
Step by Step Tutorials for Microsoft Windows 2000 Accessibility Options

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Overview

Make computers easier and more comfortable to use with accessibility features and utilities built right into Microsoft® Windows 2000 (Professional and Home versions).

Display and Readability

Display options—choose screen elements and schemes, adjust the screen area and font sizes, select a screen saver, change the size and color of icons, and smooth the edges of screen fonts.

- **Icon size**—make icons larger for visibility, or smaller for increased screen space.
- **Screen resolution**—change pixel count to enlarge objects on screen.
- **High contrast schemes**—select color combinations that are easier to see.
- **Microsoft Magnifier**—enlarge portion of screen for better visibility.

Sounds and Speech

Windows 2000 includes options to make computer sounds easier to hear or distinguish—or, you can choose visual alternatives to sound. Options you can adjust include:

- **Sound options**—assign sounds to events, choose sound schemes, adjust sound volume, show volume control in the taskbar, and select audio devices.
- **ShowSounds**—display captions for speech and sounds.
- **SoundSentry**—display visual warnings for system sounds.
- **Notification**—Get sound or visual cues when accessibility features are turned on or off.

Keyboard and Mouse

In Windows 2000 you can choose a number of options to make your keyboard and mouse faster and easier to use. Options you can adjust include:

Mouse options:

- **Choose right-handed or left-handed mouse button configuration**
- **Adjust the double-click speed**
- **Change the pointer scheme**
- **Adjust the pointer speed and acceleration rate.**

Keyboard options:

- **Adjust the character repeat rate and repeat-delay speed.**
- **StickyKeys**—allow pressing one key at a time (rather than simultaneously) for key combinations.
- **FilterKeys**—ignore brief or repeated keystrokes and slow down the repeat rate.
- **ToggleKeys**—hear tones when pressing certain keys.
- **MouseKeys**—move the mouse pointer using the numerical keypad.
- **Dvorak Keyboard Layout**—choose alternative keyboard layouts for people who type with one hand or finger.

Accessibility Wizard and Utilities

The Accessibility Wizard can help new users quickly and easily set up groups of accessibility options that address visual, hearing and dexterity needs all in one place. The Accessibility Wizard asks questions about accessibility needs. Then, based on the answers, it configures utilities and settings for individual users. The Accessibility Wizard can be run again at any time to make changes, or changes can be made to individual settings through Control Panel. To learn about the Accessibility Wizard, see:

- **Opening the Accessibility Wizard**

Windows 2000 Accessibility Utilities:

- **Magnifier**—a display utility that makes the computer screen more readable by creating a separate window that displays a magnified portion of the screen.
- **Narrator**—a text-to-speech utility that reads what is displayed on the screen—the contents of the active window, menu options, or text that has been typed.
- **On-Screen Keyboard**—displays a virtual keyboard on the computer screen that allows people to type data by using a pointing device or joystick.
- **Utility Manager**—enables administrator-level users to check an accessibility program's status and start or stop an accessibility programs—automatically, if required.

Using Assistive Technology

If you use assistive technology, be sure to contact your assistive technology manufacturer to check compatibility with Windows 2000 and to learn how to adjust your settings to optimize compatibility.

Using the Accessibility Wizard

One of the best ways to get started using the accessibility features of Windows 2000 is to run the Accessibility Wizard. The Accessibility Wizard asks you questions about your accessibility needs. Then, based on your answers, it configures utilities and settings for you. You can run the Accessibility Wizard again at any time to make changes, or you can use Control Panel as explained below.

How to Customize With Accessibility Wizard

With the Accessibility Wizard, you can set options specifically for:

- People who are blind or have difficulty seeing things on screen.
- People who are deaf or have difficulty hearing sounds from the computer.
- People who have difficulty using the keyboard or mouse.

Opening Accessibility Wizard

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Programs. ▪ Point to Accessories. ▪ Point to Accessibility. ▪ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Programs by pressing P. ▪ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ▪ Move to Accessibility, and then press ENTER. ▪ Move to Accessibility Wizard, and then press ENTER.

To continue

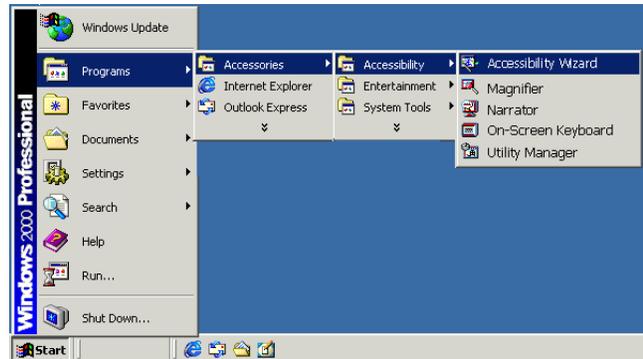
To complete the Accessibility Wizard, see one or more of the following Step by Step Guides:

- Changing the Font Size of Text on the Screen
- Switching to a Lower Screen Resolution to Increase the Size of items on the Screen
- Changing the Size of Items on the Screen
- Disabling Personalized Menus
- Setting Options for People Who Are Blind or Have Difficulty Seeing Things on the Screen
- Setting Options for People Who Are Deaf or Have Difficulty Hearing Sounds from the Computer
- Setting Options for People Who Have Difficulty Using the Keyboard or Mouse
- Setting Administrative Options
- Restoring Default Settings
- Saving Accessibility Wizard Settings to a File

Quick Reference: Opening Accessibility Wizard

Start Menu Procedures

- Select the **Start** button, or press CTRL+ESC.
- Select **Programs**.
- Select **Accessories**.
- Select **Accessibility**.
- Select **Accessibility Wizard**.



Accessibility Wizard Procedures

- Select **Next** or press N to continue through the wizard.



Changing the Font Size of Text on the Screen

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Programs. ▪ Point to Accessories. ▪ Point to Accessibility. ▪ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Programs by pressing P. ▪ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ▪ Move to Accessibility, and then press ENTER. ▪ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ▪ Select Next. 	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ▪ Press N.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ▪ Select Use large window titles and menus. ▪ Select Next to continue through the wizard. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ▪ Select Use large window titles and menus by using the UP ARROW and DOWN ARROW keys. ▪ Press N to continue through the wizard (use the arrow keys and ENTER to select the appropriate options).
<p>4 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ▪ Select Finish to save your changes and exit the wizard. 	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ▪ Press ENTER to save your changes and exit the wizard.

Switching to a Lower Screen Resolution to Increase the Size of Items on the Screen

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Select Next. 	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press N.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read. ■ Select Next. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read by using the UP ARROW and DOWN ARROW keys. ■ Press N.
<p>4 In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the Switch to a lower screen resolution check box. ■ Select Next to continue through the wizard. 	<p>In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select Switch to a lower screen resolution check box by pressing S. ■ Press N to continue through the wizard (use the arrow keys and ENTER to select the appropriate options).
<p>5 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard. 	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard.

Changing the Size of Items on the Screen

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Select Next. 	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press N.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read. ■ Select Next. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read by using the UP ARROW and DOWN ARROW keys. ■ Press N.
<p>4 In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Ensure that the Change the font size check box is selected. ■ If it is not selected, select this check box. ■ Select Next. 	<p>In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Ensure that the Change the font size check box is selected. ■ If it is not selected, press C. ■ Press N.
<p>5 In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the I am blind or have difficulty seeing things on screen check box. ■ Select Next. 	<p>In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the I am blind or have difficulty seeing things on screen check box by pressing L. ■ Press N.
<p>6 In the Scroll Bar and Window Border Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the scroll bar and window border size you want. ■ Select Next. 	<p>In the Scroll Bar and Window Border Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the scroll bar and window border size you want by using the LEFT ARROW and RIGHT ARROW keys. ■ Press N.

<p>7 In the Icon Size dialog box:</p> <ul style="list-style-type: none">■ Select the icon size you want.■ Select Next to continue through the wizard.	<p>In the Icon Size dialog box:</p> <ul style="list-style-type: none">■ Select the icon size you want by using the LEFT ARROW and RIGHT ARROW keys.■ Press N to continue through the wizard (use the arrow keys and ENTER to select the appropriate options).
<p>8 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none">■ Press ENTER to save your changes and exit the wizard.	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none">■ Press ENTER to save your changes and exit the wizard.

