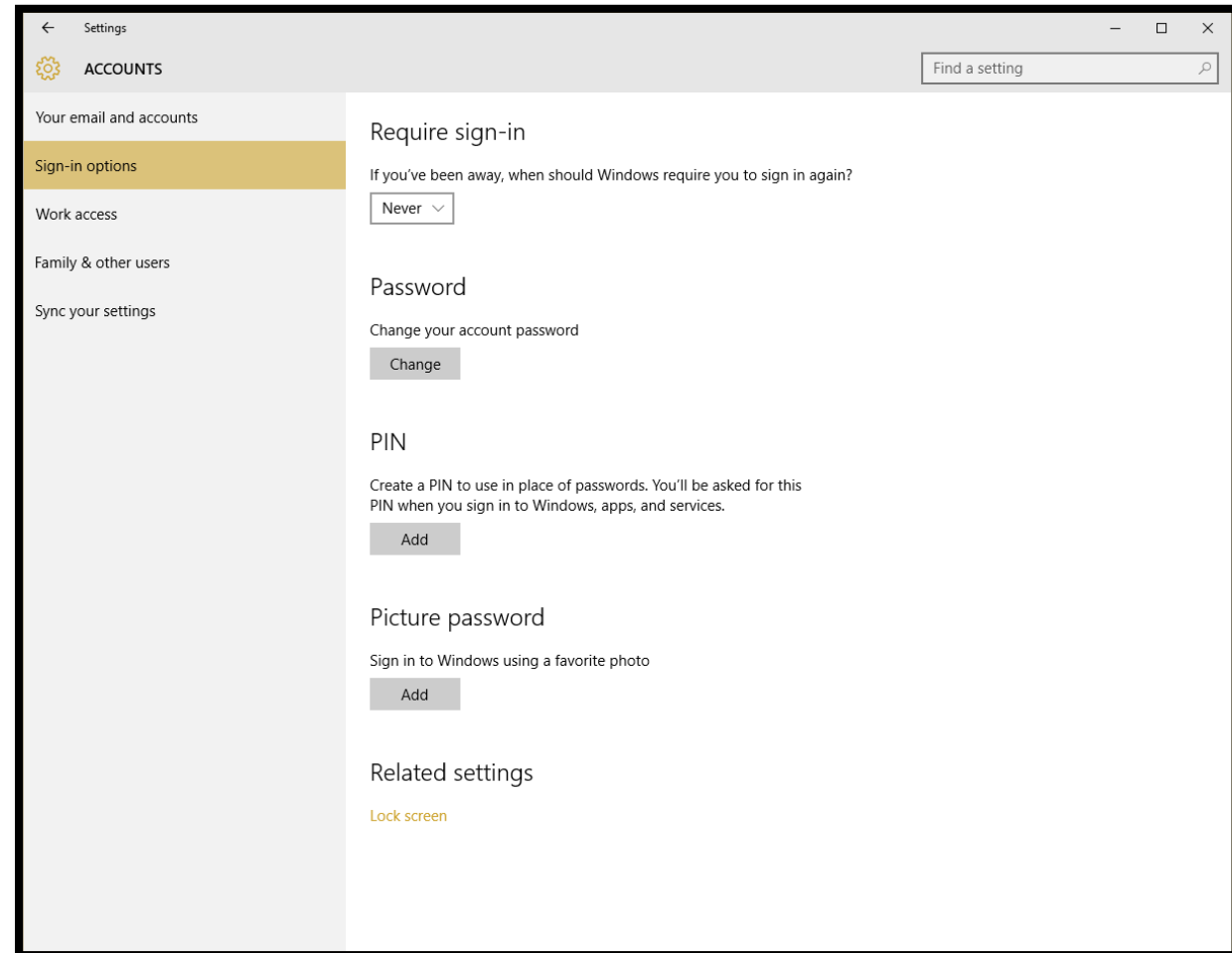
Bypass the Windows Login

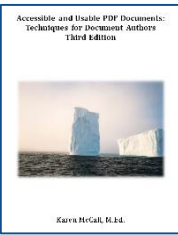




Settings > Account > Sign-in Settings

Windows key + letter I.

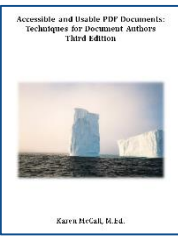




The Start Menu is Back!

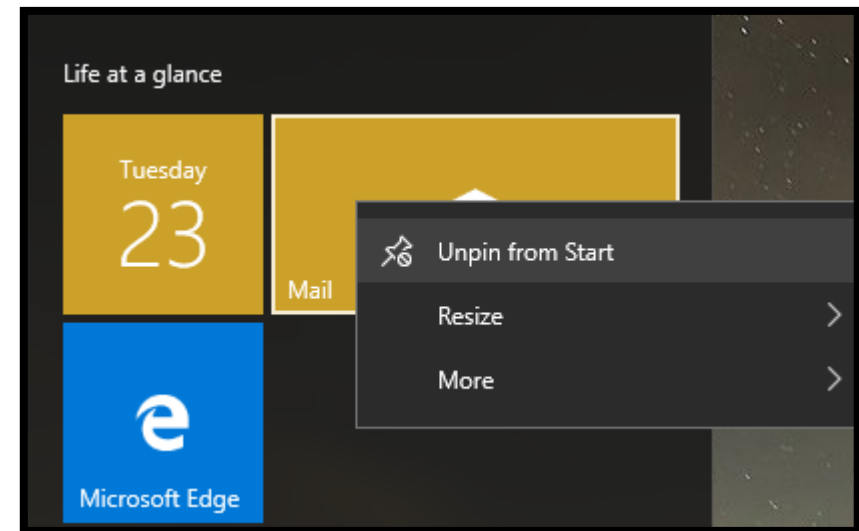
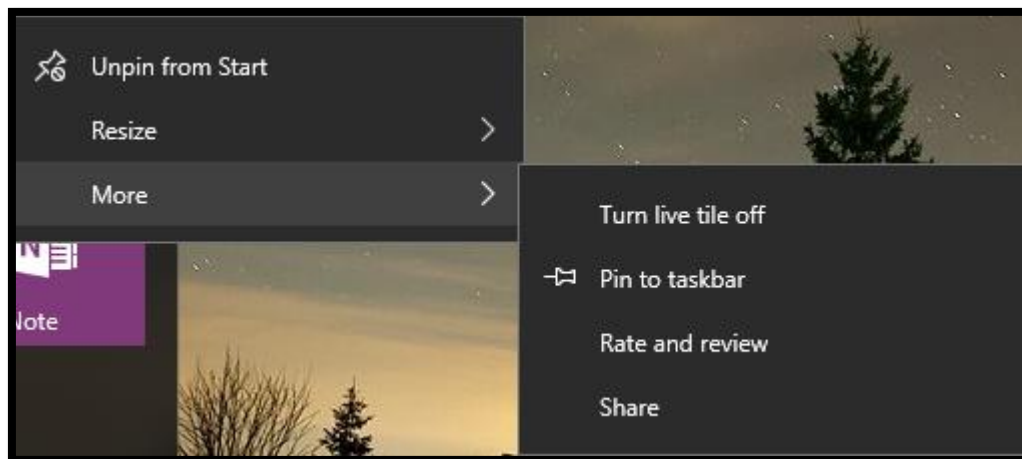
Press Windows key
to launch the Start
Menu!





