Basics of the use of computer and ICT

Accessibility features - Keyboard shortcuts

Introduction

The booklet you are reading is part of

a series of booklets.

The series of booklets teaches you how to use

the computer and internet.

The booklets are written using the easy to read

and to understand language.

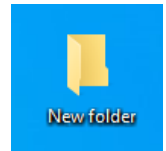Each booklet is about a different topic.

1. Turn on/off computers

- Mouse and keyboard

2. Desktop: move files, create and delete folders

3. Accessibility features - Keyboard shortcuts

4. USB memory

5. Microsoft Word

6. Video Editor

7. Digital safety

8. Google Chrome

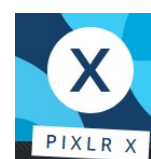9. Google Maps

10. YouTube

11. Gmail

12. Facebook and Messenger

13. Pixlr X

14. Curriculum Vitae Europass

The series of booklets has been written by experts from 7 organizations.

The 7 organizations are:

Associazione Uniamoci Onlus from Italy

Asociacija "Aktyvus Jaunimas" from Lithuania

Centro Social e Paroquial Santos Martires from Portugal

Tallinna Tugikeskus JUKS from Estonia

IES El Greco from Spain

Towarzystwo Wspierania Inicjatyw Spolecznych Alpi from Poland

Università Degli Studi Di Catania from Italy

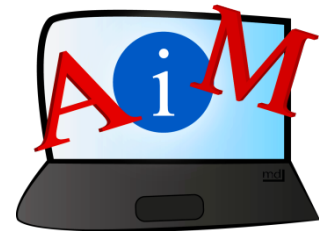You can find more easy to read and to understand information about the project on its website:

https://accessibleinformationmaterial.blogspot.com/

The series of books has been created as a result of an **Erasmus+** project.

This Erasmus+ project is called Accessible Information Material.

VOCABULARY

Erasmus+ is a programme of the European Union that funds different kinds of projects.
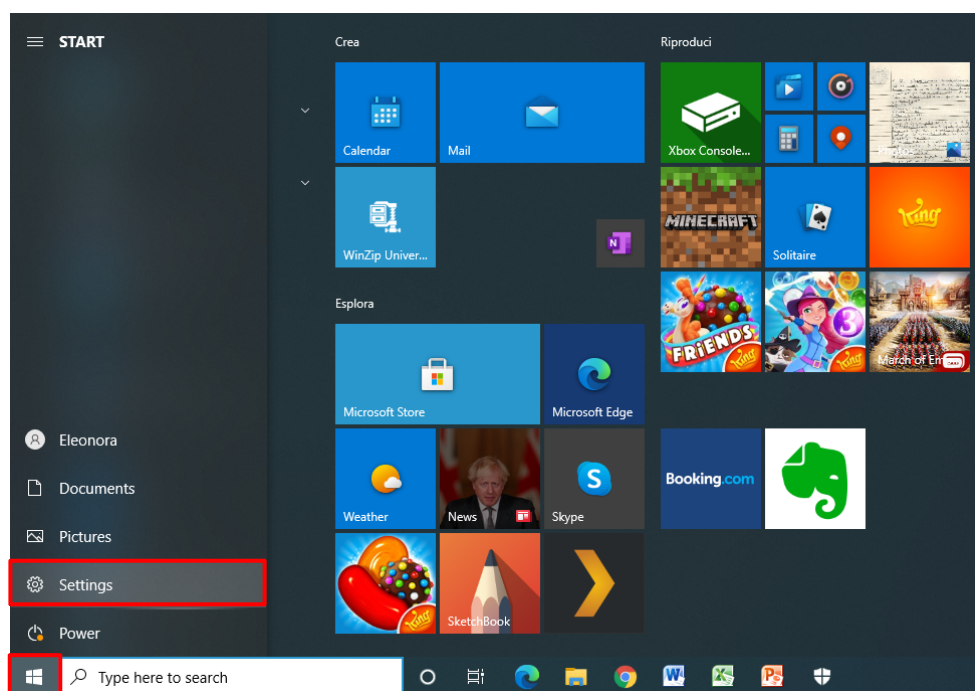
Accessibility features

Introduction

Accessibility features are designed to help people with disabilities to use technology more easily.

There are several features on your computer that you can change, to adapt it to your needs.
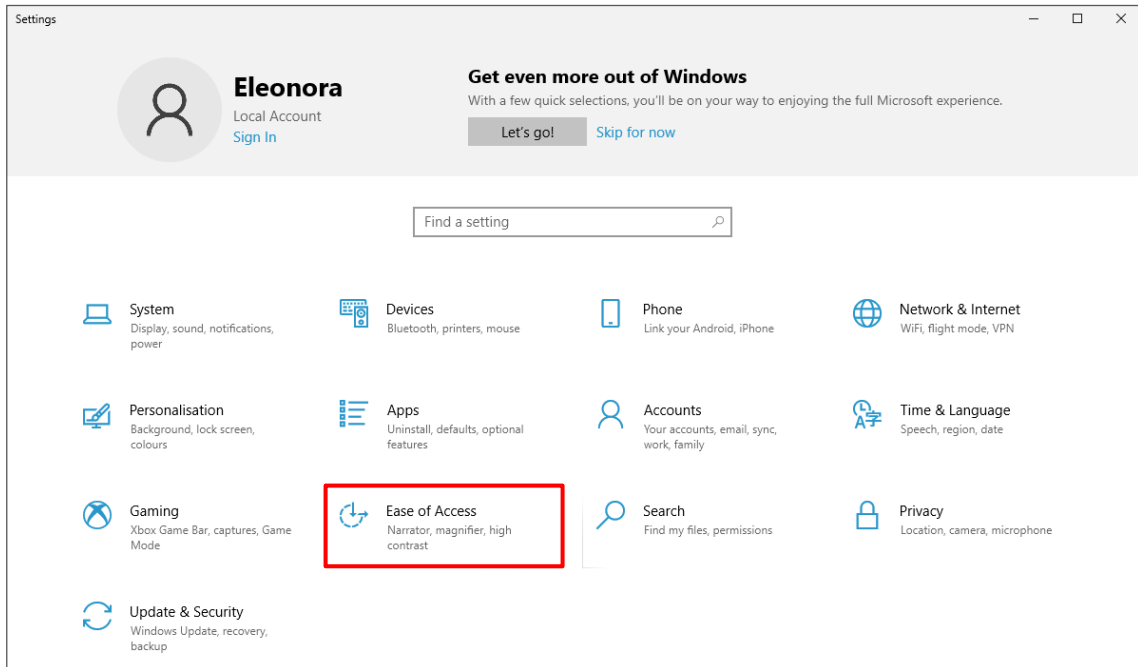
Accessibility features