Disabling Personalized Menus

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Select Next. 	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press N.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read. ■ Select Next. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read by using the UP ARROW and DOWN ARROW keys. ■ Press N.
<p>4 In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the Disable Personalized Menus check box. ■ Select Next to continue through the wizard. 	<p>In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the Disable personalized menus check box by pressing D. ■ Press N to continue through the wizard (use the arrow keys and ENTER to select the appropriate options).
<p>5 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard. 	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard.

Setting Options for People Who Are Blind or Have Difficulty Seeing Things on the Screen

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Select Next. 	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press N.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read. ■ Select Next. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read by using the UP ARROW and DOWN ARROW keys. ■ Press N.
<p>4 In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Ensure that the Change the font size check box is selected. ■ If it is not selected, select this check box. ■ If you want to use Microsoft Magnifier, select the Use Microsoft Magnifier check box. ■ Select Next. 	<p>In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Ensure that the Change the font size check box is selected. ■ If it is not selected, press C. ■ If you want to use Microsoft Magnifier, press U. ■ Press N.
<p>5 In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the I am blind or have difficulty seeing things on screen check box. ■ Select Next to continue through the wizard. 	<p>In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the I am blind or have difficulty seeing things on screen check box by pressing L. ■ Press N to continue through the wizard (use the arrow keys and ENTER to select the appropriate options).

<p>6 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none">■ Press ENTER to save your changes and exit the wizard.	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none">■ Press ENTER to save your changes and exit the wizard.
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Setting Options for People Who Are Deaf or Have Difficulty Hearing Sounds from the Computer

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Select Next. 	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press N.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read. ■ Select Next. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read by using the UP ARROW and DOWN ARROW keys. ■ Press N.
<p>4 In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the options you want. ■ Select Next. 	<p>In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the options you want. ■ Press N.
<p>5 In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the I am deaf or have difficulty hearing sounds from the computer check box. ■ Select Next to continue through the wizard. 	<p>In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the I am deaf or have difficulty hearing sounds from the computer check box by pressing D. ■ Press N to continue through the wizard (use the arrow keys and ENTER to select the appropriate options).
<p>6 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard. 	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard.

Setting Options for People Who Have Difficulty Using the Keyboard or Mouse

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Select Next. 	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press N.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read. ■ Select Next. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read by using the UP ARROW and DOWN ARROW keys. ■ Press N.
<p>4 In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the options you want. ■ Select Next. 	<p>In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the options you want. ■ Press N.
<p>5 In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the I have difficulty using the keyboard or mouse check box. ■ Select Next to continue through the wizard.. 	<p>In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the I have difficulty using the keyboard or mouse check box by pressing K. ■ Press N to continue through the wizard (use the arrow keys and ENTER to select the appropriate options).
<p>6 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard. 	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard.

Setting Administrative Options

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Programs. ▪ Point to Accessories. ▪ Point to Accessibility. ▪ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Programs by pressing P. ▪ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ▪ Move to Accessibility, and then press ENTER. ▪ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ▪ Select Next. 	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ▪ Press N.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ▪ Select the smallest text you can read. ▪ Select Next. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ▪ Select the smallest text you can read by using the UP ARROW and DOWN ARROW keys. ▪ Press N.
<p>4 In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ▪ Select the options you want. ▪ Select Next. 	<p>In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ▪ Select the options you want. ▪ Press N.
<p>5 In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the I want to set administrative options check box. ▪ Select Next to continue through the wizard. 	<p>In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the I want to set administrative options check box by pressing A. ▪ Press N to continue through the wizard (use the arrow keys and ENTER to select the appropriate options).
<p>6 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ▪ Press ENTER to save your changes and exit the wizard. 	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ▪ Press ENTER to save your changes and exit the wizard.

Restoring Default Settings

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Select Next. 	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press N.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read. ■ Select Next. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read by using the UP ARROW and DOWN ARROW keys. ■ Press N.
<p>4 In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select Next. 	<p>In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Press N.
<p>5 In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select Restore Default Settings. ■ Select Next to continue through the wizard. 	<p>In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select Restore Default Settings by pressing R. ■ Press ENTER to continue through the wizard.
<p>6 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard. 	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press ENTER to save your changes and exit the wizard.

Saving Accessibility Wizard Settings to a File

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Accessibility Wizard. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Accessibility Wizard, and then press ENTER.
<p>2 In the Welcome to the Accessibility Wizard dialog box:</p> <p>Select Next to continue through the wizard.</p>	<p>In the Welcome to the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none"> ■ Press N to continue through the wizard.
<p>3 In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read. ■ Select Next. 	<p>In the Text Size dialog box:</p> <ul style="list-style-type: none"> ■ Select the smallest text you can read by using the UP ARROW and DOWN ARROW keys. ■ Press N.
<p>4 In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the options you want. ■ Select Next. 	<p>In the Display Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the options you want. ■ Press N.
<p>5 In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the statements that apply to you. ■ Select Next to continue through the wizard. 	<p>In the Set Wizard Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the statements that apply to you. ■ Press N to continue through the wizard.
<p>6 In the Save Settings to File dialog box:</p> <ul style="list-style-type: none"> ■ Select Save Settings. 	<p>In the Save Settings to File dialog box:</p> <ul style="list-style-type: none"> ■ Select Save Settings by pressing S.
<p>7 In the Save As dialog box:</p> <ul style="list-style-type: none"> ■ Specify a file name and location. ■ Select Save. ■ Select Next to continue through the wizard. 	<p>In the Save As dialog box:</p> <ul style="list-style-type: none"> ■ Specify a file name and location. ■ Press ALT+S. ■ Press N to continue through the wizard.

<p>8 In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none">■ Press ENTER to save your changes and exit the wizard.	<p>In the Completing the Accessibility Wizard dialog box:</p> <ul style="list-style-type: none">■ Press ENTER to save your changes and exit the wizard.
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Using Utility Manager

Utility Manager is a new program available through the Accessibility menu that brings all of the Windows 2000 Accessibility programs—Narrator, Magnifier, and On-Screen Keyboard— together in one place so that users can quickly check the status of individual programs and start and stop them. If you have administrator-level access, you can also assign programs to start when Windows 2000 starts.

Step by Step Guides for Using Utility Manager can help you with:

- Opening Utility Manager
- Starting Accessibility Programs When Utility Manager Starts
- Starting Accessibility Programs Automatically When Windows Starts
- Starting or Stopping Accessibility Programs

Quick Reference: Opening Utility Manager

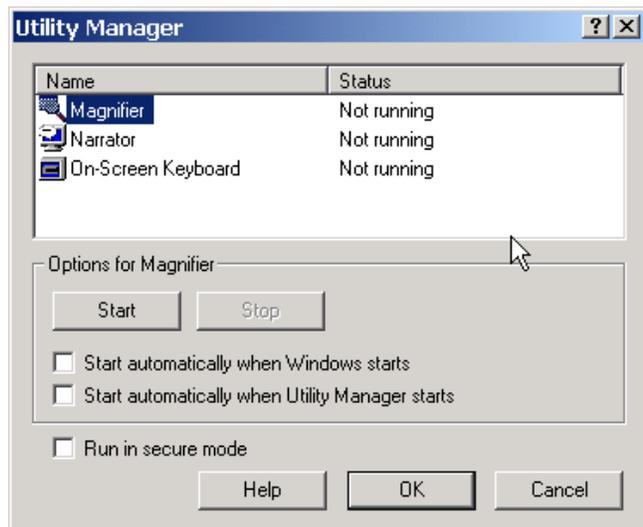
Start Menu Procedures

- Select the **Start** button, or press CTRL+ESC.
- Select **Programs**.
- Select **Accessories**.
- Select **Accessibility**.
- Select **Utility Manager**.



Utility Manager Procedures

- In the **Name** list, select a program.
- Under **Options** for the program, select an option.
- Select **OK**.



Opening Utility Manager

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none">▪ Point to Programs.▪ Point to Accessories.▪ Point to Accessibility.▪ Select Utility Manager.	<p>To display the Utility Manager:</p> <ul style="list-style-type: none">▪ Press the Windows logo key+U.