Unpin from Start

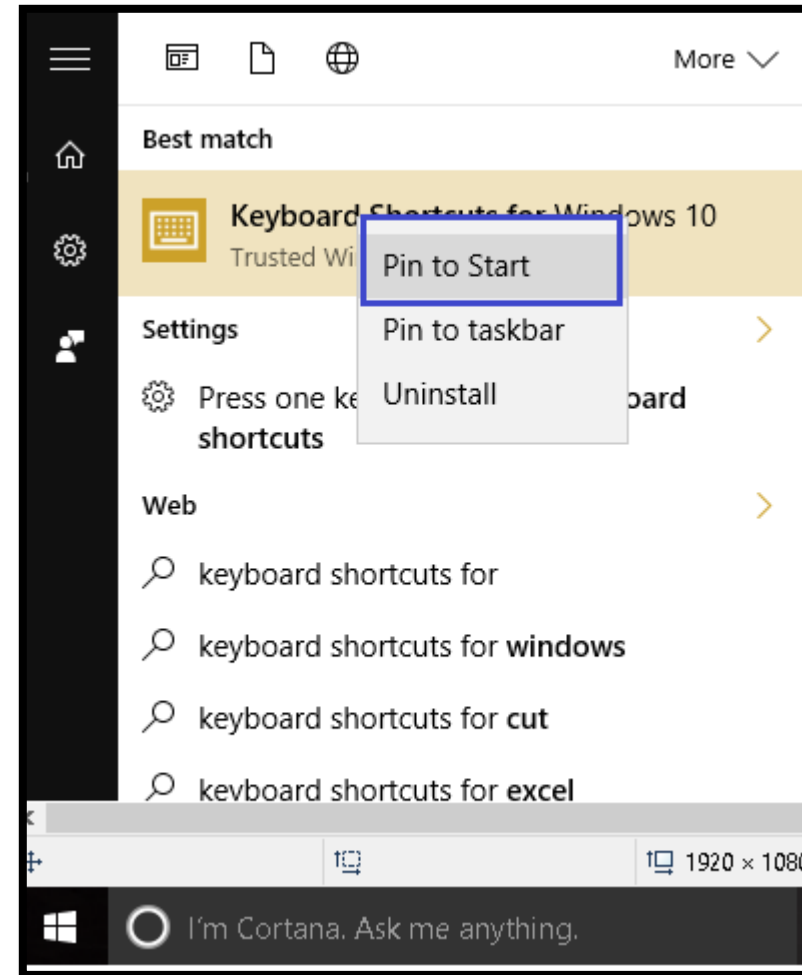
- AppKey or right mouse click.
- Choose Unpin from Start.
- More allows you to Share, Rate and Review or Pin to Taskbar.

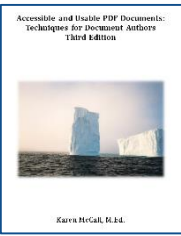




Pin to Start

- What if you purchase an app from the Microsoft Store and want it on the Start Menu?
 - For example, the free Keyboard Shortcuts for Windows 10 app.
- Search for it and then press the AppKey and choose Pin to Start.



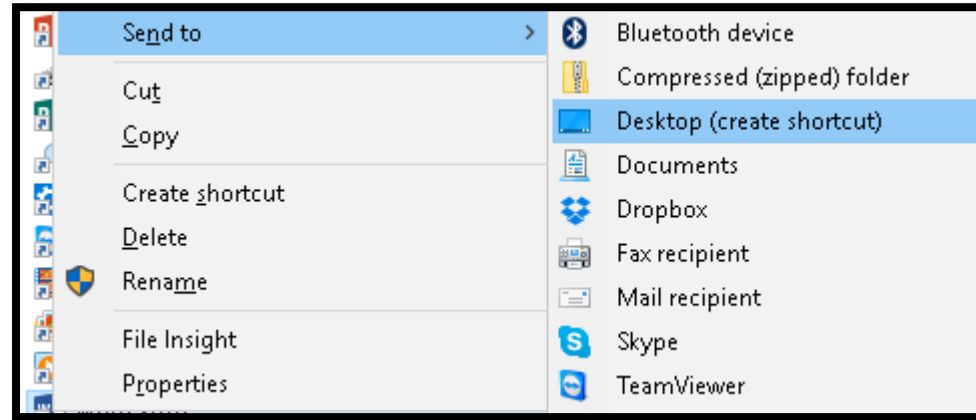
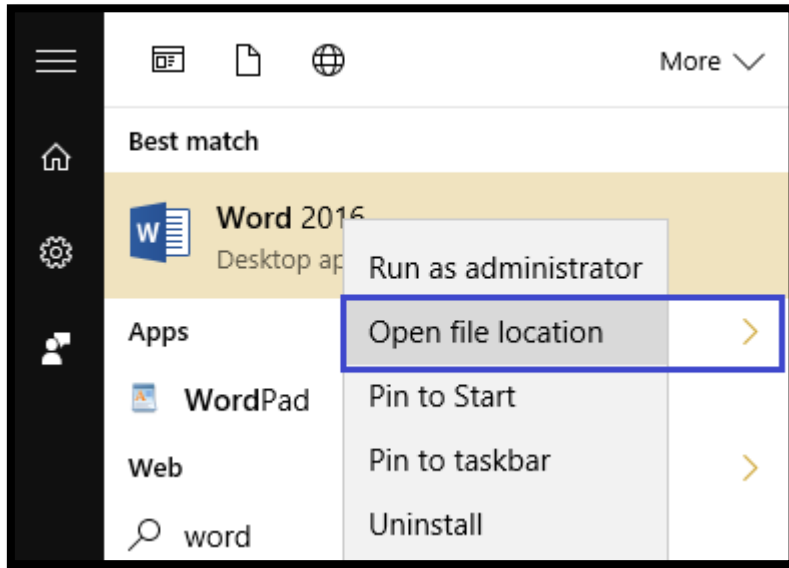