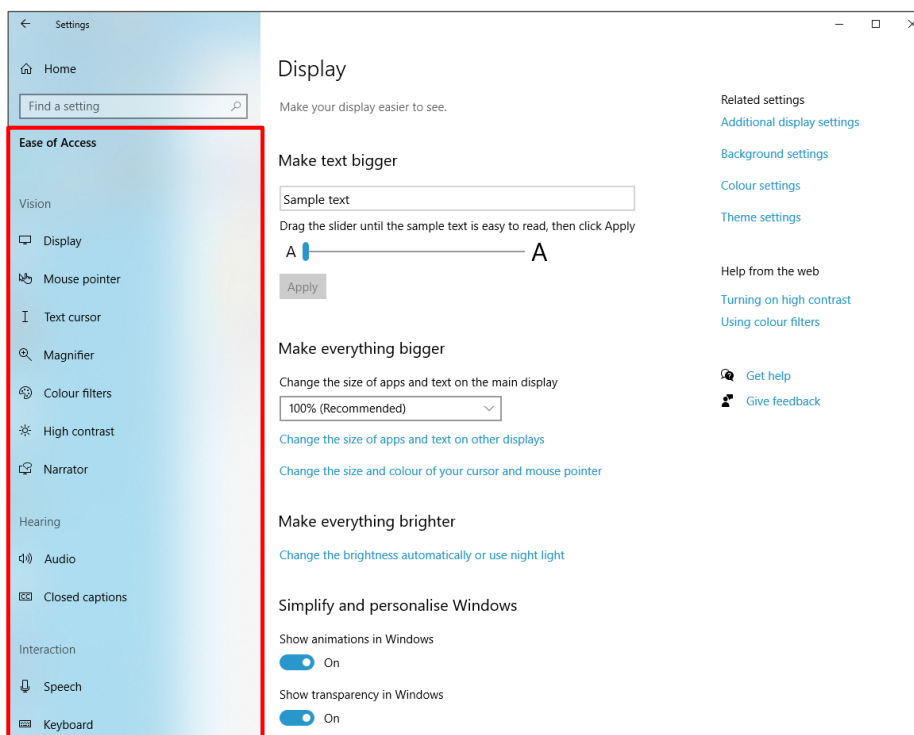- In Windows, click on **Start.**

- Then click on **Settings.**

A window will open.
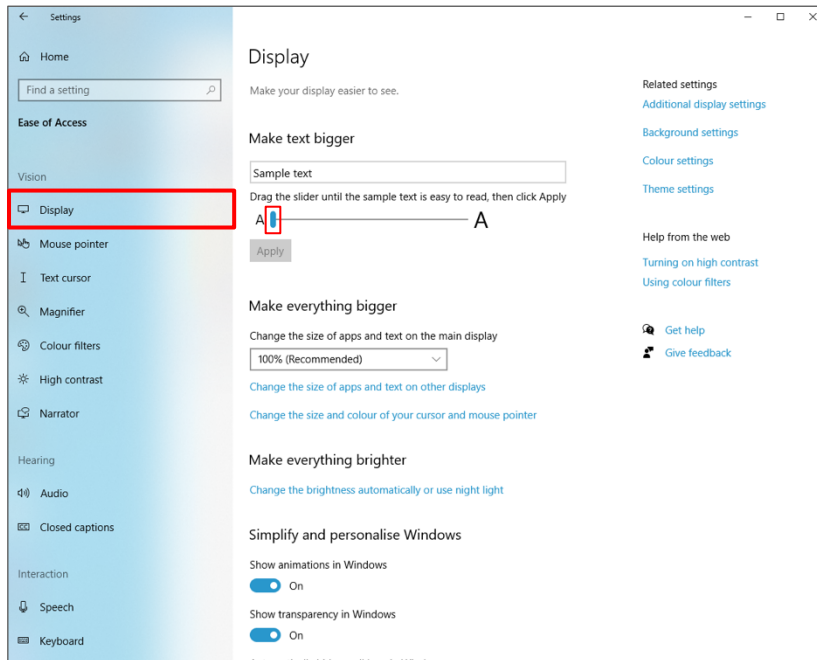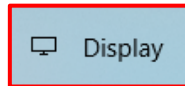
- Click on **Ease of Access.**

A window will open with all the features that you can change displayed on the left.
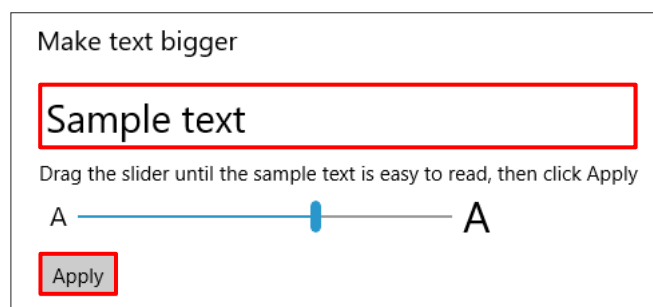
To improve the vision of your display

- Click on **Display.**

- To make the text of your computer bigger, click on the slider under the writing **Make text bigger** and press the **right arrow** on your keyboard.

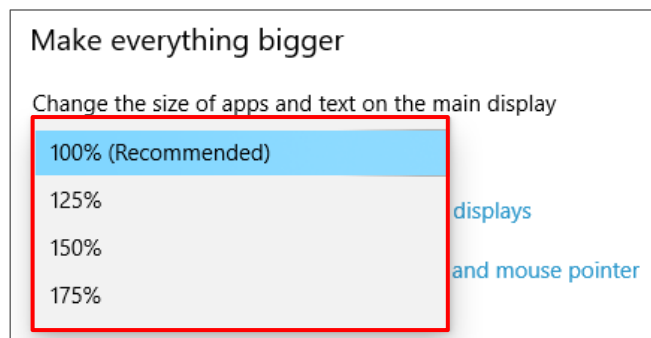Each time the key is pressed, you will see how text will become bigger in the bar with the writing Sample text.

- When you think that the text is big enough, click on **Apply.**

- To make everything bigger on your display,

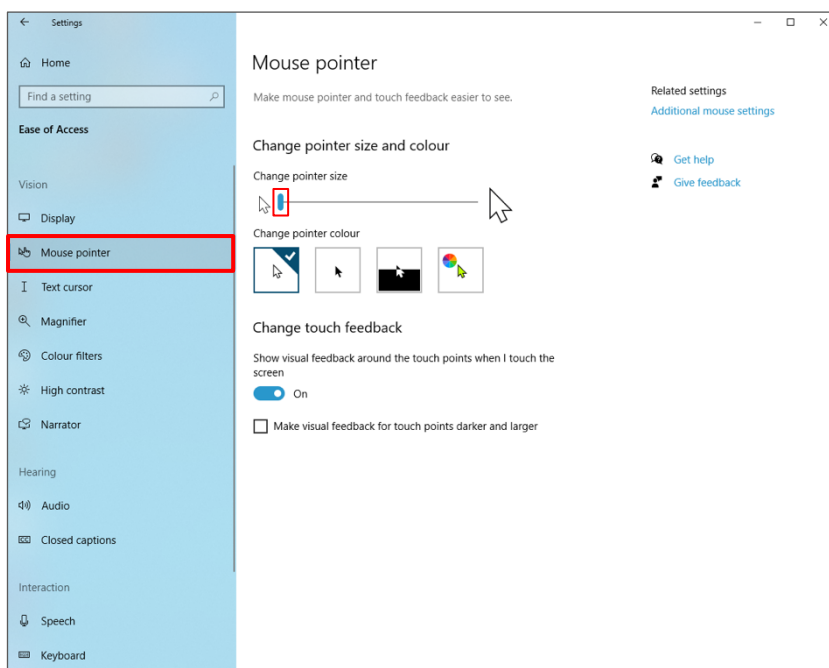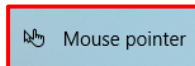click on □ under the writing **Make everything bigger**

to see all the options.

- Choose how bigger you want everything by clicking on one of

the options that will appear.