To continue

To continue customizing Utility Manager, see one or more of the following Step by Step Guides:

- Starting Accessibility Programs When Utility Manager Starts
- Starting Accessibility Programs Automatically When Windows Starts
- Starting or Stopping Accessibility Programs

Starting Accessibility Programs When Utility Manager Starts

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Utility Manager. 	<p>To open Utility Manager:</p> <ul style="list-style-type: none"> ■ Press the Windows logo key+U.
<p>2 In the Name list:</p> <ul style="list-style-type: none"> ■ Select a program. 	<p>In the Name list:</p> <ul style="list-style-type: none"> ■ Select a program by pressing the UP ARROW or DOWN ARROW key.
<p>3 Under Options:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Utility Manager starts check box. <p>Note To cancel the automatic start, clear the Start automatically when Utility Manager starts check box.</p>	<p>Under Options:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Utility Manager starts check box by pressing ALT+U. <p>Note To cancel the automatic start, clear the Start automatically when Utility Manager starts check box by pressing ALT+U.</p>
<p>4 Repeat for each utility you want to start when Utility Manager starts.</p>	<p>Repeat for each utility you want to start when Utility Manager starts.</p>
<p>5 Select OK.</p>	<p>Press ENTER.</p>

Starting Accessibility Programs Automatically When Windows Starts

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Utility Manager. 	<p>To open Utility Manager:</p> <ul style="list-style-type: none"> ■ Press the Windows logo key+U.
<p>2 In the Name list:</p> <ul style="list-style-type: none"> ■ Select a program. 	<p>In the Name list:</p> <ul style="list-style-type: none"> ■ Select a program by pressing the UP ARROW or DOWN ARROW key.
<p>3 Under Options:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Windows starts check box. <p>Note To cancel the automatic start, clear the Start automatically when Windows starts check box.</p>	<p>Under Options:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Windows starts check box by pressing ALT+W. <p>Note To cancel the automatic start, clear the Start automatically when Windows starts check box, by pressing ALT+W.</p>
<p>4 Repeat for each utility you want to start when Windows starts.</p>	<p>Repeat for each utility you want to start when Windows starts.</p>
<p>5 Select OK.</p>	<p>Press ENTER.</p>

Starting or Stopping Accessibility Programs

Mouse actions	Keyboard actions
<p>1 To start or stop an accessibility program:</p> <ul style="list-style-type: none">■ On the Start menu, point to Programs.■ Point to Accessories.■ Point to Accessibility.■ Select Utility Manager.	<p>To open Utility Manager:</p> <ul style="list-style-type: none">■ Press the Windows logo key+U.
<p>2 In the Utility Manager dialog box:</p> <ul style="list-style-type: none">■ Select a program from the list.	<p>In the Utility Manager dialog box:</p> <ul style="list-style-type: none">■ Select a program from the list by pressing the UP ARROW or DOWN ARROW key.
<p>3 Under Options:</p> <ul style="list-style-type: none">■ Select the Start or Stop button.■ Select OK.	<p>Under Options:</p> <ul style="list-style-type: none">■ Select Start by pressing ALT+A or select Stop by pressing ALT+O.■ Press ENTER.

Using On-Screen Keyboard

On-Screen Keyboard is a utility that displays a virtual keyboard on the computer screen that allows people with mobility impairments to type data by using a pointing device or joystick. Besides providing a minimum level of functionality for some people with mobility impairments, On-Screen Keyboard can also help people who do not know how to type.

Step by Step Guides for On-Screen Keyboard can help you with:

- Opening the On-Screen Keyboard
- Starting On-Screen Keyboard Automatically When Windows Starts
- Selecting a Keyboard Layout
- Selecting the Font for On-Screen Keyboard Keys
- Using an Audible Click
- Activating Scanning Mode
- Activating Hovering Mode
- Activating Clicking Mode

Opening the On-Screen Keyboard

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Programs. ▪ Point to Accessories. ▪ Point to Accessibility. ▪ Select On-Screen Keyboard. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Programs by pressing P. ▪ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ▪ Move to Accessibility, and then press ENTER. ▪ Move to On-Screen Keyboard, and then press ENTER. <p>Note A message box with a link to more information about accessibility utilities may appear. To close the box, press ENTER.</p>

To continue

To continue customizing On-Screen Keyboard, see one or more of the following Step by Step Guides:

- Starting On-Screen Keyboard Automatically When Windows Starts
- Selecting a Keyboard Layout
- Selecting the Font for On-Screen Keyboard Keys
- Using an Audible Click
- Activating Scanning Mode
- Activating Hovering Mode
- Activating Clicking Mode

Quick Reference: Opening On-Screen Keyboard

Start Menu Procedures

- Select the **Start** button, or press CTRL+ESC.
- Select **Programs**.
- Select **Accessories**.
- Select **Accessibility**.
- Select **On-Screen Keyboard**.



On-Screen Keyboard Procedures

- Select keys by using a pointing device, or use the menus to specify options.



Starting On-Screen Keyboard Automatically When Windows Starts

Mouse actions	Table Head
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Utility Manager. 	<p>To open Utility Manager:</p> <ul style="list-style-type: none"> ■ Press the Windows logo key+U.
<p>2 In the Name list:</p> <ul style="list-style-type: none"> ■ Select On-Screen Keyboard. 	<p>In the Name list:</p> <ul style="list-style-type: none"> ■ Select On-Screen Keyboard by pressing the UP ARROW or DOWN ARROW key.
<p>3 Under Options for On-Screen Keyboard:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Windows starts check box. <p>Note To cancel the automatic start, clear the Start automatically when Windows starts check box.</p>	<p>Under Options for On-Screen Keyboard:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Windows starts check box by pressing ALT+W. <p>Note To cancel the automatic start, clear the Start automatically when Windows starts check box by pressing ALT+W.</p>
<p>4 Select OK.</p>	<p>Press ENTER.</p>

Selecting a Keyboard Layout

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select On-Screen Keyboard. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to On-Screen Keyboard, and then press ENTER. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, press ENTER.</p>
<p>2 In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ On the Keyboard menu, select the keyboard layout you prefer. 	<p>In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ Display the Keyboard menu by pressing ALT+K. ■ Select the keyboard layout you prefer.

Selecting the Font for On-Screen Keyboard Keys

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select On-Screen Keyboard. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to On-Screen Keyboard, and then press ENTER. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, press ENTER.</p>
<p>2 In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ On the Settings menu, select Font. 	<p>In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ Display the Settings menu by pressing ALT+S. ■ Select Font by pressing F.
<p>3 In the Font dialog box:</p> <ul style="list-style-type: none"> ■ Select a font, font style, and font size. 	<p>In the Font dialog box:</p> <ul style="list-style-type: none"> ■ Select a font, font style, and font size by using the UP ARROW, DOWN ARROW, and TAB keys.
<p>4 Select OK.</p>	<p>Press ENTER.</p>

Using an Audible Click

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select On-Screen Keyboard. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to On-Screen Keyboard, and then press ENTER. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, press ENTER.</p>
<p>2 In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ On the Settings menu, select Use Click Sound. 	<p>In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ Display the Settings menu by pressing ALT+S ■ Select Use Click Sound by pressing U.

Activating Scanning Mode

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select On-Screen Keyboard. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to On-Screen Keyboard, and then press ENTER. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, press ENTER.</p>
<p>2 In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ On the Settings menu, select Typing Mode. 	<p>In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ Display the Settings menu by pressing ALT+S. ■ Select Typing Mode by pressing T.
<p>3 In the Typing Mode dialog box:</p> <ul style="list-style-type: none"> ■ Select Joystick or key to select. 	<p>In the Typing Mode dialog box:</p> <ul style="list-style-type: none"> ■ Select Joystick or key to select by pressing J.
<p>4 To set the speed for how quickly On-Screen Keyboard scans:</p> <ul style="list-style-type: none"> ■ Use the up and down arrows next to the Scan Interval box. ■ Select the Advanced button. 	<p>To set the speed for how quickly On-Screen Keyboard scans:</p> <ul style="list-style-type: none"> ■ Press the TAB key. ■ Use the UP ARROW and DOWN ARROW keys to select a scan interval. ■ Select the Advanced button by pressing ALT+A.
<p>5 In the Scanning Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the Serial, parallel, or game port check box. <p>OR</p> <ul style="list-style-type: none"> ■ Select the Keyboard key check box. 	<p>In the Scanning Options dialog box:</p> <ul style="list-style-type: none"> ■ Select the Serial, parallel, or game port check box by pressing S. <p>OR</p> <ul style="list-style-type: none"> ■ Select the Keyboard key check box by pressing K.