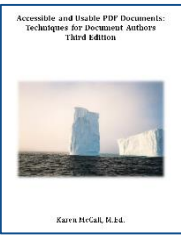
Putting Applications on the Desktop

- I find that things aren't where I think they should be.
- Press Windows key and type in the name of the application you are looking for, for example, Word.
- Put focus on Word and use the AppKey or right mouse click.
- From the context menu choose Open File Location.
- This takes you right to the folder that the application is in.
- Locate the application EXE file.
- Press the AppKey or right-click and choose "Send To" then from the sub-menu, choose Desktop Shortcut.



Desktop Icons



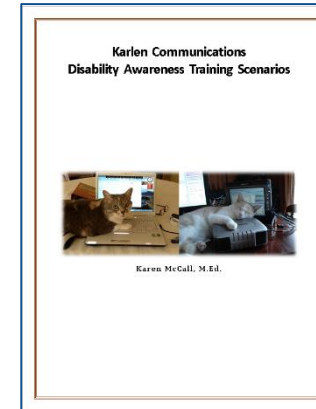


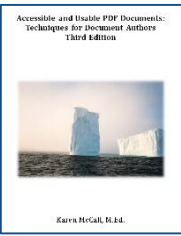
Keyboard Commands for the Taskbar

- Alt + a number, for example, Alt + number 1 on my computer would launch IE, Alt + 2 would launch Chrome, Alt + 3 would launch File Explorer and so forth.
- Pressing Windows key + T repeatedly cycles you through the items on the Taskbar.
 - At any time you can stop and either press Enter or Spacebar to launch the application.
- Keep in mind that applications on the Taskbar are always running in the background just waiting to be launched.
 - Items on the desktop (if not in the Taskbar) are launching “for the first time.”

Virtual Desktop/Task View

Using the Task View and Virtual Desktop in Windows 10.





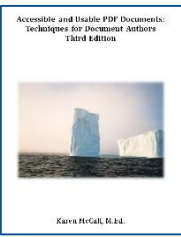
Virtual Desktop and Task View

- Create a new Virtual Desktop = Windows key + Ctrl + D.
 - Windows key + D takes you to the desktop.
- If you are using a screen reader, you may not be notified that you have created a Virtual Desktop.
- A Virtual Desktop lets you gather open applications that you are working in and have them on separate desktops.
 - For example I have Outlook, PowerPoint and IE open on one desktop and Word open on another.
- It gets a bit tricky switching desktops until you get the hang of it but there are keyboard commands!.

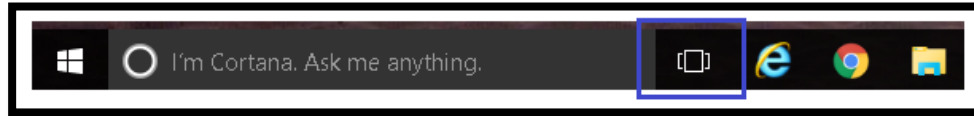


Navigating Virtual Desktops

- Press Windows key + Tab to open the Task View area to access your Virtual Desktops.
 - Any Virtual Desktops you've created will be visible.
- Press Tab to move into the “list” of Virtual Desktops.
 - Then use the Left and Right Arrows to move through the Virtual Desktops.
- With focus on a Virtual Desktop, press Tab again to move into the “list” of open applications for that Virtual Desktop.
 - Then use the Left and Right, Up and Down Arrows to move through open applications on the Virtual Desktop you chose.
- Windows key + Ctrl + Left or Right Arrow cycles you through available Virtual Desktops.