To change size and colour of the cursor and mouse pointer
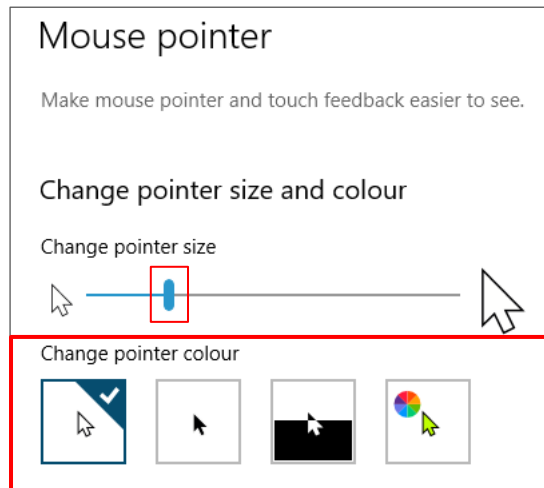
- Click on **Mouse pointer.** 🖱 Mouse pointer

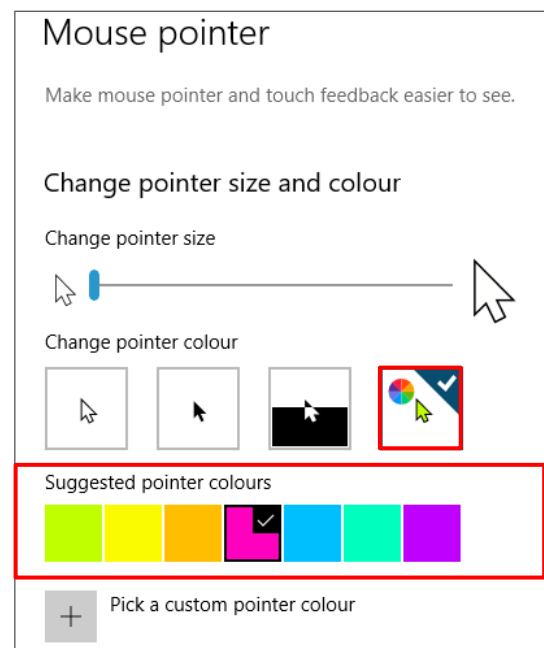- Click on the slider and then press the **right arrow**

on your keyboard.

Each time the key is pressed, you will see how your mouse

pointer will become bigger.

- Have a look on the pointer colour options and click on the one

that is easier to see for you.

- If you click on the one

with the rainbow colours,

some suggested pointer colours
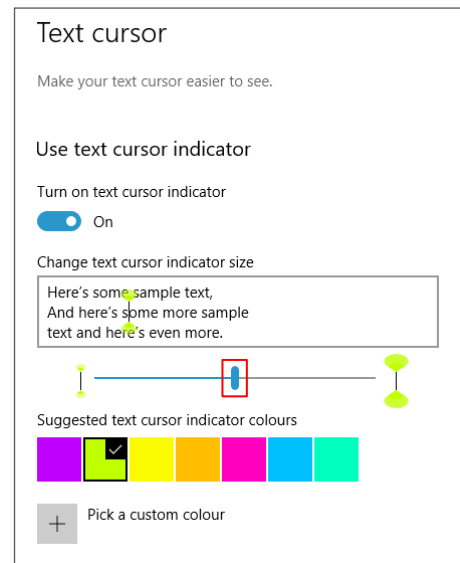
will appear.

Click on the one that you prefer.

To make the text cursor easier to see

- Click on **Text cursor.**   ⟨I Text cursor⟩

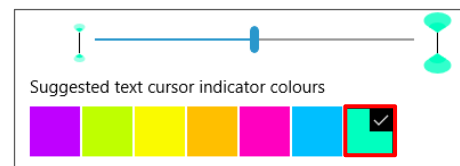- Click on ⟨● Off⟩ to turn on the text cursor indicator. ⟨● On⟩

- Make the text cursor indicator bigger by clicking on the slider

and then pressing the **right arrow** on your keyboard. ⟨→⟩

Each time the key is pressed,

you will see how your cursor indicator

will become bigger.

Text cursor

Make your text cursor easier to see.

Use text cursor indicator

Turn on text cursor indicator
● On

Change text cursor indicator size

Here's some sample text,
And here's some more sample
text and here's even more.

Suggested text cursor indicator colours

＋ Pick a custom colour

- Change the colour of the cursor indicator

by clicking on the one that you prefer

from the suggested colours.

Suggested text cursor indicator colours

- You can make the **text cursor thicker**

by clicking on the slider and then

pressing the **right arrow** ⟨→⟩

on your keyboard.

Change the text cursor appearance

Change text cursor thickness

abc

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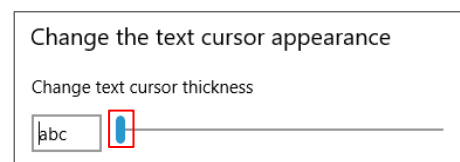
To zoom in on parts of your display

- Click on **Magnifier.**

Click on to turn on magnifier.

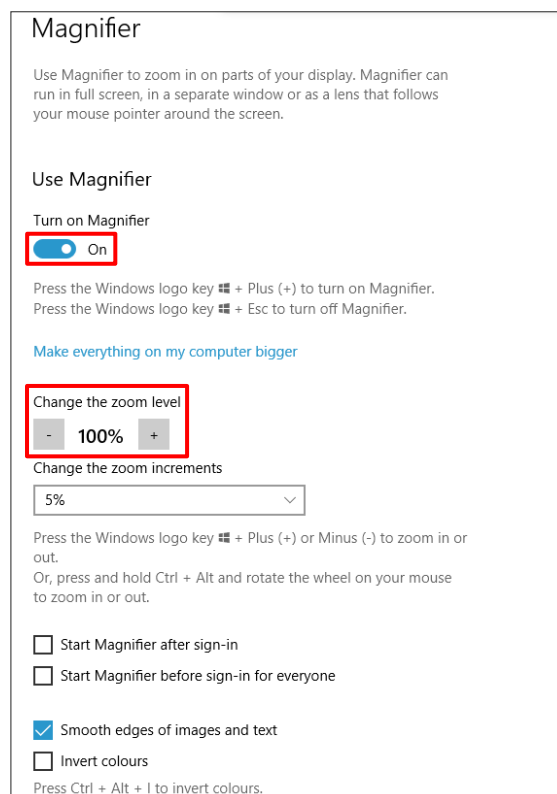You can turn it on even from your keyboard,

by pressing the key followed by the key **+**

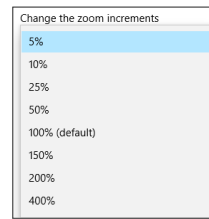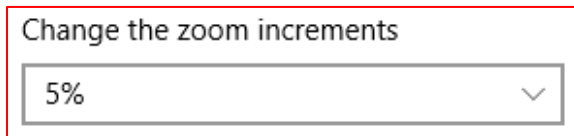**To turn magnifier off** from your keyboard,

press the key followed by the key

- Select the **zoom level** by clicking on **+** and **–**

Zoom level means how much Magnifier enlarges the screen

when you turn it on.

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- Change the zoom increments by clicking on the bar.

- Click on the **zoom increments** that you prefer.

Zoom increments means how much the screen enlargement level changes when you zoom in and out with Magnifier.

