

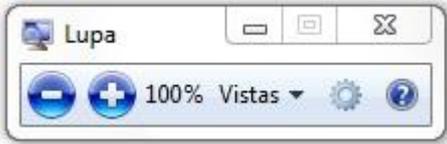
ACCESSIBILITY GUIDE FOR PEOPLE WITH VISUAL WEAKNESS IN ENVIRONMENT WINDOWS 7

1. How to configure the options if you are blind or have difficulty seeing the screen.

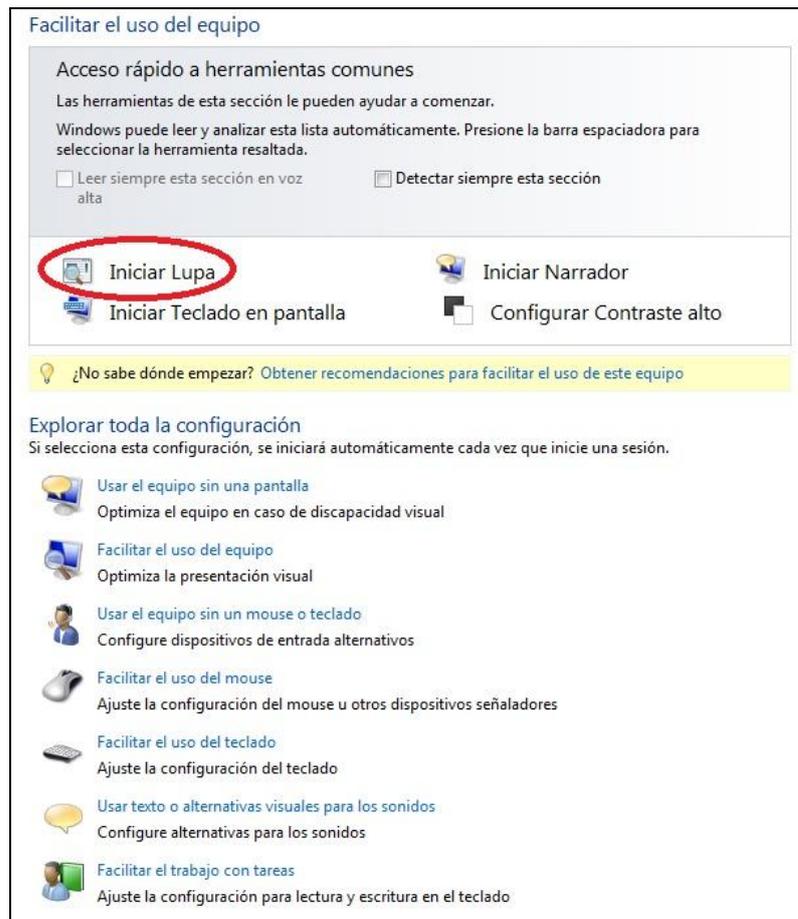
If you are blind or have trouble seeing what appears on the screen can quickly select the options you agree to the assistant called **Accessibility Center**. Some options are: use the magnifier, using a narrator, using the computer without a screen, to facilitate the use of equipment, high-contrast combinations.

Use the magnifier:

	Using the mouse	Using the keyboard
1	In the Start menu  : <ul style="list-style-type: none">• Select Control Panel.• Select Accessibility.• Select Accessibility Center	Click the Start menu by pressing CTRL + ESC (or the Windows logo key ). <ul style="list-style-type: none">• Write accibility Center• Intro Or directly click: <ul style="list-style-type: none">• Press  (Windows logo key) + U
2	Select Start Magnifier  :	Once in the dialog box of the accessibility center click on the Magnifier  :

	Using the mouse	Using the keyboard
3	<p>In the Magnifying glass box you can select more zoom or less by clicking on the various indicators + or -:</p>  <ul style="list-style-type: none"> • Views: You can view full-screen magnifier, so lens or attached to one side of the screen • Options : <ul style="list-style-type: none"> - Enable color inversion: Shows the colors reversed in the Magnifier window that facilitates the vision to often. - Follow the mouse pointer: The lens follows the mouse pointer - Following the keyboard focus: Normally with Tab or Enter - The magnifying glass follows the text insertion point of text: This is very interesting because as we write we are given the increases in Lupa. If we are in lens mode we can resize the magnifier lens. 	<p>The commands for using Magnifier are:</p> <p>Windows logo key  + plus sign (+) or minus (-) Zoom</p> <p>Ctrl+Alt+ Spacebar View image in full screen mode</p> <p>Ctrl+Alt+F Change mode</p> <p>Ctrl+Alt+L Change magnifier mode</p> <p>Ctrl+Alt+D Change coupled mode</p> <p>Ctrl+Alt+I Invert colors</p> <p>Ctrl+Alt+ arrow keys Panning in the arrow keys direction</p>