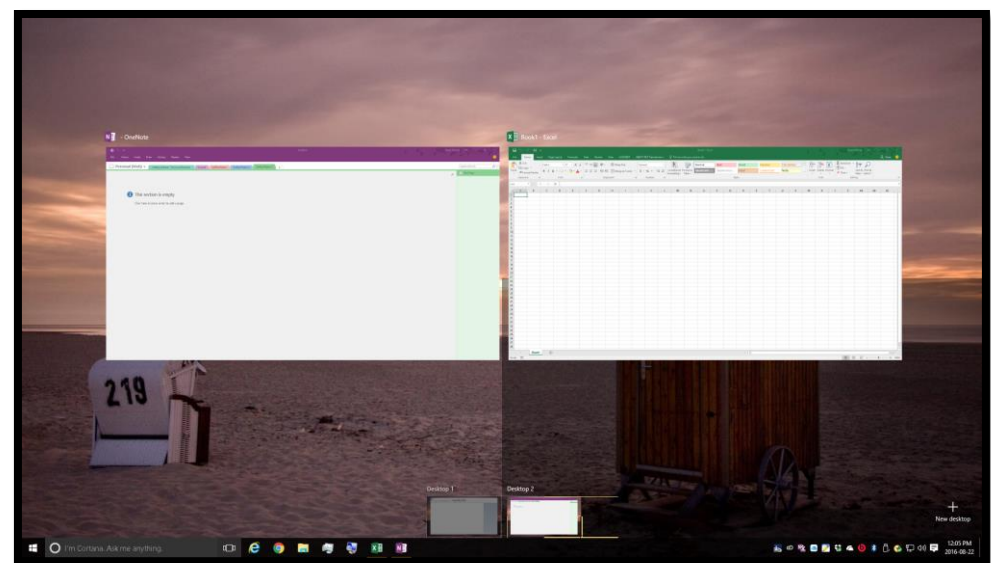
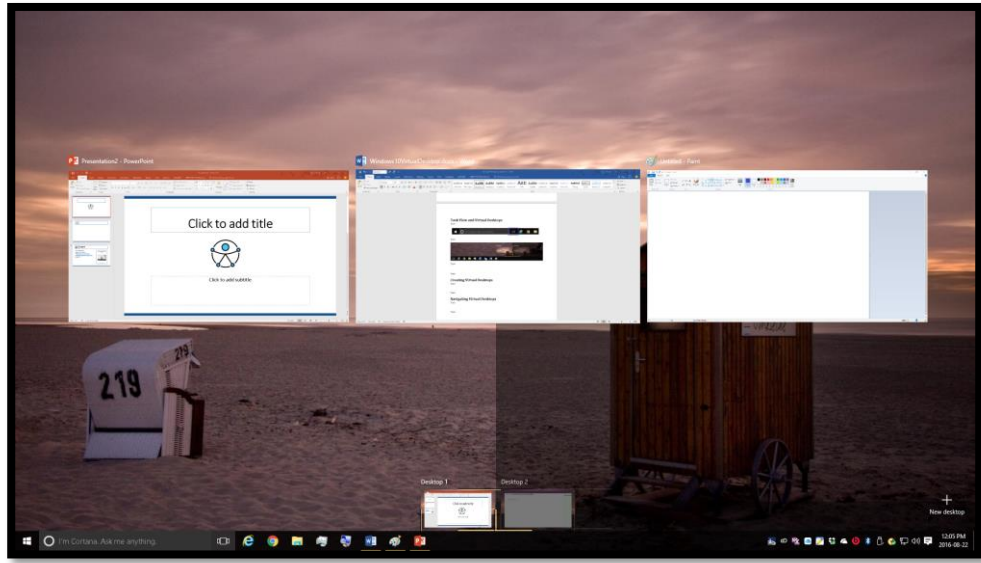