- Click on the square next to the writings **Start Magnifier after sign-in** and **Start Magnifier before sign-in for everyone** accordingly to your preference if you want that magnifier will start automatically.
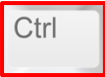
- Click on the square next to the writing **Smooth edges of images and text** to check if it is good for you.

If you find it not useful click on the square again to turn it off.

- Click on **Invert colours** if inverted colours make text more readable for you.

To invert screen colours while Magnifier is turned on, On

from your keyboard press Ctrl + Alt + I. Ctrl + Alt + I

Black colour becomes white and vice versa,

and other colours change to suit that.
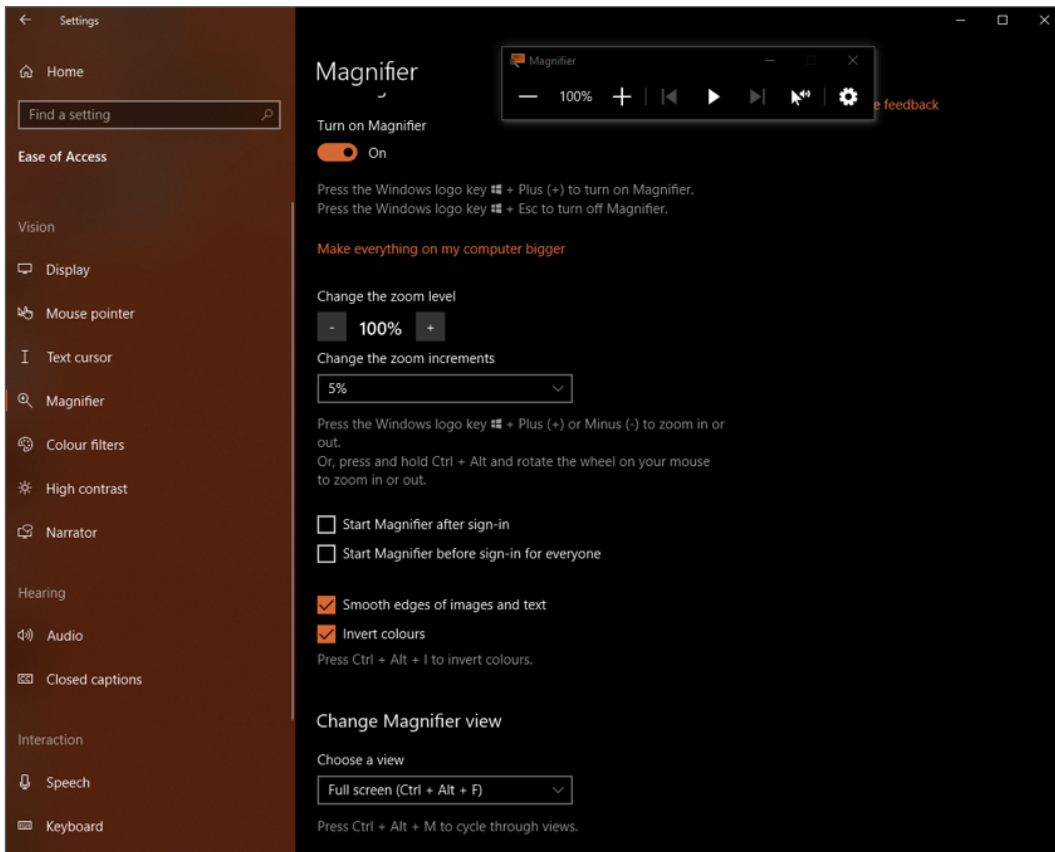
- Click on the bar under **Choose view** to change Magnifier view.
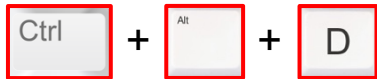
- Click on one of the options.
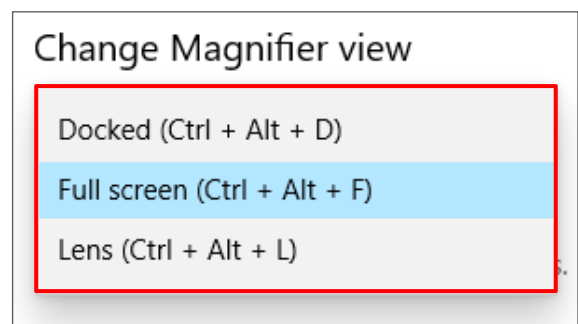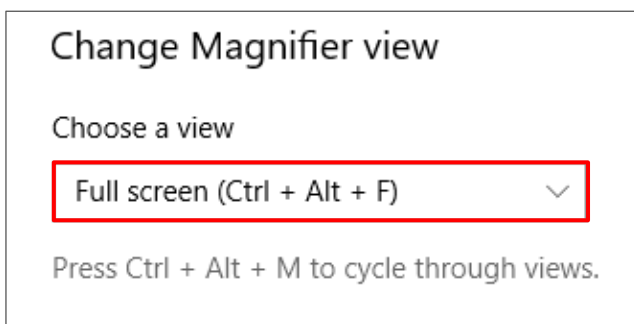
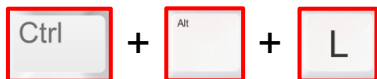**You can change view even using shortcuts.**

To use the Full screen view, press Ctrl + Alt + F.
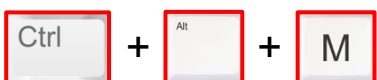
Ctrl + Alt + F

To use the Docked view, press Ctrl + Alt + D.

Ctrl + Alt + D

To use the Lens view, press Ctrl + Alt + L.

Ctrl + Alt + L

To cycle between the views, press Ctrl + Alt + M.

You can use this to quickly compare the views and see which

one works best for you in each situation.

Ctrl + Alt + M

To temporarily show the entire screen when you are zoomed

in, press Ctrl + Alt + Spacebar.

Ctrl + Alt +

Depending on how you navigate Windows, you may want to

change the default Magnifier behaviour so that it only follows

the Narrator cursor, for example.

These settings are something you should experiment with

to see what works best for you.

Select or unselect the Mouse pointer, Keyboard focus, Text

cursor, Narrator cursor: check boxes according to your

preferences.

Magnifier can read text from your screen aloud

When magnifier is on:

- To start reading from the current cursor location,

press Ctrl + Alt + Enter.
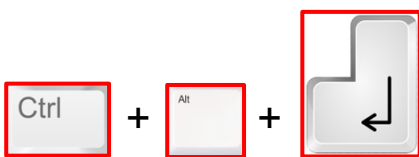
The same shortcut also pauses and resumes reading.

Another way to start reading is to press and hold Ctrl + Alt

and click the left mouse button where you want to start.

- To stop reading, press any key.