6 Select OK two times to close the dialog boxes.	Press ALT+O twice to close the dialog boxes.
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Activating Hovering Mode

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select On-Screen Keyboard. <p>Note A message box with a link to more information about On-Screen Keyboard may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to On-Screen Keyboard, and then press ENTER. <p>Note A message box with a link to more information about On-Screen Keyboard may appear. To close the box, select ENTER.</p>
<p>2 In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ On the Settings menu, select Typing Mode. 	<p>In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ Display the Settings menu by pressing ALT+S. ■ Select Typing Mode by pressing T.
<p>3 In the Typing Mode dialog box:</p> <ul style="list-style-type: none"> ■ Select Hover to select. 	<p>In the Typing Mode dialog box:</p> <ul style="list-style-type: none"> ■ Select Hover to select by pressing H.
<p>4 To adjust the minimum hover time:</p> <ul style="list-style-type: none"> ■ Use the up arrow or down arrow. 	<p>To adjust the minimum hover time:</p> <ul style="list-style-type: none"> ■ Press the TAB key twice. ■ Use the UP ARROW and DOWN ARROW keys.
<p>5 Select OK.</p>	<p>Select ENTER, or press ALT+O.</p>

Activating Clicking Mode

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select On-Screen Keyboard. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to On-Screen Keyboard, and then press ENTER. <p>Note A message box with a link to more information about the On-Screen Keyboard may appear. To close the box, press ENTER.</p>
<p>2 In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ On the Settings menu, select Typing Mode. 	<p>In the On-Screen Keyboard window:</p> <ul style="list-style-type: none"> ■ Display the Settings menu by pressing ALT+S. ■ Select Typing Mode by pressing T.
<p>3 In the Typing Mode dialog box:</p> <ul style="list-style-type: none"> ■ Select Click to select. 	<p>In the Typing Mode dialog box:</p> <ul style="list-style-type: none"> ■ Select Click to select by pressing ALT+K.
<p>4 Select OK.</p>	<p>Press ALT+O to close the dialog box.</p>

Using Narrator

Narrator is a text-to-speech utility for people who are blind or have low vision. Narrator reads what is displayed on the screen—the contents of the active window, menu options, or text that has been typed.

Narrator is designed to work with Notepad, WordPad, Control Panel programs, Internet Explorer, and some parts of Windows 2000 Setup. Narrator has a number of options that allow users to customize the way screen elements are read.

Note: Narrator is currently available only in English, and may not read words aloud correctly in programs other than those mentioned above.

Step by Step Guides for Narrator can help you with:

- Opening Narrator
- Starting Narrator Automatically When Windows Starts
- Setting Up Narrator to Announce Events on the Screen
- Setting Up Narrator to Read Typed Keys Aloud
- Setting Up the Mouse Pointer to Move to Active Items
- Starting Narrator Minimized
- Setting Narrator Voice Options

Quick Reference: Opening Narrator

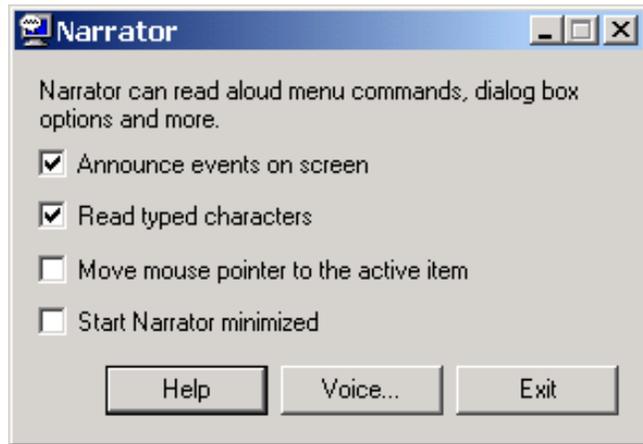
Start Menu Procedures

- Select the **Start** button, or press CTRL+ESC.
- Select **Programs**.
- Select **Accessories**.
- Select **Accessibility**.
- Select **Narrator**.



Narrator Procedures

- Select the options you want.
- Optionally, select the **Minimize** button to hide the Narrator window while you use Narrator.



Opening Narrator

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Programs. ▪ Point to Accessories. ▪ Point to Accessibility. ▪ Select Narrator. <p>Note A message box with a link to more information about Narrator may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Programs by pressing P. ▪ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ▪ Move to Accessibility, and then press ENTER. ▪ Move to Narrator, and then press ENTER. <p>Note A message box with a link to more information about Narrator may appear. To close the box, press ENTER.</p>

To continue

To continue customizing Narrator, see one or more of the following Step by Step Guides:

- Starting Narrator Automatically When Windows Starts
- Setting Up Narrator to Announce Events on the Screen
- Setting Up Narrator to Read Typed Keys Aloud
- Setting Up the Mouse Pointer to Move to Active Items
- Starting Narrator Minimized
- Setting Narrator Voice Options

Starting Narrator Automatically When Windows Starts

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Utility Manager. 	<p>To open Utility Manager:</p> <ul style="list-style-type: none"> ■ Press the Windows logo key+U.
<p>2 In the Name list:</p> <ul style="list-style-type: none"> ■ Select Narrator. 	<p>In the Name list:</p> <ul style="list-style-type: none"> ■ Move to Narrator by pressing the UP ARROW or DOWN ARROW key.
<p>3 Under Options for Narrator:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Windows starts check box. 	<p>Under Options for Narrator:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Windows starts check box by pressing the ALT+W.
<p>4 Select OK.</p>	<p>Press ENTER.</p>

Setting Up Narrator to Announce Events on the Screen

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Narrator. <p>Note A message box with a link to more information about Narrator may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Narrator, and then press ENTER. <p>Note A message box with a link to more information about Narrator may appear. To close the box, press ENTER.</p>
<p>2 In the Narrator window:</p> <ul style="list-style-type: none"> ■ Ensure that the Announce events on screen check box is selected. <p>Note To use Narrator but hide the Narrator dialog box, select the Minimize button. If you select Exit, Narrator turns off.</p>	<p>In the Narrator window:</p> <ul style="list-style-type: none"> ■ Ensure that the Announce events on screen check box is selected. If it is not, press ALT+A. <p>Note To use Narrator but hide the Narrator dialog box, press ALT+SPACEBAR, N. To turn off Narrator, press ALT+X, and then press Y.</p>

Setting Up Narrator to Read Typed Keys Aloud

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Narrator. <p>Note A message box with a link to more information about Narrator may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Narrator, and then press ENTER. <p>Note A message box with a link to more information about Narrator may appear. To close the box, press ENTER.</p>
<p>2 In the Narrator window:</p> <ul style="list-style-type: none"> ■ Ensure that the Read typed characters check box is selected. <p>Note To use Narrator but hide the Narrator dialog box, select the Minimize button. If you select Exit, Narrator turns off.</p>	<p>In the Narrator window:</p> <ul style="list-style-type: none"> ■ Ensure that the Read typed characters check box is selected. If it is not, press ALT+R. <p>Note To use Narrator but hide the Narrator dialog box, press ALT+SPACEBAR, N. To turn off Narrator, press ALT+X, and then press Y.</p>

Setting Up the Mouse Pointer to Move to Active Items

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Narrator. <p>Note A message box with a link to more information about Narrator may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Narrator, and then press ENTER. <p>Note A message box with a link to more information about Narrator may appear. To close the box, press ENTER.</p>
<p>2 In the Narrator window:</p> <ul style="list-style-type: none"> ■ Select the Move mouse pointer to the active item check box. <p>Note To use Narrator but hide the Narrator dialog box, select the Minimize button. If you select Exit, Narrator turns off.</p>	<p>In the Narrator window:</p> <ul style="list-style-type: none"> ■ Select the Move mouse pointer to the active item check box by pressing ALT+M. <p>Note To use Narrator but hide the Narrator dialog box, press ALT+SPACEBAR, N. To turn off Narrator, press ALT+X, and then press Y.</p>