Virtual Desktop – 1



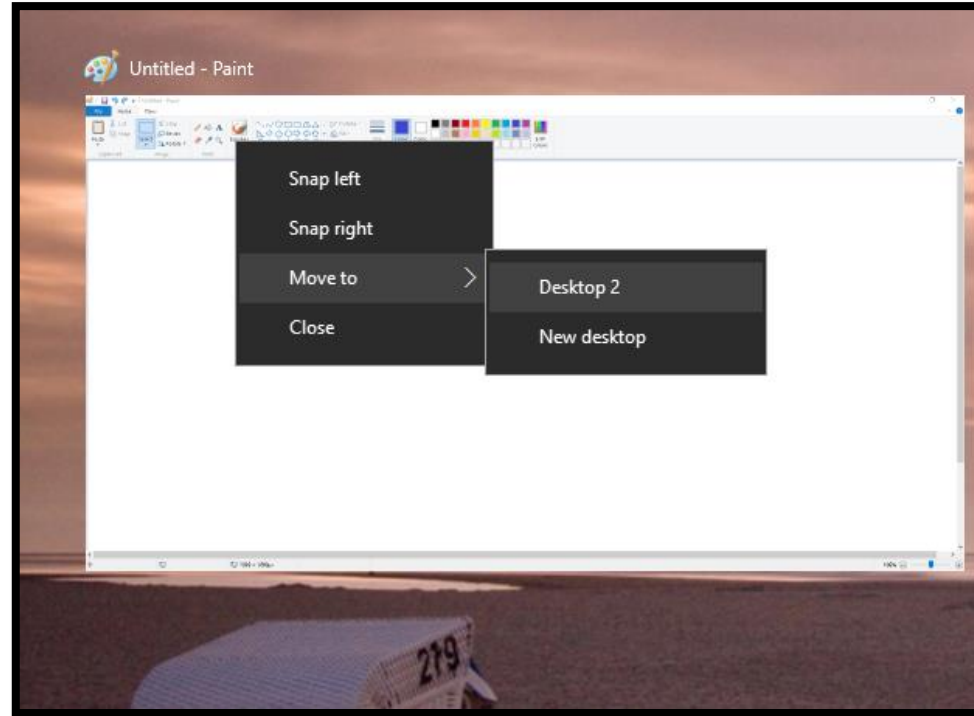


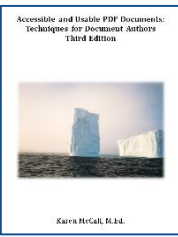
Virtual Desktop – 2



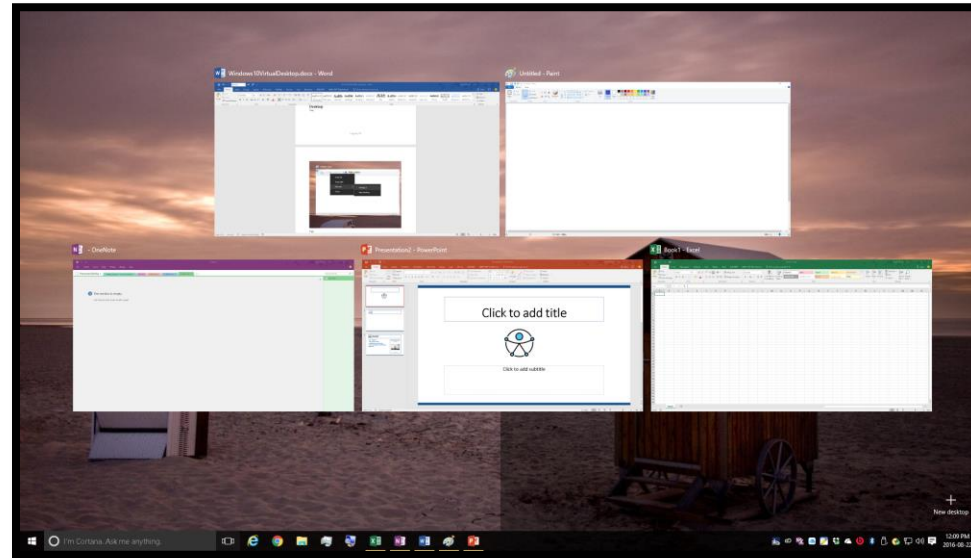


Virtual Desktop – 3



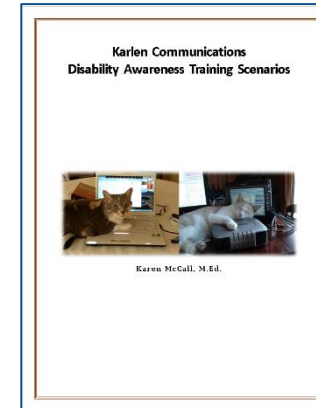


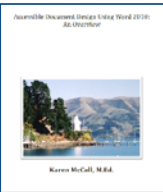
Virtual Desktop – 4



Action Centre

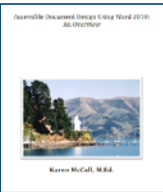
Settings, Notifications, Bluetooth et al!





What is the Action Centre?

- The Action Centre is a place where you find notifications, settings, Bluetooth and Connectivity options and other fun stuff!
- Windows key + A opens the Action Centre.
- Use Tab to move around the Action Centre items.
- If you want to open one, press either Enter or Spacebar.
- The icons/tiles that are “checked” are in a different colour.
 - The JAWS screen reader is reading them as being checked so they are accessible.
 - Press Enter or Spacebar on any of them to open the settings.



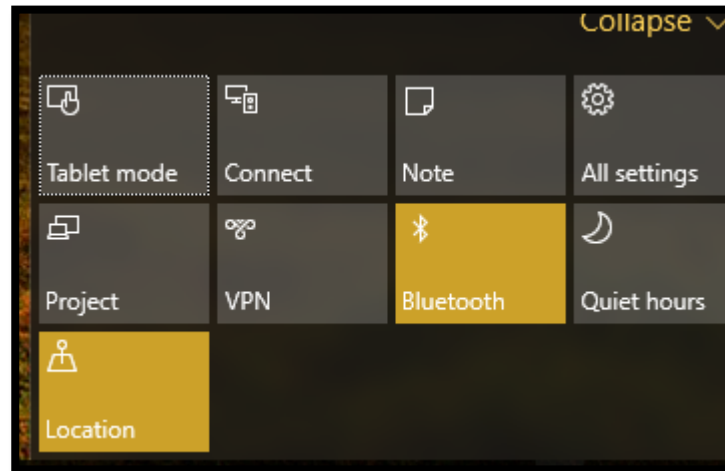
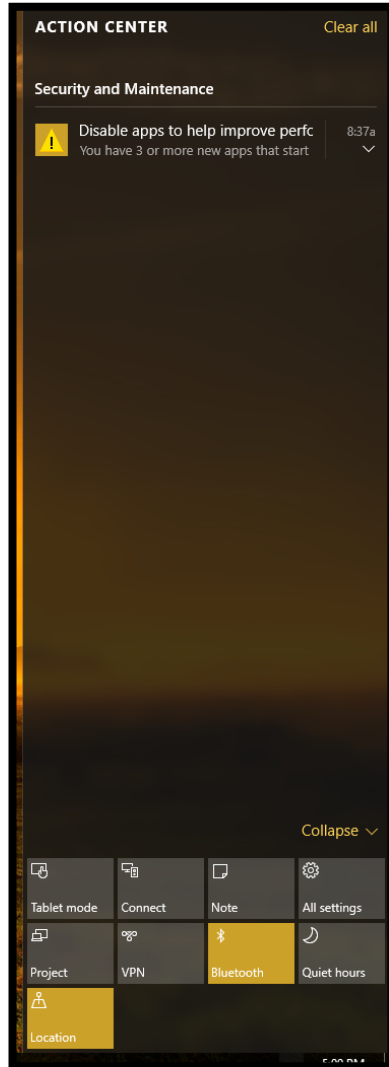
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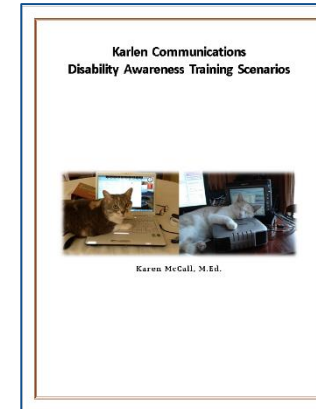
Karen McCall, M.Ed.

Action Centre Visualized



Useful Keyboard Commands

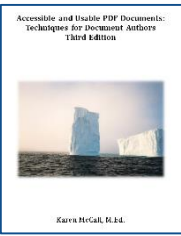
What else can I do and how do I do it?





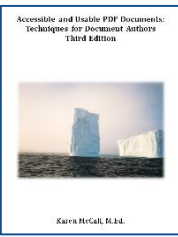
Cool Keyboard Commands!

- Windows key + number 1, 2, 3 for and so forth launches items in the Taskbar starting from Left to Right.
 - For example, on my Taskbar Internet Explorer is the first item so Windows key + number 1 launches IE. Use the Number row not the NumPad.
- Windows key + T cycles through items on the Taskbar.
 - Press Enter or Spacebar to launch any of the items.
- Windows key + B takes you to the System Tray and puts focus on the first item on the Left.
 - I can then press the AppKey to see the context menu for an application running in the System Tray.
 - One “goofy” thing about this is that the context menu appears randomly on the screen, not directly connected to the app in the System Tray.