To change the colour palette on the screen

- Click on **Colour filters.** [🎨 Colour filters]
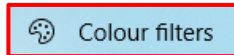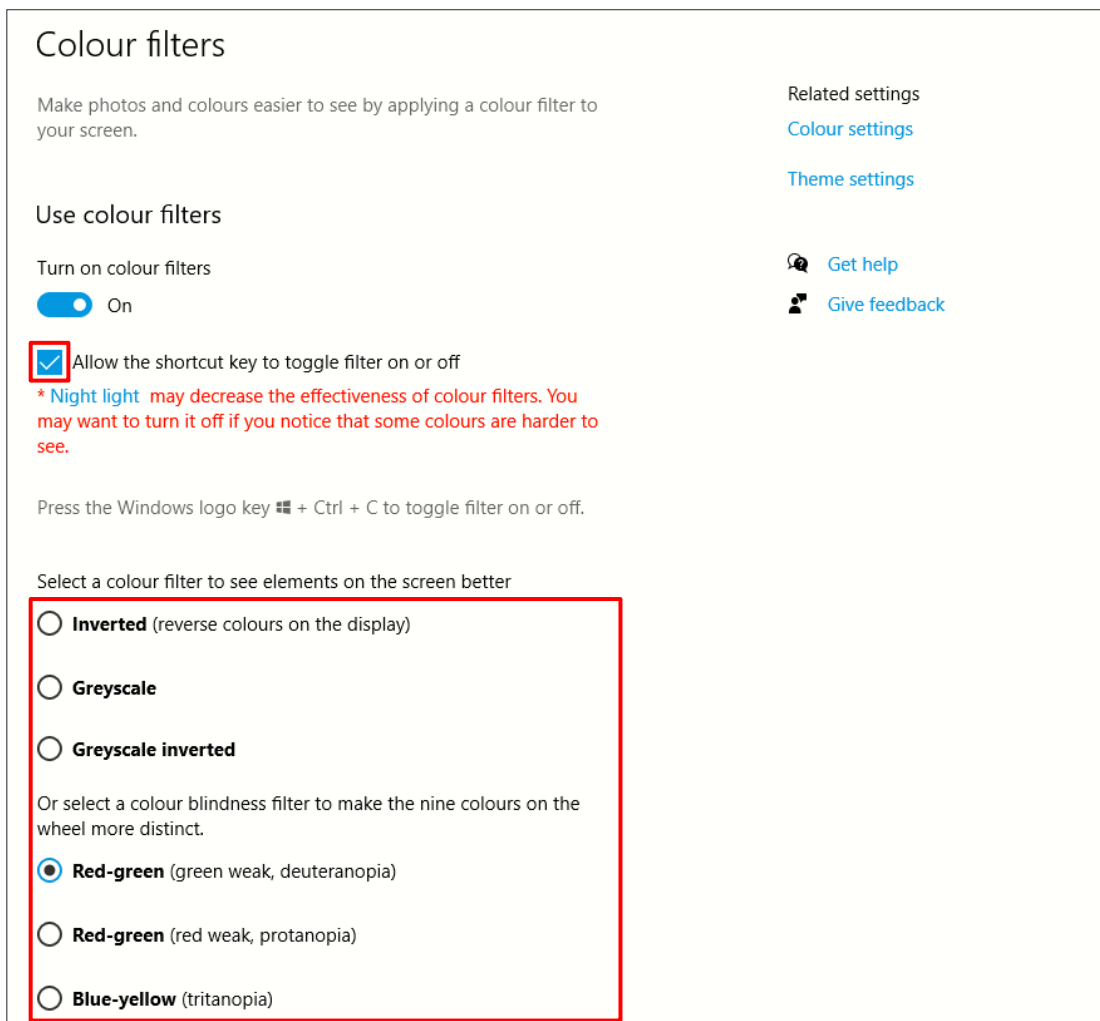
It may help you distinguish between things that differ only by colour.

- Click on the toggle under Turn on colour filters. [◉ On]
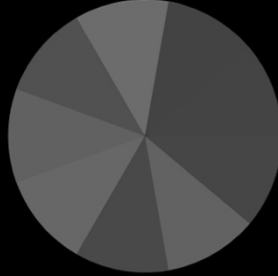
- Click on the circles to try each filter and see which one suits you best.

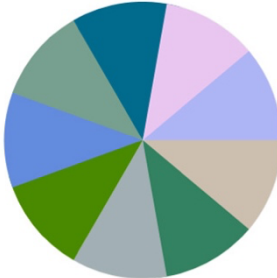When you click on the circle, the filter will be applied immediately.

Colour filters options

Colour blindness filters options

To make the text and apps easier to see through strongly contrasting colours

- Click on **High contrast.**

- Click on the toggle button under **Turn on high contrast.**

Windows may display a "Please wait" screen for a few seconds,

after which the colours on the screen change.

- Click on the bar under **Choose a theme.**
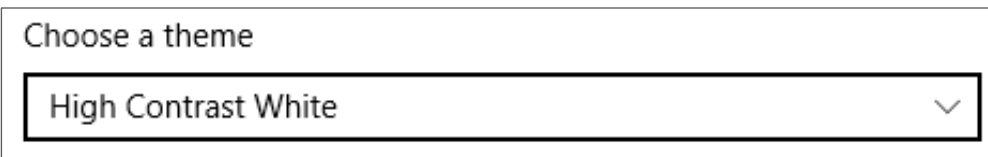
- Select the theme that works best for you among the given

options.

When you click on one option it will be applied.

- Try them all and chose the one that you prefer.
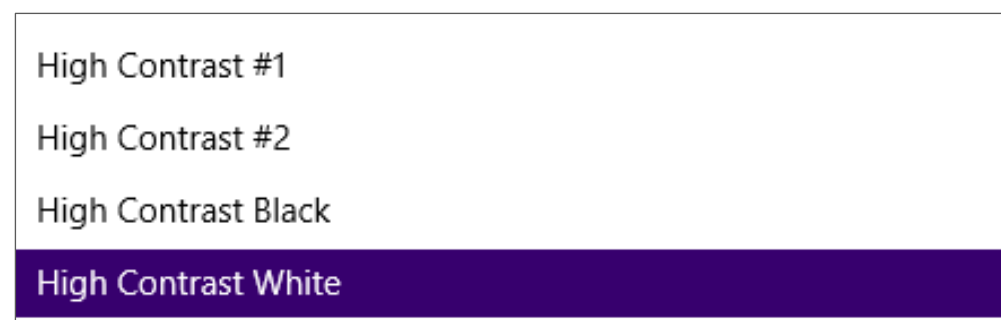
Theme options

If none of the default themes work perfectly for you, you can further customize the colours of various screen elements.

- Click on the coloured rectangles next to the writing of the kind of screen elements that you can modify.

Select a coloured rectangle to customise high contrast colours

Text
Hyperlinks
Disabled Text
Selected Text
Button Text
Background
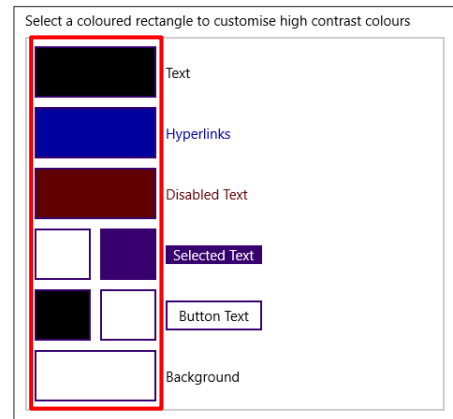
A window with the rainbow colours will appear.

- Move the mouse pointer on the colour that you like and click.

- Click on **Done** to save the change.

- Do the same for the other screen elements.