		Change the lens size
	Ctrl+Alt+R	
	Windows logo key +Esc	Close magnifier



-Figura 1- Magnifier Location in the accessibility center

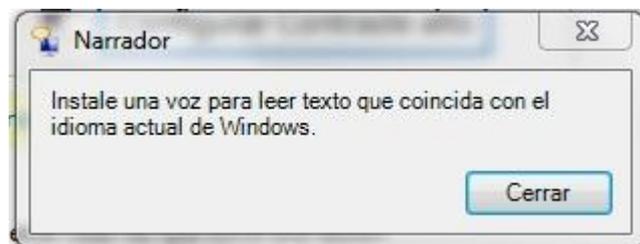
Using Narrator:

	Using the mouse	Using the keyboard
1	<p>In the Start menu :</p> <ul style="list-style-type: none"> • Select Control Panel. • Select Accessibility. • Select Accessibility Center 	<p>Click the Start menu by pressing CTRL + ESC (or deWindows logo key ).</p> <ul style="list-style-type: none"> • Write accessibility Center • Intro <p>Or directly click:</p> <ul style="list-style-type: none"> • Press  +U.
2	<p>Select Start Narrator  :</p>	<p>Once in the accessibility center dialog box click on the Start Narrator intro  :</p>
3		<p>Use the following commands to:</p> <ul style="list-style-type: none"> • Ctrl+Mayús+Intro: Information about the current ítem. • Ctrl+Mayús+ Spacebar Read all the selected window • Ctrl+Alt+ Spacebar Read the items that are selected in the current window • Insert+Ctrl+G Read a description of the items that appear next to the currently selected item • Ctrl Make the narrator stop read the text • Insert+Q

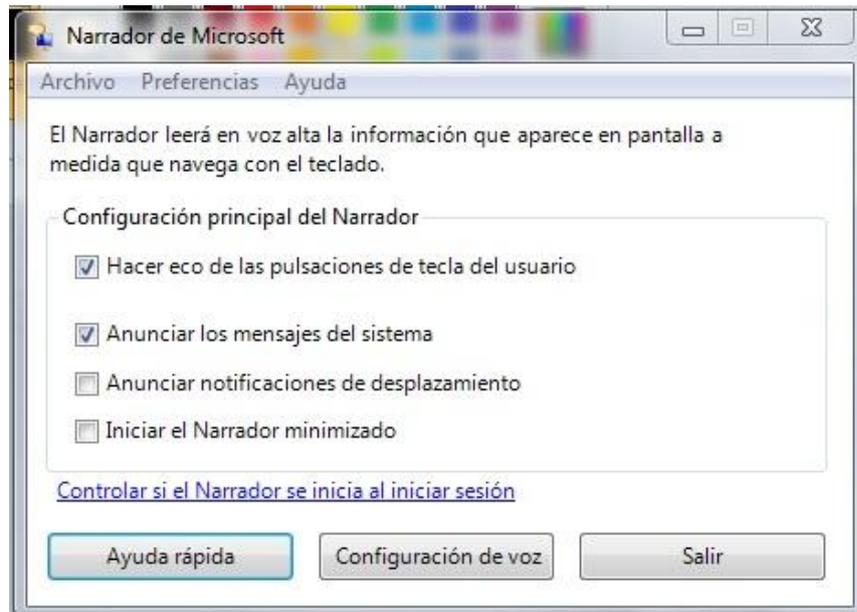
	<p>Move the cursor back to the beginning of any previous text that has a different format. For example, the cursor moves one word in bold at the beginning of previous word not in bold</p> <ul style="list-style-type: none">• Insert+W <p>Move the cursor to the beginning of any following text with a different format. For example, the cursor moves one word in bold at the beginning of next word is not in bold.</p> <ul style="list-style-type: none">• Insert+E <p>Move the cursor back to the beginning of any text in the same format. For example, the cursor moves from the middle of a word in bold at the beginning of that word.</p> <ul style="list-style-type: none">• Insert+R <p>Move the cursor to the end of any text in the same format. For example, the cursor moves from the middle of a word in bold at the end of that word.</p> <ul style="list-style-type: none">• Insert+F2 <p>Select all the text that has the same format as the basis on which the cursor is positioned</p> <ul style="list-style-type: none">• Insert+F3 <p>Read the current character</p> <ul style="list-style-type: none">• Insert+F4 <p>Read the current word</p> <ul style="list-style-type: none">• Insert+F5 <p>Read the current line</p> <ul style="list-style-type: none">• Insert+F6 <p>Read the current paragraph</p> <ul style="list-style-type: none">• Insert+F7 <p>Read the current page</p> <ul style="list-style-type: none">• Insert+F8 <p>Read the current document</p>
--	--