Finding Information

- Windows key + C launches Cortana in listening mode.
- Windows key + S opens the Start Menu and puts focus in the Search box.
- Windows key + letter I opens the Settings.
- If you are in Windows Explorer/File Explorer (Windows key + E), press F4 to go to the “address” or location of the file or folder you are in.
- There is a new feature in Office 2016 for Windows called “Tell Me What You Want To Do” which is a search tool you get to by pressing Alt + Q.
 - Lists the tools available in the application for doing what you typed in.



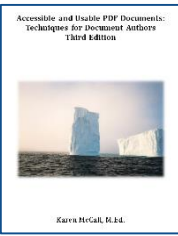
Every Day Keyboard Commands

- Windows key + K opens the Connect pane to the right of the screen.
- Windows key + L Locks the device and goes to the Lock Screen.
- Windows key + letter O locks the Orientation on a tablet.
- Windows key + P opens the Project pane to connect to a projector.
- Windows key + U launches the Ease of Access Centre.
- Windows key + V cycles through Notifications.
- Windows key + Comma peeks at the Desktop really fast!



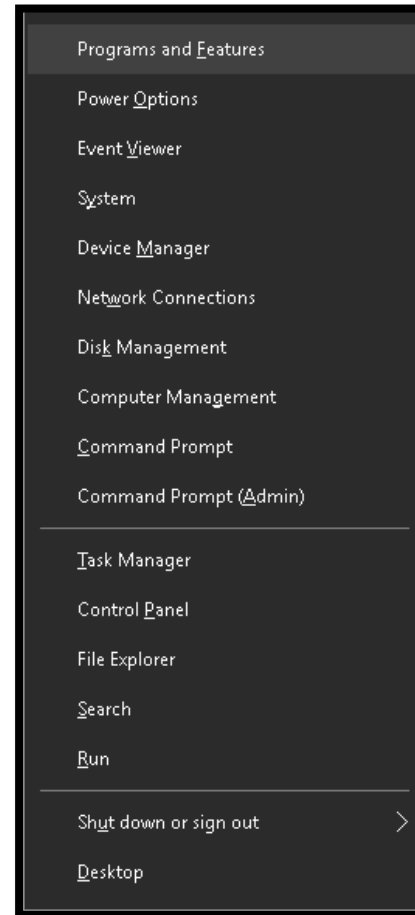
Switching Monitors

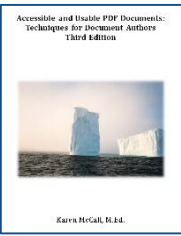
- Windows key + Shift + Left Arrow while in the monitor with focus moves the active application/Window to the monitor on the Left.
- Windows key + Shift + Right Arrow while in the monitor with focus moves the active application/Window to the monitor on the right.



Windows Key + X

Opens the Advanced context menu from the Start Button.





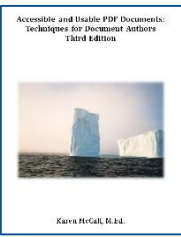
Snap Windows

- You can snap an open Window to the Left or Right by pressing Windows key + Left or Right Arrow.
 - This might be a useful tool for some people with some types of visual disabilities.
- While a Window/application has focus you can press:
 - Windows key + Up Arrow to Maximize it.
 - Windows key + Down Arrow to either Minimize or Restore it.
 - Windows key + Shift + Down Arrow Minimizes or Restores the active application/Window vertically but keeps the width.
 - Windows key + Shift + Up Arrow Maximize the active window vertically, maintaining the current width.



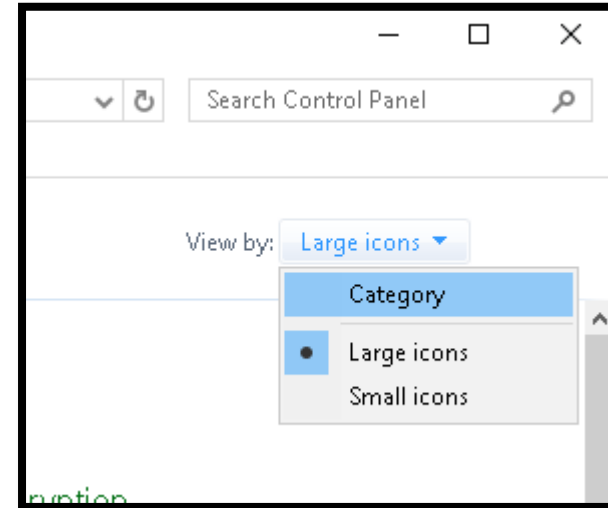
Sleep, Hibernate and Hybrid Modes

- Sleep mode uses very little power and is like saying to your computer “hold everything where it is while I go get coffee or lunch...but I’ll be back soon!”
 - All activities are kept in memory, not necessarily backed up on your hard drive.
- Hibernate mode is similar to Sleep mode but the data you are working with is stored/backed up on your hard drive.
 - It is sort of like saying to your computer “I need to go to a meeting and then to lunch and maybe then to the gym...but I will be back so don’t go away.”
- Hybrid mode is available for desktop computers and combines the best of Sleep and Hibernate modes in that data is stored in both memory and on your hard drive.
- All of these have your computer operating in a low power mode while you are away from the computer.



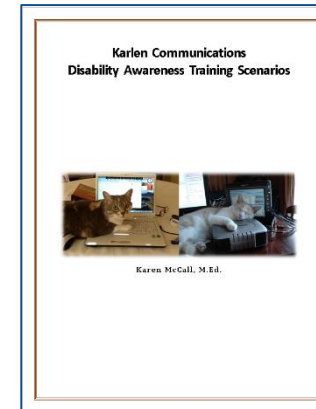
Control Panel

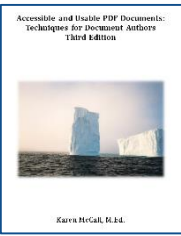
- I put the control Panel on my Desktop so it is easy to find.
- You can choose to have the Control Panel in Classic view – which I find easier to work with instead of the categories.
- Go to View by and choose Large or Small icons instead of Category.



Edge Browser

Is it ready yet?