- Click on **Apply.**

Choose disabled text colour

Dark green

RGB

#15602B

21   Red

96   Green

43   Blue

Done   Cancel
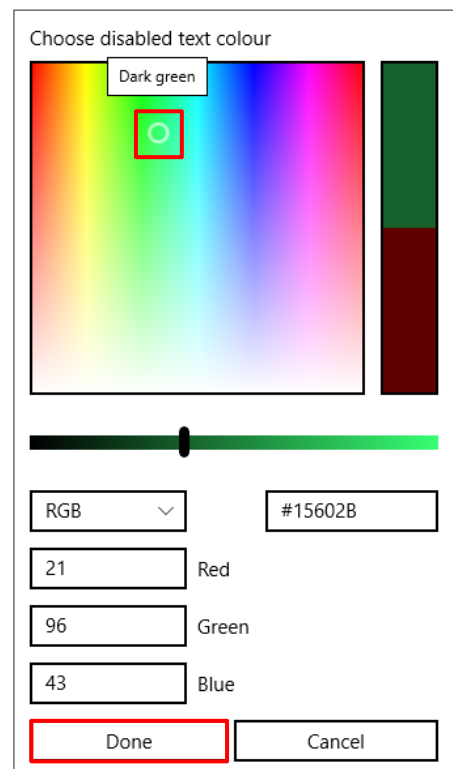
A window will appear.

- Write a name for the new theme.

- Click on **Save.**

Save as a new theme

Theme name:

Save
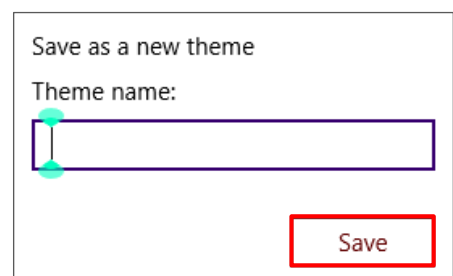
To turn on the screen reader

- Click on **Narrator.** Narrator
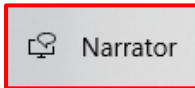
A screen reader reads aloud the text on your PC screen.

Click on the toggle button under Turn on Narrator. On

Narrator

Narrator is a screen reader that describes what's on your screen so you can use that information to navigate your device. It can be controlled by keyboard, touch and mouse.

Read faster with scan mode

Turn Narrator on and press the caps lock and spacebar keys to turn on scan mode. Then press the up and down arrow keys to read everything in an app or webpage.

Use Narrator

Turn on Narrator

On

Get help

Give feedback

Open Narrator Home

View the complete guide to Narrator online

Start-up options

☑ Allow the shortcut key to start Narrator

Press the Windows logo key ⊞ + Ctrl + Enter to turn Narrator on or off.

☐ Start Narrator after sign-in for me

☐ Start Narrator before sign-in for everyone

☑ Show Narrator Home when Narrator starts

☑ Minimise Narrator Home to the system tray

When this box is unticked, Narrator Home will minimise to the taskbar.

Personalise Narrator's voice

Choose a voice

Microsoft Cosimo - Italian (Italy)

Add more voices

You can start and stop Narrator using your keyboard too

by pressing Windows logo key + Ctrl + Enter.

+ Ctrl +

- To change Narrator voice click on the bar under the writing

Personalise Narrator's voice.

- Click on the voice that you prefer among the suggested options.

Personalise Narrator's voice

Choose a voice

Microsoft Cosimo - Italian (Italy) ∨

You can change voice speed, voice pitch and voice volume by clicking on the related slider and then pressing the right and left arrows on your keyboard.

Personalise Narrator's voice

Choose a voice

Microsoft Cosimo - Italian (Italy) ∨

Add more voices

Change voice speed

Press Narrator + Plus (+) or Narrator + Minus (-) to change voice speed.

Change voice pitch

Change voice volume

Press Narrator + Ctrl + Plus (+) or Narrator + Ctrl + Minus (-) to change voice volume.

☑ Lower the volume of other apps when Narrator is speaking

Select where you hear Narrator's voice

Default Audio Device ∨

To improve the Hearing

- Click on **Audio** to make your device easier to hear or use

without sound. ◁)) Audio
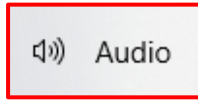
- To change the device volume,

click on the slider and press the right arrow on your keyboard

to make it higher and the left arrow to make it lower.

Make your device easier to hear

Change device volume

◁)) ━━━━━ | ━━━━━━ 42 %
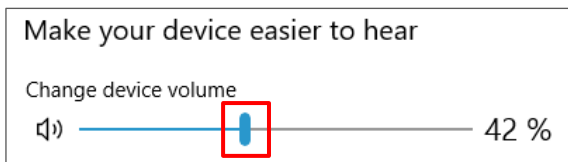
- Click on the toggle button under **Turn on mono audio**

to combine right and left audio channels into one channel.

Turn on mono audio

◯ On

Mono audio combines left and right audio channels into one channel.
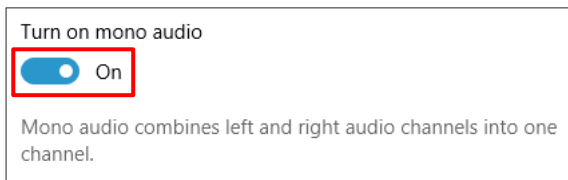
- To choose how visual alerts for notifications are displayed,

click on the bar under **Show audio alerts visually.**

- Click on the option that you prefer.

Show audio alerts visually

Select how visual alerts for notifications are displayed

No visual alert

Flash the title bar of the active window

Flash the active window

Flash the entire screen
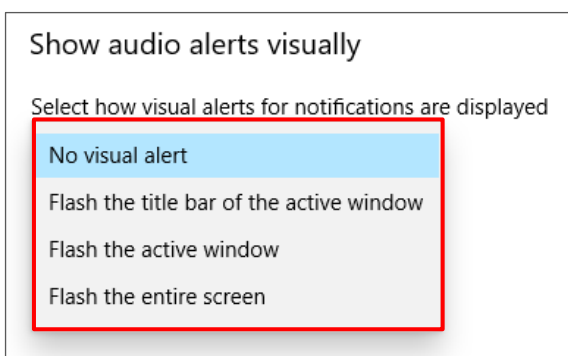
To make your device easier to use without sound

- Click on **Closed captions.** Closed captions

This feature displays the audio as text.

Caption is the text version of the audio.

- You can personalize the caption colour, transparency, style, size and effects by clicking on the related bar and selecting the option that you prefer.
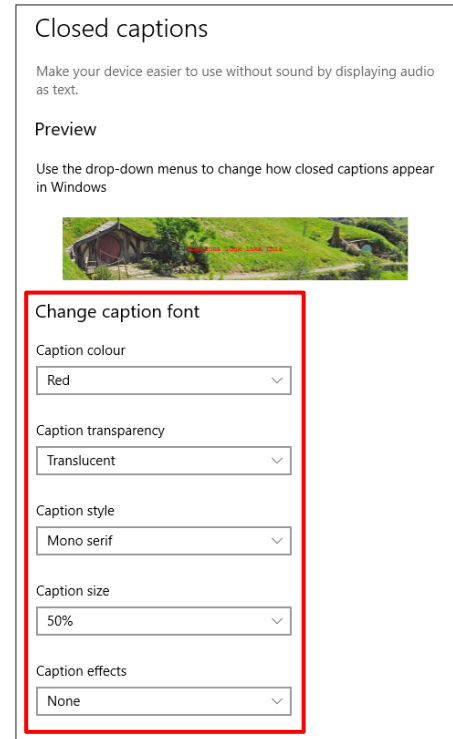
You will see the effect of your changes in the preview, on the top of the screen.