Starting Narrator Minimized

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Narrator. <p>Note A message box with a link to more information about Narrator may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Narrator, and then press ENTER. <p>Note A message box with a link to more information about Narrator may appear. To close the box, press ENTER.</p>
<p>2 In the Narrator window:</p> <ul style="list-style-type: none"> ■ Select the Start Narrator minimized check box. <p>Note To use Narrator but hide the Narrator dialog box, select the Minimize button. If you select Exit, Narrator turns off.</p>	<p>In the Narrator window:</p> <ul style="list-style-type: none"> ■ Select the Start Narrator minimized check box by pressing ALT+S. <p>Note To use Narrator but hide the Narrator dialog box, press ALT+SPACEBAR, N. To turn off Narrator, press ALT+X, and then press Y.</p>

Setting Narrator Voice Options

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Narrator. <p>Note A message box with a link to more information about Narrator may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Narrator, and then press ENTER. <p>Note A message box with a link to more information about Narrator may appear. To close the box, press ENTER.</p>
<p>2 Select the Voice button.</p>	<p>Press V to open Voice Settings.</p>
<p>3 In the Voice Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the voice options you want to change. 	<p>In the Voice Settings dialog box:</p> <ul style="list-style-type: none"> ■ Select the voice options you want to change by typing the appropriate access keys. To select values, use the UP ARROW and DOWN ARROW keys.
<p>4 Select OK.</p> <p>Note To use Narrator but hide the Narrator dialog box, select the Minimize button. If you select Exit, Narrator turns off.</p>	<p>Press ENTER.</p> <p>Note To use Narrator but hide the Narrator dialog box, press ALT+SPACEBAR, N. To turn off Narrator, press ALT+X, and then press Y.</p>

Using Magnifier

Magnifier is a display utility that makes the computer screen more readable by people who have low vision by creating a separate window that displays a magnified portion of the screen. Magnifier provides a minimum level of functionality for people who have slight visual impairments. Magnifier enables you to:

- Adjust the magnification level of text and images in the magnification window.
- Change the size and location of the magnification window.
- Change the position of the magnification window on the desktop.
- Invert the screen colors.
- Use a high-contrast setting.

Magnifier also has a number of tracking options, which include:

- Following the mouse pointer as it moves on the screen.
- Following the keyboard focus which centers on the location of the cursor.
- Following text editing.

Step by Step Guides for Magnifier can help you with:

- Opening Magnifier
- Starting Magnifier Automatically When Windows Starts
- Changing Magnifier to High Contrast
- Inverting the Colors of the Magnifier Windows
- Setting the Magnification Level
- Setting Magnifier Tracking Options
- Changing the Position of the Magnifier Window
- Changing the Size of the Magnifier Window

Quick Reference: Opening Magnifier

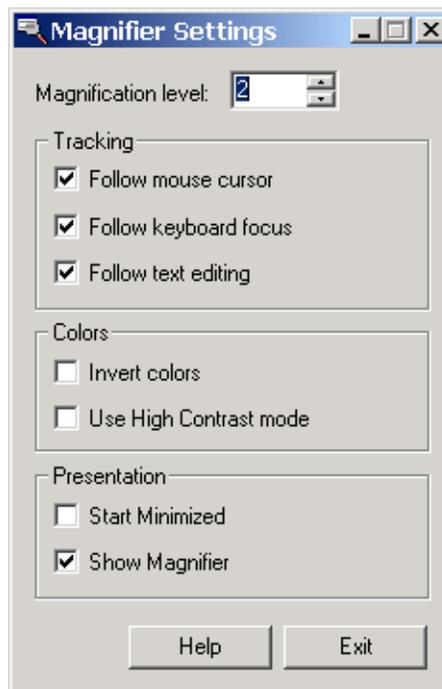
Start Menu Procedures

- Select the **Start** button, or press CTRL+ESC.
- Select **Programs**.
- Select **Accessories**.
- Select **Accessibility**.
- Select **Magnifier**.



Magnifier Settings Procedures

- Select the options you want.
- Optionally, select the **Minimize** button to hide the Magnifier Settings dialog box while you use Magnifier.



Opening Magnifier

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Programs. ▪ Point to Accessories. ▪ Point to Accessibility. ▪ Select Magnifier. <p>Note A message box with a link to more information about Microsoft Magnifier may appear. To close the box, select OK.</p> <p>Note To use Magnifier but hide the Magnifier Settings dialog box, select the Minimize button.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Programs by pressing P. ▪ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ▪ Move to Accessibility, and then press ENTER. ▪ Move to Magnifier, and then press ENTER. <p>Note A message box with a link to more information about Microsoft Magnifier may appear. To close the box, press ENTER.</p> <p>Note To use Magnifier but hide the Magnifier Settings dialog box, press ALT+SPACEBAR, N.</p>

To continue

To continue customizing Magnifier, see one or more of the following Step by Step Guides:

- Starting Magnifier Automatically When Windows Starts
- Changing Magnifier to High Contrast
- Inverting the Colors of the Magnifier Window
- Setting the Magnification Level
- Setting Magnifier Tracking Options
- Changing the Position of the Magnifier Window
- Changing the Size of the Magnifier Window

Starting Magnifier Automatically When Windows Starts

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Utility Manager. 	<p>To open Utility Manager:</p> <ul style="list-style-type: none"> ■ Press the Windows logo key+U.
<p>2 In the Name list:</p> <ul style="list-style-type: none"> ■ Select Magnifier. 	<p>In the Name list:</p> <ul style="list-style-type: none"> ■ Select Magnifier by pressing the UP ARROW or DOWN ARROW key.
<p>3 Under Options for Magnifier:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Windows starts check box. <p>Note To cancel the automatic start, clear the Start automatically when Windows starts check box.</p>	<p>Under Options for Magnifier:</p> <ul style="list-style-type: none"> ■ Select the Start automatically when Windows starts check box by pressing ALT+W. <p>Note To cancel the automatic start, clear the Start automatically when Windows starts check box by pressing ALT+W.</p>
<p>4 Select OK.</p>	<p>Press ENTER.</p>

Changing Magnifier to High Contrast

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Magnifier. <p>Note A message box with a link to more information about Magnifier may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Magnifier, and then press ENTER. <p>Note A message box with a link to more information about Magnifier may appear. To close the box, press ENTER.</p>
<p>2 In the Magnifier Settings dialog box, under Colors:</p> <ul style="list-style-type: none"> ■ Select Use High Contrast mode check box. <p>Note To use Magnifier but hide the Magnifier Settings dialog box, select the Minimize button.</p>	<p>In the Magnifier Settings dialog box, under Colors:</p> <ul style="list-style-type: none"> ■ Select the Use High Contrast mode check box by pressing ALT+C <p>Note To use Magnifier but hide the Magnifier Settings dialog box, press ALT+SPACEBAR, N.</p>

Inverting the Colors of the Magnifier Window

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Magnifier. <p>Note A message box with a link to more information about Magnifier may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Magnifier, and then press ENTER. <p>Note A message box with a link to more information about Magnifier may appear. To close the box, press ENTER.</p>
<p>2 In the Magnifier Settings dialog box, under Colors:</p> <ul style="list-style-type: none"> ■ Select the Invert Colors check box. <p>Note To use Magnifier but hide the Magnifier Settings dialog box, select the Minimize button.</p>	<p>In the Magnifier Settings dialog box, under Colors:</p> <ul style="list-style-type: none"> ■ Select the Invert Colors check box by pressing ALT+I. <p>Note To use Magnifier but hide the Magnifier Settings dialog box, press ALT+SPACEBAR, N.</p>

Setting the Magnification Level

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Magnifier. <p>Note A message box with a link to more information about Magnifier may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Magnifier, and then press ENTER. <p>Note A message box with a link to more information about Magnifier may appear. To close the box, press ENTER.</p>
<p>2 In the Magnification level box:</p> <ul style="list-style-type: none"> ■ Adjust the level of magnification by typing a number from 1 to 9, or by using the arrows to select. <p>Note To use Magnifier but hide the Magnifier Settings dialog box, select the Minimize button.</p>	<p>In the Magnification level box:</p> <ul style="list-style-type: none"> ■ Adjust the level of magnification by selecting a number from 1 to 9 using the UP ARROW or DOWN ARROW <p>Note To use Magnifier but hide the Magnifier Settings dialog box, press ALT+SPACEBAR, N.</p>