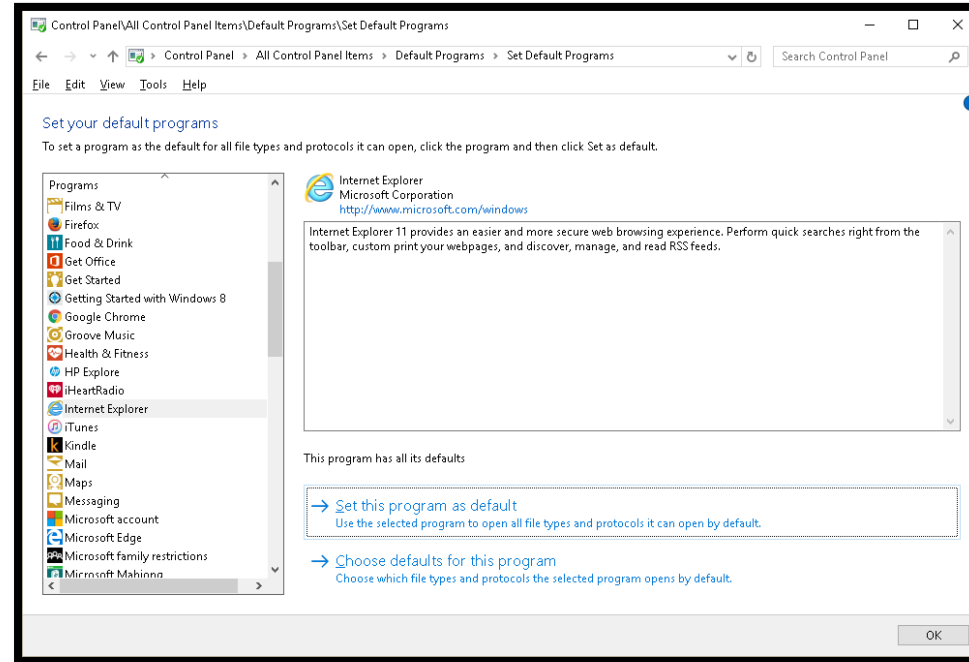
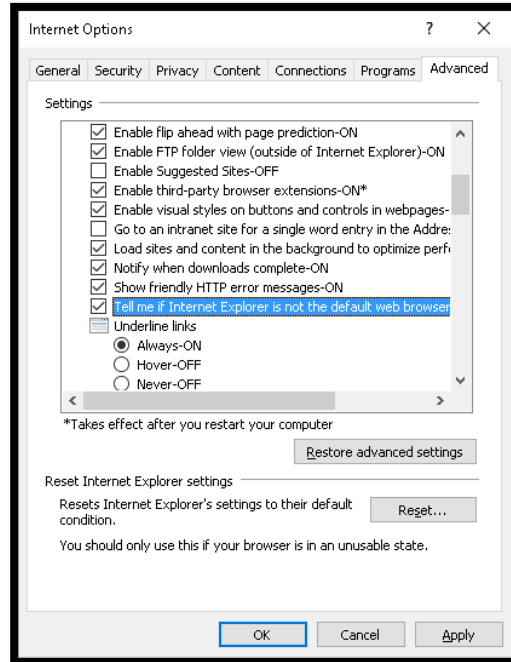


Make IE the Default Browser

- Before we get to Edge, here's how to make IE the default browser.
- Windows key + S and type Internet Explorer.
- Launch IE and go to Tools, Internet Options (alt + T, letter O).
- Go to Advanced Options and make sure the check box to let you know if IE is not the default browser is checked. Save and Exit the dialog.
- Go to Control Panel, Default Programs and select Internet Explorer from the list.
- Set Internet Explorer as the default program for the Internet.
 - You might want to also remove Edge from the Start Menu tiles. You can always add it again.



Setting IE as the Default Browser

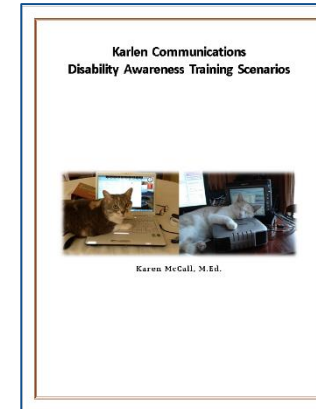




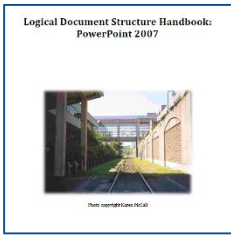
The Edge browser!

- Microsoft continues to work on the accessibility of the Edge browser.
 - It is a good model to point to when discussing the costs of building something to be accessible from the start and trying to retro fit accessibility.
- Having said that, Microsoft has done a lot of work to get Narrator and Edge working together.
- Problems if you are someone who uses a keyboard.
 - I can't find a standard keyboard command to open the Options Menu.
 - Many of the keyboard commands that are standard in IE are not in Edge. For example, Alt + letter I opens Favourites, not Alt + A.
 - If I click on the Options dots and have JAWS running, I can Tab to the first one but from that point on, the page either shifts up or down and I have no idea where I am or where focus is. Those who use JAWS will be familiar with this behaviour.

Resources

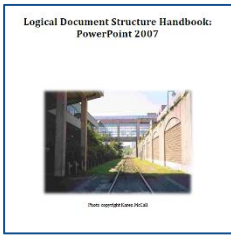


Other helpful resources and blogs on Windows 10 accessibility.