- Follow the same procedure to change the caption background and to dim the window content.
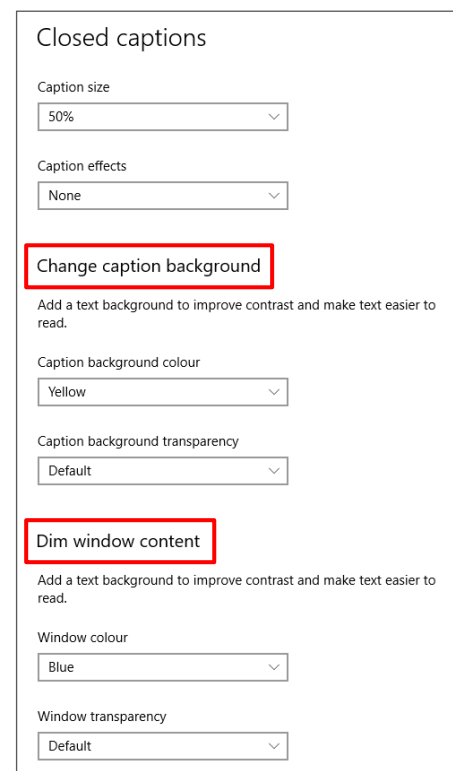
To improve the Interaction with the computer

- Click on **Speech.** [🎤 Speech]
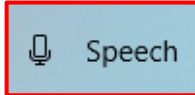
to interact with your computer using your voice.

- To talk instead of typing,

press the Windows logo key + H and start to talk clearly and

slowly.
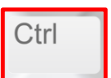
[⊞] + [H]   and **talk clearly and slowly.**

There is the possibility to dictate text and to control the

computer using only your voice, but for a limited number of

languages: English, French, German, Japanese, Mandarin and

Spanish.

- To turn on and off this feature, click on the toggle button

under Turn on Speech Recognition. [🔵 On]

You can activate it using your keyboard too, by pressing the

Windows logo key + Ctrl + S.

[⊞] + [Ctrl] + [S]

To make it easier to type and use keyboard shortcuts

- Click on **keyboard.** ⌨ Keyboard

If you find difficult to type with the keyboard and you prefer to use the mouse, you can activate the **on-screen keyboard.** It means that the image of the keyboard will appear on the screen and you can write clicking on the symbols using the mouse.

- To turn on and off this feature, click on the toggle button under the writing **Use the On-Screen keyboard.** 🔵 On The keyboard will remain on the screen until you close it.
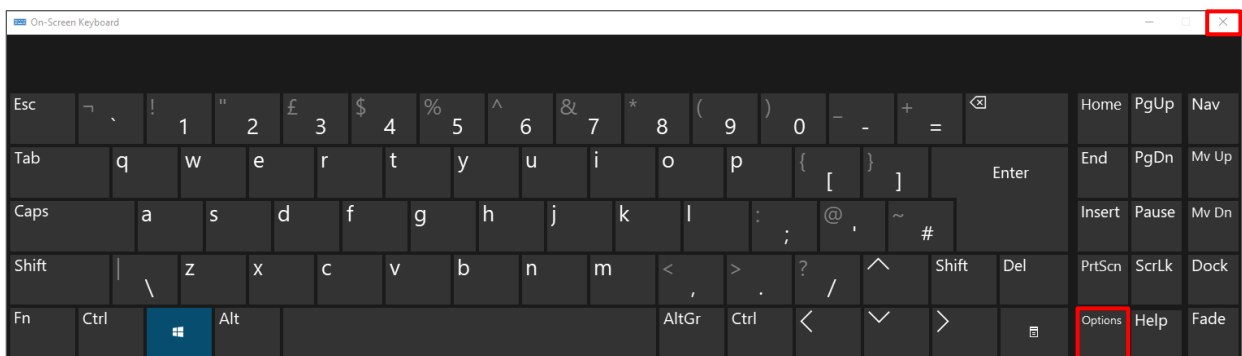
To close it, click on the symbol ⬛X⬛ on the top right corner of the on-screen keyboard.

- To change how info is entered into the On-Screen Keyboard, with the on-screen keyboard open, select the **Options** key.

- Click next to the options you want:

Use click sound:

use this option if you want to hear a sound when you press a key.

Show keys to make it easier to move around the screen:

use this option if you want the keys to light up as you type.
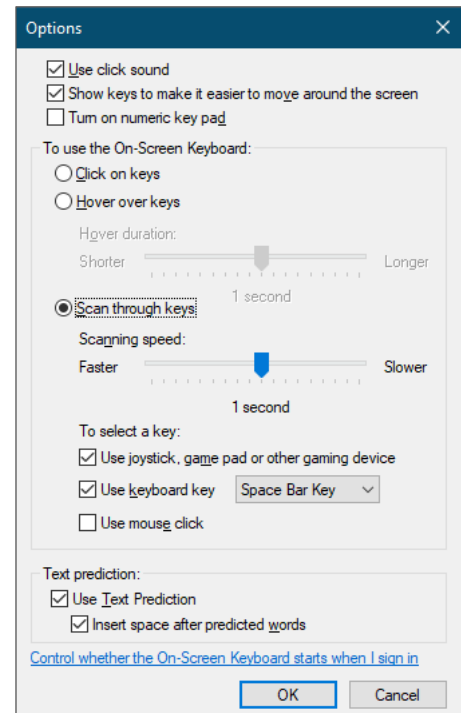
Turn on numeric keypad:

use this option to expand the on-screen keyboard to show a numeric keypad.

Click on keys:

use this mode if you prefer to click the on-screen keys to enter text.

Hover over keys:

use this mode if you use a mouse or joystick to point to a key.

The characters you point to are entered automatically when you

point to them for a specified time.

To modify the time that you have to point the key, click on the

slider and press the right arrow on your keyboard to make it

longer or the left arrow to make it shorter.

Scan through keys:

use this mode if you want the on-screen keyboard to highlight

the keys one after the other.

When the key that you want to press is highlighted

you can type the character by the tool that you will select.

You have to click next to the tool you are going to use to type

the characters:

- Use joystick, game pad or other gaming device

- Use keyboard key: in this case you have to click on the button

next to the writing keyboard to select the key that you want to

press to enter the key.

- Use mouse click.

Use Text Prediction.

Use this option if you want the on-screen keyboard to suggest words for you as you type so you do not need to type each complete word. You have to click on the suggested words that will appear on the top of the on-screen keyboard.

Insert space after predicted words.

Use this option if you want the on-screen keyboard to add a space after you select a word using text prediction.

Click Ok to save the settings.