Setting Magnifier Tracking Options

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Programs. ■ Point to Accessories. ■ Point to Accessibility. ■ Select Magnifier. <p>Note A message box with a link to more information about Magnifier may appear. To close the box, select OK.</p>	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Programs by pressing P. ■ Move to Accessories by pressing the UP ARROW or DOWN ARROW key. Press ENTER. ■ Move to Accessibility, and then press ENTER. ■ Move to Magnifier, and then press ENTER. <p>Note A message box with a link to more information about Magnifier may appear. To close the box, press ENTER.</p>
<p>2 In the Magnifier Settings dialog box, under Tracking:</p> <ul style="list-style-type: none"> ■ Select the appropriate option. <p>Note To use Magnifier but hide the Magnifier Settings dialog box, select the Minimize button.</p>	<p>In the Magnifier Settings dialog box:</p> <ul style="list-style-type: none"> ■ Press ALT+T to move to the Tracking Options area. ■ Press the underlined access keys to select the tracking options you want. <p>Note To use Magnifier but hide the Magnifier Settings dialog box, press ALT+SPACEBAR, N.</p>

Changing the Position of the Magnifier Window

Mouse actions	Keyboard actions
<p>1 When Magnifier is running:</p> <ul style="list-style-type: none">Move the pointer over the Magnifier window.	<p>When Magnifier is running:</p> <ul style="list-style-type: none">Make sure MouseKeys is turned on.Move the pointer over the Magnifier window by pressing the arrow keys on your numeric keypad.
<p>2 Hold down the mouse button and drag the Magnifier window to reposition it.</p>	<p>To move the Magnifier window:</p> <ul style="list-style-type: none">Press the INSERT key on your numeric keypad.Drag the Magnifier window to reposition it by pressing the arrow keys on your numeric keypad.Press the DELETE key on your numeric keypad.

Changing the Size of the Magnifier Window

Mouse actions	Keyboard actions
<p>1 When Magnifier is running:</p> <ul style="list-style-type: none">▪ Move the mouse pointer over an edge of the Magnifier window.	<p>When Magnifier is running:</p> <ul style="list-style-type: none">▪ Make sure MouseKeys is turned on.▪ Move the pointer over an edge of the Magnifier window by pressing the arrow keys on your numeric keypad.
<p>2 When the cursor becomes a double-pointed arrow:</p> <ul style="list-style-type: none">▪ Drag the Magnifier window border to resize the window.	<p>When the cursor becomes a double-pointed arrow:</p> <ul style="list-style-type: none">▪ Pressing the INSERT key on your numeric keypad.▪ Press the arrow keys on your numeric keypad to adjust the window to the size you want.▪ Press the DELETE key on your numeric keypad.

Adjusting Settings Through Control Panel

You can make adjustments to most of the accessibility features of Microsoft® Windows® 2000 by using Control Panel. And, by selecting just one icon in Control Panel—the **Accessibility Options** icon—you can adjust most of the accessibility settings all in one place.

Step by Step Guides that will help you with:

- Adjusting Accessibility Options
- Turning StickyKeys On and Off
- Selecting StickyKeys Settings
- Turning FilterKeys On and Off
- Selecting FilterKeys Settings
- Turning ToggleKeys On and Off
- Selecting ToggleKeys Settings
- Showing Extra keyboard Help in Programs
- Turning SoundSentry On and Off
- Selecting SoundSentry Settings
- Turning ShowSounds On and Off
- Turning High Contrast On and Off
- Selecting High Contrast Settings
- Turning MouseKeys On and Off
- Selecting MouseKeys Settings
- Turning Off Accessibility Features After Computer is Idle for Specified Number of Minutes
- Enabling a Warning Message to Appear When Turning a Feature On
- Enabling a Warning Sound to Play When Turning a Feature On or Off
- Supporting SerialKeys Devices
- Selecting SerialKeys Settings
- Applying All Settings to the Logon Desktop
- Applying All Settings to Defaults for New Users
- Selecting a Dvorak Keyboard Layout

Adjusting Accessibility Options

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ To access keyboard settings, select the Keyboard tab. ▪ To access sound settings, select the Sound tab. ▪ To access display settings, select the Display tab. ▪ To access mouse settings, select the Mouse tab. ▪ To access other accessibility settings, select the General tab. 	<p>In the Accessibility Options dialog box, select a tab by pressing CTRL+TAB (continue pressing TAB until you reach the desired tab).</p> <ul style="list-style-type: none"> ▪ To access keyboard options, select the Keyboard tab. ▪ To access sound options, select the Sound tab. ▪ To access display options, select the Display tab. ▪ To access mouse options, select the Mouse tab. ▪ To access other accessibility options, select the General tab.

To continue

To continue customizing Accessibility Options, select the appropriate tab and see the following Step by Step Guides:

On the **Keyboard** tab

- Turning StickyKeys On and Off
- Setting StickyKeys Settings
- Turning FilterKeys On and Off
- Selecting FilterKeys Settings
- Turning ToggleKeys On and Off
- Selecting ToggleKeys Settings
- Showing Extra Keyboard Help in Programs

On the Sound tab:

- Turning SoundSentry On and Off
- Selecting SoundSentry Settings
- Turning ShowSounds On and Off

On the Display tab:

- Turning High Contrast On and Off
- Selecting High Contrast Settings

On the Mouse tab:

- Turning MouseKeys On and Off
- Selecting MouseKeys Settings

On the General tab:

- Turning Off Accessibility Features After Computer Is Idle for Specified Number of Minutes
- Enabling a Warning Message to Appear When Turning a Feature On
- Enabling a Warning Sound to Play When Turning a Feature On and Off
- Supporting SerialKeys Devices
- Selecting SerialKeys Settings
- Applying All Settings to the Logon Desktop
- Applying All Settings to Defaults for New Users

Turning StickyKeys On and Off

StickyKeys is designed for people who have difficulty holding down two or more keys at a time. When a shortcut requires a key combination such as CTRL+P, StickyKeys will enable you to press one key at a time instead of pressing them simultaneously.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Settings. ■ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key.)</p> <ul style="list-style-type: none"> ■ Move to Settings by pressing S. ■ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ■ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ■ Select the Accessibility Options icon by using the arrow keys. ■ Press ENTER.
<p>3 On the Keyboard tab:</p> <ul style="list-style-type: none"> ■ To turn on StickyKeys, select the Use StickyKeys check box. <p>OR</p> <ul style="list-style-type: none"> ■ To turn off StickyKeys, clear the Use StickyKeys check box. ■ Select OK 	<p>On the Keyboard tab:</p> <ul style="list-style-type: none"> ■ To turn on StickyKeys, select the Use StickyKeys check box by pressing U. <p>OR</p> <ul style="list-style-type: none"> ■ To turn off StickyKeys, clear the Use StickyKeys check box by pressing U. ■ Press ENTER.
<p>4 To close Control Panel:</p> <ul style="list-style-type: none"> ■ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ■ Press ALT+F, +C

Selecting StickyKeys Settings

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ Select the Use StickyKeys check box. 	<p>On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ Select the Use StickyKeys check box by pressing U.
<p>4 To access StickyKeys settings:</p> <ul style="list-style-type: none"> ▪ Select Settings. 	<p>To access StickyKeys settings:</p> <ul style="list-style-type: none"> ▪ Select Settings by pressing S.
<p>5 In the Settings for StickyKeys dialog box:</p> <ul style="list-style-type: none"> ▪ Select the options you want by selecting or clearing the check boxes. ▪ Select OK twice to save the settings and exit Accessibility Options. 	<p>In the Settings for StickyKeys dialog box:</p> <ul style="list-style-type: none"> ▪ Select options by pressing the underlined access keys. ▪ Press ENTER twice to save the settings and exit Accessibility Options.
<p>6 To close Control Panel:</p> <p>On the File menu, select Close.</p>	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Turning FilterKeys On and Off

FilterKeys adjust the keyboard response so that inadvertently repeated keystrokes are ignored.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ To turn on FilterKeys, select the Use FilterKeys check box. <p>OR</p> <ul style="list-style-type: none"> ▪ To turn off FilterKeys, clear the Use FilterKeys check box. ▪ Select OK. 	<p>On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ To turn on FilterKeys, select the Use FilterKeys check box by pressing F. <p>OR</p> <ul style="list-style-type: none"> ▪ To turn off FilterKeys, clear the Use FilterKeys check box by pressing F. ▪ Press ENTER.
<p>4 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C