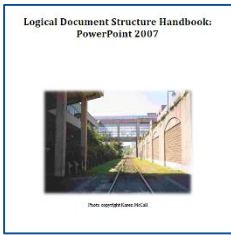
Accessibility and Windows Resources

- [Use Magnifier to see items on the screen.](#)
- [Use text or visual alternative to sounds.](#)
- [Use on-screen keyboard \(OSK\) to type.](#)
- [Hear text read aloud with Narrator.](#)
- [Use speech recognition.](#)
- [Make your computer easier to use with “Ease of Access.”](#)
- [Keyboard shortcuts in Windows apps.](#)
- [Introducing Edge HTML 14 with the Windows 10 Anniversary Update.](#)
- [What’s new in Microsoft Edge with the Windows 10 Anniversary Update](#)



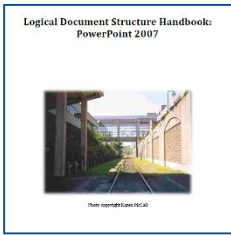
Windows 10 Anniversary Update

- For the Windows 10 Anniversary Update.
 - [Get Started with Narrator](#) –new scan mode and basics of using Narrator.
 - [Keyboard Shortcuts for Windows.](#)
 - [Keyboard Shortcuts in Apps.](#)
 - [Keyboard Shortcuts for Accessibility.](#)
 - New resources for developers to make accessible apps.
- [New Accessibility Documentation in Windows 10 Anniversary Update.](#)
The preceding links were taken from this webpage.
- [What is the difference between Sleep and Hibernate?](#)
- [How to manage accessibility features in Windows 10.](#)
- [Windows 10 Update and Security settings.](#)



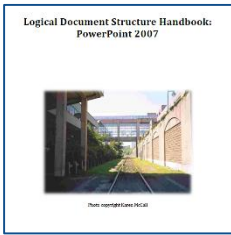
Keyboard Command Resources

- [Use keyboard shortcuts.](#)
- [Save time with keyboard shortcuts.](#)
- [Useful Keyboard Shortcuts for Windows 10.](#)
- [Keyboard Shortcuts for Windows.](#)
- [Keyboard Shortcuts for Windows 10 by Tim Sievers \(app in the Windows Store\).](#) Has 5 out of 5 stars.
- [Download Windows 10 Keyboard Shortcuts from Microsoft.](#) This is a 2-page Word document.



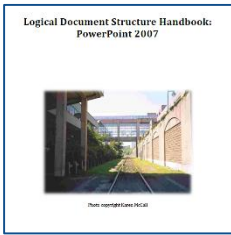
Office Specific Resources 1

- [Accessibility Features in Office 2016.](#)
- [Keyboard Shortcuts for Word 2016 for Windows.](#)
- [Accessibility in PowerPoint 2016.](#)
- [Keyboard Shortcuts for PowerPoint 2016 for Mac.](#)
- [Keyboard Shortcuts for Excel 2016.](#)
- [Keyboard Shortcuts for Visio 2016.](#)
- [What's New in Outlook Accessibility? July 2016.](#)



Office Specific Resources – 2

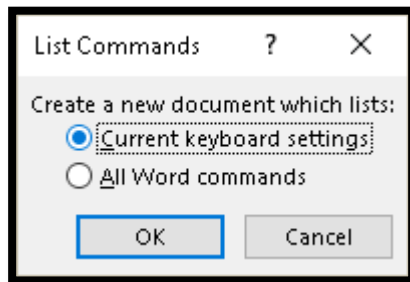
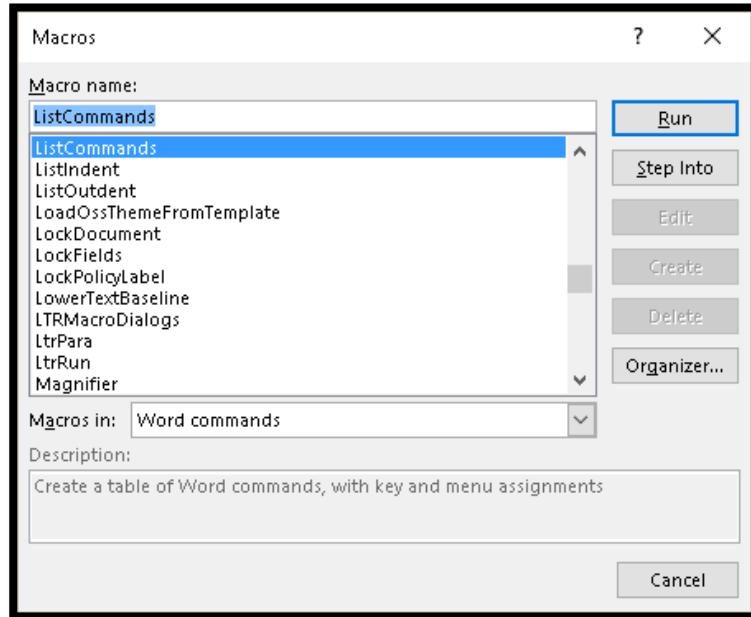
- [Keyboard shortcuts for Outlook 2016 for Mac.](#)
- [Keyboard shortcuts for Outlook 2013 and 2016 for Windows.](#)
- [Online keyboard shortcuts for OneNote.](#) This is an accessible PDF!
- [Keyboard shortcuts for OneNote 2013.](#)
- [Keyboard shortcuts in Word online.](#)
- [Keyboard shortcuts for PowerPoint online.](#)
- [Keyboard shortcuts for Excel Online.](#)
- [Keyboard shortcuts for Outlook on the Web.](#)



Complete List of Word Commands

- There is a way to get a complete list of Word keyboard commands.
- Make sure the Developer Ribbon is visible.
 - Word, Options, Customize the Ribbons and check Developer Ribbon.
 - Alt + F, T, C.
- With the Developer Ribbon visible, press Alt + L, P, M which opens the Macro dialog.
- Choose Word commands from the list of choices.
- Find

Running Word Commands Macro



Command Name	Modifiers	Key
All Caps	Ctrl+Shift+	A
App Restore	Alt+	F5
Auto Format	Alt+Ctrl+	K
Bold	Ctrl+	B
Bold	Ctrl+Shift+	B
Bookmark	Ctrl+Shift+	F5
Browse Next	Ctrl+	Page Down
Browse Prev	Ctrl+	Page Up
Browse Sel	Alt+Ctrl+	Home



Contact!

Karen McCall, M.Ed.

Karlen Communications

info@karlencommunications.com

<http://www.karlencommunications.com>

@KarlenInfo

Consulting and training on accessible document design (Microsoft Office and PDF documents). On-site and webinar based training.

**Accessible and Usable PDF Documents:
Techniques for Document Authors
Third Edition**



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