To control the mouse cursor using the keyboard

- Click on **Mouse.**
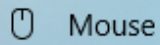
- To turn on and off this feature, click on the toggle button

under the writing **control your Mouse with a Keypad**

The keypad is this
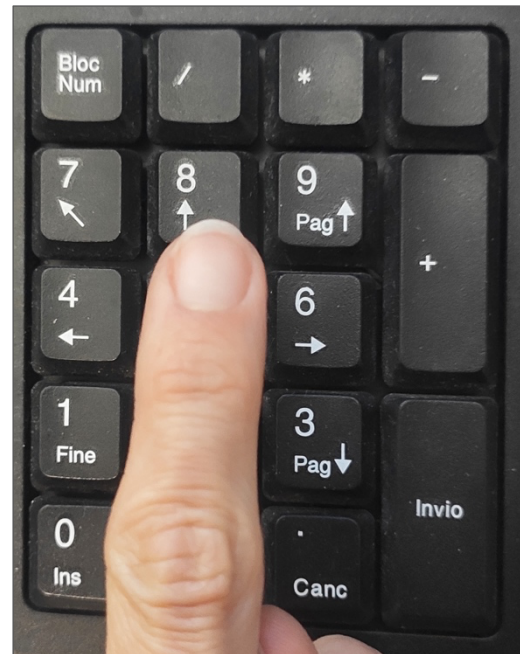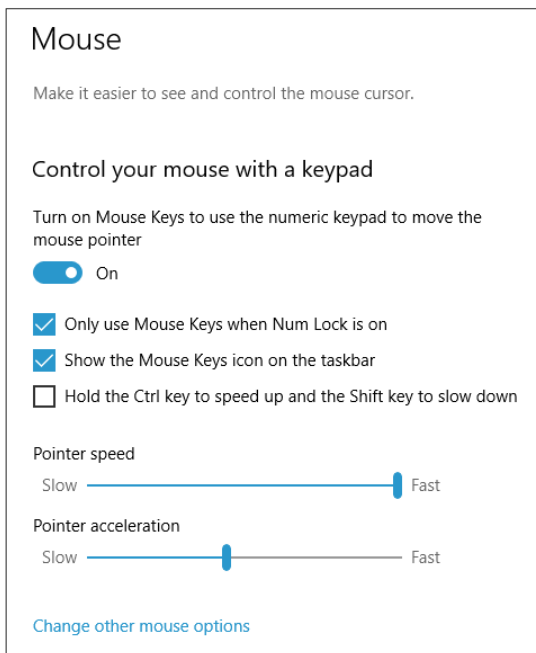
- To change the **speed and acceleration** of the pointer click on

the related slider and press the right arrow on your keyboard to

make it faster or the left arrow to make it slower.

Keyboard shortcuts

Introduction

Keyboard shortcuts are keys or combinations of keys that allow you to do things that you usually do with a mouse.

Copy, paste and other general shortcuts

To **cut** the selected item press **Ctrl** and **X** together.   Ctrl + x

To **copy** the selected item press **Ctrl** and **C** together.   Ctrl + c

To **paste** the selected item press **Ctrl** and **V** together.   Ctrl + v
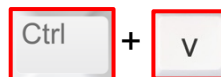
To **select all items** in a document or folder press **Ctrl** and **A** together.   Ctrl + A

To **select more than one item** in a folder or on the desktop,

or to **select text** in a document,

press **Shift** and an **arrow** together.
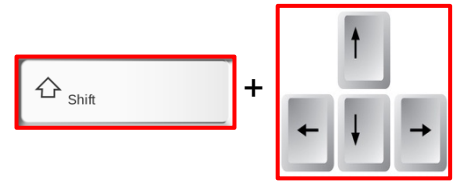
You can press the arrows several times till you will have all the

desired items selected.

To **delete** the selected item and move it to the Recycle Bin

press **Ctrl** and **D** together.
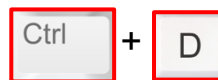
To **undo** an action

press **Ctrl** and **Z** together.

To **redo** an action

press **Ctrl** and **Y** together.

To **switch** between open apps

press **Alt** and **Tab** together.

The open app will appear with an overview on the screen and

you can select the one you need by clicking with the mouse.

To **close** the active file or programme

press **Alt** and **F4** together. | Alt | + | F4 |

To **display** and **hide** the desktop

press the **Windows logo key** and **D.** | ⊞ | + | D |

To **go back** press **Alt** and **left arrow** together. | Alt | + | ← |

Use this shortcut if you are creating a word document or a video

and you made a mistake or if you are navigating a website and

you want to go back to the previous page.

To **go forward** press **Alt** and **right arrow** together. | Alt | + | → |
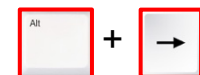
To **select a block of text** press **Ctrl** and **Shift** together and

press the **arrows** from one to several times till you have

selected the desired text. | Ctrl | + | Shift | + | ↑ ← ↓ → |

- If you press the **right arrow** [Ctrl] + [Shift] + [→]
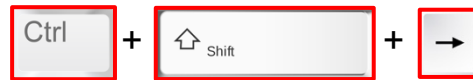
you will select text word by word.

- If you press the **left arrow** [Ctrl] + [Shift] + [←]
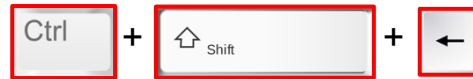
you will unselect text word by word.

- If you press the **up arrow** [Ctrl] + [Shift] + [↑]
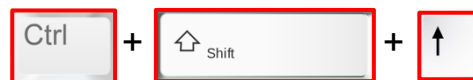
you will select text paragraph by paragraph from the one where

the pointer is and going up.

- If you press the **down arrow** [Ctrl] + [Shift] + [↓]
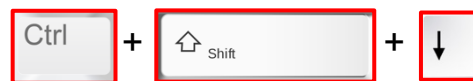
you will select text paragraph by paragraph from the one where

the pointer is and going down.

To **open Start** press the **Windows logo key** [⊞]

Or press **Ctrl** and **Esc** together. [Ctrl] + [Esc]

Keyboard shortcuts in the program Word

To **open** a document press **Ctrl** and **O** together.　Ctrl + O

To **create** a new document

press **Ctrl** and **N** together.　Ctrl + N

To **save** the document press **Ctrl** and **S** together,　Ctrl + S

or **Shift** and **F12** together.　⇧ Shift + F12

To **save** as a document press **F12.**　F12

To **close** the document press **Ctrl** and **W** together.　Ctrl + W

To **cut** the selected content

press **Ctrl** and **X** together.　Ctrl + X

To **copy** the selected content

press **Ctrl** and **C** together.　Ctrl + C

To **paste** the selected content

press **Ctrl** and **V** together.　Ctrl + V

To **select** all document content

press **Ctrl** and **A** together. `Ctrl` + `A`

To apply **bold** formatting to text

press **Ctrl** and **B** together. `Ctrl` + `B`

To apply **italic** formatting to text

press **Ctrl** and **I** together. `Ctrl` + `I`

To apply **underline** formatting to text

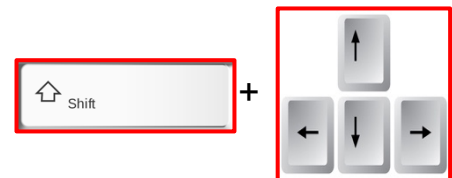press **Ctrl** and **U** together. `Ctrl` + `U`

To change the text case among **uppercase and lowercase** of

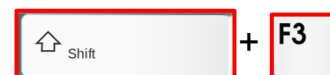your text press **Shift** and **F3** together. `⇧ Shift` + `F3`

If you want to change the **case** of a word, a line or a paragraph,

select it using **Shit** and the **arrows** `⇧ Shift` + `↑ ← ↓ →`

and then press **Shift** and **F3.** `⇧ Shift` + `F3`

To **centre** the text press **Ctrl** and **E** together.   `Ctrl` + `E`

To **align the text to the left**

press **Ctrl** and **L** together.   `Ctrl` + `L`

To **align the text to the Right**

press **Ctrl** and **R** together.   `Ctrl` + `R`

To **print** the document press **Ctrl** and **P** together.   `Ctrl` + `P`

Basics of the use of computer and ICT

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Illustrations in the introduction from https://pixabay.com

https://accessibleinformationmaterial.blogspot.com