Selecting FilterKeys Settings

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ Select the Use FilterKeys check box. 	<p>On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ Select the Use FilterKeys check box by pressing F.
<p>4 To access FilterKeys settings:</p> <ul style="list-style-type: none"> ▪ Select Settings. 	<p>To access FilterKeys settings:</p> <ul style="list-style-type: none"> ▪ Select Settings by pressing E.
<p>5 In the Settings for FilterKeys dialog box:</p> <ul style="list-style-type: none"> ▪ Select the options you want. ▪ Select OK twice to save the settings and exit Accessibility Options. 	<p>In the Settings for FilterKeys dialog box:</p> <ul style="list-style-type: none"> ▪ Select options by pressing the underlined access keys. ▪ Press ENTER twice to save the settings and exit Accessibility Options.
<p>6 To close Control Panel:</p> <p>On the File menu, select Close</p>	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Turning ToggleKeys On and Off

When ToggleKeys is turned on, a sound is emitted when certain “locking” keys are pressed.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows® logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ To turn on ToggleKeys, select the Use ToggleKeys check box. <p>OR</p> <ul style="list-style-type: none"> ▪ To turn off ToggleKeys, clear the Use ToggleKeys check box. ▪ Select OK. 	<p>On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ To turn on ToggleKeys, select the Use ToggleKeys check box by pressing T. <p>OR</p> <ul style="list-style-type: none"> ▪ To turn off ToggleKeys, clear the Use ToggleKeys check box by pressing T. ▪ Press ENTER.
<p>4 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C

Selecting ToggleKeys Settings

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ Select the Use ToggleKeys check box. 	<p>On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ Select the Use ToggleKeys check box by pressing T.
<p>4 To specify use of the shortcut:</p> <ul style="list-style-type: none"> ▪ Select Settings. 	<p>To specify use of the shortcut:</p> <ul style="list-style-type: none"> ▪ Select Settings by pressing N.
<p>5 In the Settings for ToggleKeys dialog box:</p> <ul style="list-style-type: none"> ▪ To use the shortcut key for ToggleKeys, select the check box. ▪ Select OK twice to save the settings and exit Accessibility Options. 	<p>In the Settings for ToggleKeys dialog box:</p> <ul style="list-style-type: none"> ▪ To use the shortcut key for ToggleKeys, (if it is not already checked), select the check box by typing S. ▪ Press ENTER twice to save the settings and exit Accessibility Options.
<p>6 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Showing Extra Keyboard Help in Programs

When this option is selected extra keyboard help is displayed in programs where it is available.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the UP ARROW and DOWN ARROW keys. ▪ Press ENTER.
<p>3 On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ Select the Show extra keyboard help in programs check box. ▪ Select OK 	<p>On the Keyboard tab:</p> <ul style="list-style-type: none"> ▪ Select the Show extra keyboard help in programs check box by pressing W. ▪ Press ENTER
<p>4 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Turning SoundSentry On and Off

SoundSentry allows you to change the settings to generate visual warnings, such as a blinking title bar or a screen flash, whenever the computer you are using generates a sound. You will be able to choose visual warnings (for example, a flashing border) for sounds made by windowed programs and for sounds made by full screen text programs.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows® logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Sound tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Sound tab by pressing CTRL+TAB.
<p>4 On the Sound tab:</p> <ul style="list-style-type: none"> ▪ To turn on SoundSentry, select the Use SoundSentry check box. <p>Or</p> <ul style="list-style-type: none"> ▪ To turn off SoundSentry, clear the Use SoundSentry check box. ▪ Select OK. 	<p>On the Sound tab:</p> <ul style="list-style-type: none"> ▪ To turn on SoundSentry, select the Use SoundSentry check box by pressing ALT+S. <p>Or</p> <ul style="list-style-type: none"> ▪ To turn off SoundSentry, clear the Use SoundSentry check box by pressing ALT+S. ▪ Press ENTER.
<p>5 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Selecting SoundSentry Settings

Mouse actions	Keyboard actions
<p>1 On the Start menu, point to Settings.</p> <ul style="list-style-type: none"> ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Sound tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Sound tab by pressing CTRL+TAB.
<p>4 On the Sound tab:</p> <ul style="list-style-type: none"> ▪ Select the Use SoundSentry check box. ▪ Select Settings. 	<p>On the Sound tab:</p> <ul style="list-style-type: none"> ▪ Select the Use SoundSentry check box by pressing ALT+S. ▪ Select Settings by pressing E.
<p>5 In the Settings for SoundSentry dialog box:</p> <ul style="list-style-type: none"> ▪ Select the visual warning you want. ▪ Select OK twice to close the dialog boxes. 	<p>In the Settings for SoundSentry dialog box:</p> <ul style="list-style-type: none"> ▪ Select the visual warning you want by using the UP ARROW and DOWN ARROW keys. ▪ Press ENTER twice to close the dialog boxes.
<p>6 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Turning ShowSounds On and Off

When ShowSounds is on, you can see captions for speech or other sounds that are parts of your computer program.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Sound tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Sound tab by pressing CTRL+TAB.
<p>4 On the Sound tab:</p> <ul style="list-style-type: none"> ▪ To turn on ShowSounds, select the Use ShowSounds check box. <p>OR</p> <ul style="list-style-type: none"> ▪ To turn off ShowSounds, clear the Use ShowSounds check box. ▪ Select OK. 	<p>On the Sound tab:</p> <ul style="list-style-type: none"> ▪ To turn on ShowSounds, select the Use ShowSounds check box by pressing ALT+H. <p>OR</p> <ul style="list-style-type: none"> ▪ To turn off ShowSounds, clear the Use ShowSounds check box by pressing ALT+H. ▪ Press ENTER.
<p>5 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+SHIFT+C.

Turning High Contrast On and Off

High Contrast schemes improve screen contrast for some computer users by providing alternative color combinations and font sizes designed for improved readability.

	Mouse actions	Keyboard actions
1	On the Start menu: <ul style="list-style-type: none"> ■ Point to Settings. ■ Select Control Panel. 	Display the Start menu by pressing CTRL+ESC (or the Windows logo key.) <ul style="list-style-type: none"> ■ Move to Settings by pressing S. ■ Select Control Panel by pressing C.
2	In Control Panel : <ul style="list-style-type: none"> ■ Double-click Accessibility Options. 	In Control Panel : <ul style="list-style-type: none"> ■ Select the Accessibility Options icon by using the arrow keys. ■ Press ENTER.
3	In the Accessibility Options dialog box: <ul style="list-style-type: none"> ■ Select the Display tab. 	In the Accessibility Options dialog box: <ul style="list-style-type: none"> ■ Select the Display tab by holding down the CTRL key and pressing the TAB key twice.
4	On the Display tab: <ul style="list-style-type: none"> ■ To turn on High Contrast, select the Use High Contrast check box. OR <ul style="list-style-type: none"> ■ To turn off High Contrast, clear the Use High Contrast check box. ■ Select OK. 	On the Display tab: <ul style="list-style-type: none"> ■ To turn on High Contrast, select the Use High Contrast check box by pressing ALT+U. OR <ul style="list-style-type: none"> ■ To turn off High Contrast, clear the Use High Contrast check box by pressing ALT+U. ■ Press ENTER.
5	To close Control Panel : <ul style="list-style-type: none"> ■ On the File menu, select Close. 	To close Control Panel : <ul style="list-style-type: none"> ■ Press ALT+F, C.