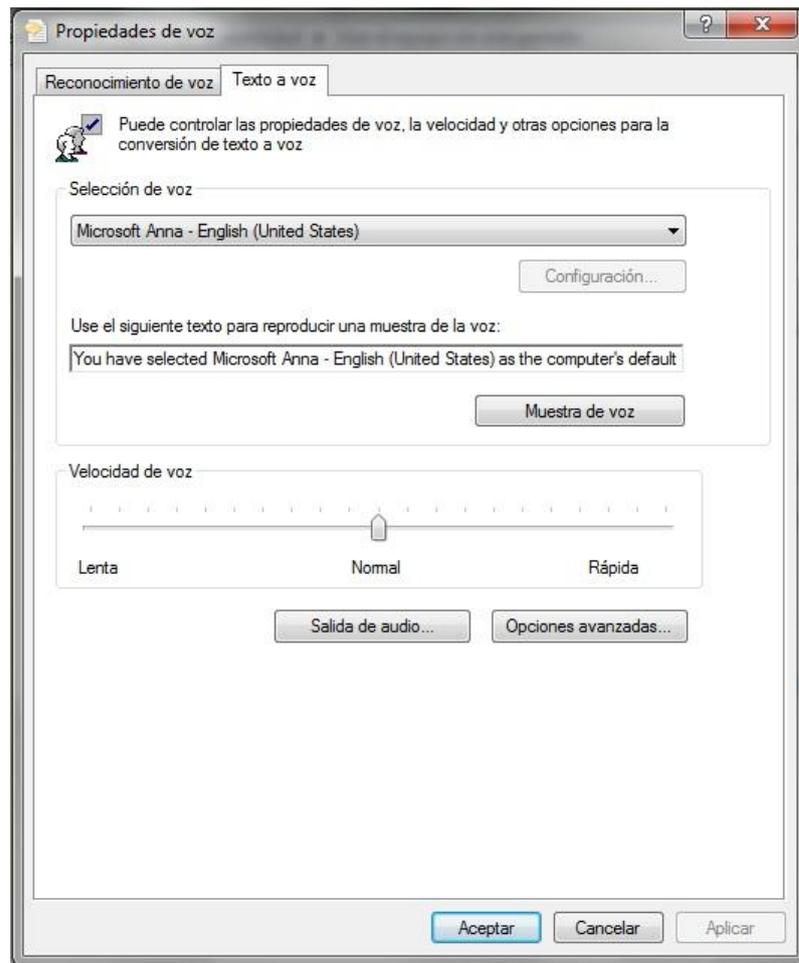
-Figura 2- Narrator location in the accessibility center



-Figura 3- Using the narrator



-Figura 4- Using the narrator



-Figura 5- Using the narrator

Note: Also available within the settings options "Providing use of equipment "and "facilitate the work tasks " that allow you to adjust the accessibility options and even more used, can be activated when you log on your computer



-Figura 6- Location in the Accessibility Center

Providing use of equipment (Alt + Left Shift + Left ImprPantalla)

- Choose a high contrast theme. This option lets you set a combination of high contrast colors increases the color contrast of some of the texts and images displayed on the computer screen that is sharper and easier to identify.
- Turn on or off High Contrast when you press the left Alt + Left Shift + Print Screen. This option allows you to enable or disable a High Contrast theme if you press the Left Alt + Left Shift + Print Screen.
- Turn on Narrator. This option sets the Narrator to run when you log on the computer. Narrator reads aloud the text displayed on screen and describes some events (such as error messages) that occur while using the computer. For more information about using the Narrator, see Hear text read aloud with Narrator.
- Turn on Audio Description. This option sets Audio Description to run when you log on the computer. Audio descriptions describe what happens in the videos.

- Change the size of text and icons. This option allows you to make text and other elements of the screen appear larger and therefore easier to see. For more information, see Increase or decrease the screen text.
- Turn on Magnifier. This option sets the Magnifier to run when you log on the computer. Magnifier enlarges the part of the screen that points the mouse and can be very useful for viewing objects difficult to view .. For more information about using the Magnifier, see Make items on the screen (magnifying glass).
- Adjust the colour and transparency of the edge of the windows. This option changes the appearance of window borders to make it easier to distinguish.
- Adjust screen effects. This option lets you customize the way certain elements are displayed on the desktop.
- Increase the thickness of the focus rectangle. This option makes the rectangle thicker bordering the currently selected item in dialog boxes, allowing you to distinguish better.
- Set the thickness of the blinking cursor. This option increases the thickness of the blinking cursor in dialog boxes and programs to be distinct.
- Turn off all unnecessary animations. This option turns off animation effects such as fading effects, closing windows and other elements.
- Remove background images. This option disables the overlay content dispensable and background images to enhance visibility of the screen
- **Ajustar**

Facilitar el uso del equipo

Si selecciona esta configuración, se iniciará automáticamente cada vez que inicie una sesión.

Contraste alto

[Elegir un tema de contraste alto](#)

Activar o desactivar el Contraste alto cuando se presionan las teclas Alt izq + Mayús izq + Impr Pant

Al usar un método abreviado de teclado para activar la configuración de Accesibilidad:

Mostrar un mensaje de advertencia cuando se active algún valor.

Emitir un sonido cuando se active o desactive algún valor.

Hacer que el texto y las descripciones se lean en voz alta

Activar Narrador

El Narrador lee en voz alta cualquier texto en pantalla. Se requieren altavoces.

Activar Descripción de audio

Oír descripciones acerca de lo que está sucediendo en los vídeos (cuando sea posible).

Aumentar el tamaño de los objetos en pantalla

[Cambiar el tamaño de textos e iconos](#)

Activar Lupa

La Lupa acerca cualquier parte de la pantalla y aumenta el tamaño de todos los elementos del área seleccionada. Podrá mover, fijar en un lugar o cambiar el tamaño de la Lupa.

Hacer que los objetos en pantalla sean más fáciles de ver

[Ajustar el color y transparencia del borde de las ventanas](#)

[Ajustar los efectos en pantalla](#)

Aumentar el grosor del rectángulo de foco

Establecer el grosor del cursor parpadeante: Vista previa:

Desactivar todas las animaciones no necesarias (cuando sea posible)

Quitar imágenes de fondo (cuando sea posible)

Consulte también

[Personalizar la apariencia y los efectos de sonido](#)

[Más información acerca de tecnologías de ayuda adicionales en línea](#)

-Figure 7-Providing use of equipment

Facilitate working with tasks:

- Turn on Narrator. This option sets the Narrator to run when you start a Windows session. Narrator reads aloud the text displayed on screen and describes some events (such as error messages) that occur while using the computer. For more information about using the Narrator, see Hear text read aloud with Narrator.
- Remove background images. This option disables the overlay content dispensable and background images to improve visibility of the screen.
- Turn on Sticky Keys. This option sets the special keys to run the Windows log. Instead of having to press three keys at once (like when you press simultaneously the Ctrl, Alt and Delete to log on to Windows), you can use a single key if you select Special keys and adjust the settings. In this way, you can press a modifier key and keep it active until another key is pressed.
- Turn on Toggle Keys. This option sets Toggle Keys to run when you start a Windows session. Toggle Keys can play an alert every time you press the Caps Lock, Num Lock or Scroll Lock. This will tell you if you press one of these buttons accidentally.
- Turn Filter Keys. This option sets Filter Keys to run when you start a Windows session. You can set Windows to ignore keystrokes that occur in rapid succession or those held for several seconds unintentionally.
- Turn off all unnecessary animations. This option turns off animation effects such as fading effects, closing windows and other elements..
- How long you want to stay open notification dialog boxes of Windows? With this option, you can choose how long you want to display notifications on the screen before they close.
- This option prevents resize windows and automatically that fit on the sides of the screen to move up there.

Facilitar el trabajo con tareas
Si selecciona esta configuración, se iniciará automáticamente cada vez que inicie una sesión.

Lectura

Activar Narrador
El Narrador lee en voz alta cualquier texto en pantalla. Se requieren altavoces.

Quitar imágenes de fondo (cuando sea posible)

Facilitar la escritura en el teclado

Activar Teclas especiales
Presionar métodos abreviados del teclado (como Ctrl+Alt+Supr) una tecla a la vez.
[Configurar Teclas especiales](#)

Activar Teclas de alternancia
Emitir un sonido cuando se presionen las teclas Bloq Mayús, Bloq Num o Bloq Despl.
 Activar las Teclas de alternancia al mantener presionada la tecla Bloq Num durante 5 segundos

Activar Teclas filtro
Pasar por alto o disminuir la velocidad de las pulsaciones rápidas o repetidas de tecla y ajustar la velocidad de repetición del teclado.
[Configurar Teclas filtro](#)

Ajustar los límites de tiempo y los efectos visuales intermitentes

Desactivar todas las animaciones no necesarias (cuando sea posible)

¿Cuánto tiempo desea que se mantengan abiertos los cuadros de diálogo de notificaciones de Windows?

5,0 segundos ▼

Facilitar la administración de Windows

Impedir que las ventanas se organicen automáticamente al moverlas al borde de la pantalla

Consulte también

Hablar por micrófono para controlar el equipo, abrir programas y dictar texto.
[Usar Reconocimiento de voz](#)
[Más información acerca de tecnologías de ayuda adicionales en línea](#)

-Figure 8-Providing use homework