Selecting High Contrast Settings

	Mouse actions	Keyboard actions
1	<p>On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key.)</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
2	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
3	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Display tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Display tab by holding down the CTRL key and pressing the TAB key twice.
4	<p>On the Display tab:</p> <ul style="list-style-type: none"> ▪ Select the Use High Contrast check box. 	<p>On the Display tab:</p> <ul style="list-style-type: none"> ▪ Select the Use High Contrast check box by pressing ALT+U.
5	<p>To access High Contrast settings:</p> <ul style="list-style-type: none"> ▪ Select Settings. 	<p>To access High Contrast settings:</p> <ul style="list-style-type: none"> ▪ Select Settings by pressing S.
6	<p>In the Settings for High Contrast dialog box:</p> <ul style="list-style-type: none"> ▪ Select the options you want. ▪ Select OK twice to save your settings and close the dialog boxes. 	<p>In the Settings for High Contrast dialog box:</p> <ul style="list-style-type: none"> ▪ Select the options you want by using the underlined access keys. ▪ Press ENTER twice to save your settings and close the dialog boxes.
7	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Turning MouseKeys On and Off

When MouseKeys is on you can use the numeric keypad for data entry as well as for navigation.

	Mouse actions	Keyboard actions
1	On the Start menu: <ul style="list-style-type: none"> ■ Point to Settings. ■ Select Control Panel. 	Display the Start menu by pressing CTRL+ESC (or the Windows logo key). <ul style="list-style-type: none"> ■ Move to Settings by pressing S. ■ Select Control Panel by pressing C.
2	In Control Panel : <ul style="list-style-type: none"> ■ Double-click Accessibility Options. 	In Control Panel : <ul style="list-style-type: none"> ■ Select the Accessibility Options icon by using the arrow keys. ■ Press ENTER.
3	In the Accessibility Options dialog box: <ul style="list-style-type: none"> ■ Select the Mouse tab. 	In the Accessibility Options dialog box: <ul style="list-style-type: none"> ■ Select the Mouse tab by holding down the CTRL key and pressing the TAB key three times.
4	On the Mouse tab: <ul style="list-style-type: none"> ■ To turn on MouseKeys, select the Use MouseKeys check box. OR <ul style="list-style-type: none"> ■ To turn off MouseKeys, clear the Use MouseKeys check box. ■ Select OK. 	On the Mouse tab: <ul style="list-style-type: none"> ■ To turn on MouseKeys, select the Use MouseKeys check box by pressing ALT+M. OR <ul style="list-style-type: none"> ■ To turn off MouseKeys, clear the Use MouseKeys check box by pressing ALT+M. ■ Press ENTER.
5	To close Control Panel : <ul style="list-style-type: none"> ■ On the File menu, select Close. 	To close Control Panel : <ul style="list-style-type: none"> ■ Press ALT+F, C.

Selecting MouseKeys Settings

You can set MouseKeys to be activated by pressing NUM LOCK.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Mouse tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the Mouse tab by holding down the CTRL key and pressing the TAB key three times.
<p>4 On the Mouse tab:</p> <ul style="list-style-type: none"> ▪ Select Use MouseKeys. ▪ Select Settings. 	<p>On the Mouse tab:</p> <ul style="list-style-type: none"> ▪ Select Use MouseKeys by pressing ALT+M. ▪ Select Settings by pressing S.
<p>5 In the Settings for MouseKeys dialog box:</p> <ul style="list-style-type: none"> ▪ Select the options you want. ▪ Select OK twice to save your settings and close the dialog boxes. 	<p>In the Settings for MouseKeys dialog box:</p> <ul style="list-style-type: none"> ▪ Select the options you want by using the underlined access keys, and the arrow keys. ▪ Press ENTER twice to save your settings and close the dialog boxes.
<p>6 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Turning Off Accessibility Features After Computer Is Idle

When this option is selected the accessibility features you have used while working will be turned off after a specified number of minutes. This benefits people who share a computer and want to customize it to their personal preferences.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab by holding down the CTRL key and pressing the TAB key four times.
<p>4 On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Turn off accessibility features after idle for check box. ▪ In the minutes box, select the idle time. ▪ Select OK. 	<p>On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Turn off accessibility features after idle for check box by pressing ALT+T. ▪ Specify the idle time by pressing the TAB key and using the arrow keys to select a value. ▪ Press ENTER.
<p>5 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Enabling a Warning Message to Appear When Turning a Feature On

When this option is selected a warning message will appear when a feature is turned on. This is helpful in situations where a computer is shared, or when one user sometimes works with a particular feature turned on and other times does not.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Display the General tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab by holding down the CTRL key and pressing the TAB key four times.
<p>4 On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Give warning message when turning a feature on check box. ▪ Select OK. 	<p>On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Give warning message when turning a feature on check box by pressing G. ▪ Press ENTER.
<p>5 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Enabling a Warning Sound to Play When Turning a Feature On or Off

When this option is selected a warning sound is given when a feature is turned on or off. This can benefit all users, and in particular those with visual impairments.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab by holding down the CTRL key and pressing the TAB key four times.
<p>4 On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Make a sound when turning a feature on or off check box. ▪ Select OK. 	<p>On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Make a sound when turning a feature on or off check box by pressing S. ▪ Press ENTER.
<p>5 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Supporting SerialKeys Devices

This feature allows the use of alternative input devices such as augmentative speech devices.

	Mouse actions	Keyboard actions
1	On the Start menu: <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	Display the Start menu by pressing CTRL+ESC (or the Windows logo key). <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
2	In Control Panel : <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	In Control Panel : <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
3	In the Accessibility Options dialog box: <ul style="list-style-type: none"> ▪ Select the General tab. 	In the Accessibility Options dialog box: <ul style="list-style-type: none"> ▪ Select the General tab by holding down the CTRL key and pressing the TAB key four times.
4	On the General tab: <ul style="list-style-type: none"> ▪ Select the Support SerialKey devices check box. ▪ Select OK. 	On the General tab: <ul style="list-style-type: none"> ▪ Select the Support SerialKey devices check box by pressing ALT+U. ▪ Press ENTER.
5	To close Control Panel : <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	To close Control Panel : <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Selecting SerialKeys Settings

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab by holding down the CTRL key and pressing the TAB key four times.
<p>4 On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Support SerialKey devices check box. ▪ Select Settings. 	<p>On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Support SerialKey devices check box by pressing ALT+U. ▪ Select Settings by pressing E
<p>5 In the Settings for SerialKeys dialog box:</p> <ul style="list-style-type: none"> ▪ Select the options you want. ▪ Select OK. 	<p>In the Settings for SerialKeys dialog box:</p> <ul style="list-style-type: none"> ▪ Select options using the underlined access keys and the arrow keys. ▪ Press ENTER.
<p>6 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Applying All Settings to the Logon Desktop

When this option is selected, all of the accessibility settings you've chosen will be added to your logon desktop.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab by holding down the CTRL key and pressing the TAB key four times.
<p>4 On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Apply all settings to logon desktop check box. ▪ Select OK. 	<p>On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Apply all settings to logon desktop check box by pressing ALT+O. ▪ Press ENTER.
<p>5 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Applying All Settings to Defaults for New Users

When this option is selected the accessibility options you've chosen will be added to the desktop for new users.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Accessibility Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Accessibility Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab. 	<p>In the Accessibility Options dialog box:</p> <ul style="list-style-type: none"> ▪ Select the General tab by holding down the CTRL key and pressing the TAB key four times.
<p>4 On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Apply all settings to defaults for new users check box. ▪ Select OK. 	<p>On the General tab:</p> <ul style="list-style-type: none"> ▪ Select the Apply all settings to defaults for new users check box by pressing ALT+D. ▪ Press ENTER.
<p>5 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Selecting a Dvorak Keyboard Layout

Alternative keyboard layouts called "Dvorak" layouts may be helpful to people who type with one hand or finger. These layouts make the most frequently typed characters on a keyboard more accessible to people who have difficulty using the standard keyboard layout by reducing the amount of motion required to type common English text. Use of these layouts may also help avoid some types of repetitive strain injuries associated with typing. This tutorial tells you how to select a Dvorak layout in Windows 2000.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Regional Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Regional Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Regional Options dialog box, on the Input Locales tab, under Input language:</p> <ul style="list-style-type: none"> ▪ Select the Add button. 	<p>In the Regional Options dialog box:</p> <ul style="list-style-type: none"> ▪ Move to the Input Locales tab by pressing CTRL+TAB. ▪ Select the Add button by pressing ALT+D.
<p>4 In the Add Input Locale dialog box, under Keyboard layout/IME:</p> <ul style="list-style-type: none"> ▪ Select the keyboard layout you want. ▪ Select OK. ▪ Select OK again to close the dialog box. 	<p>In the Add Input Locale dialog box:</p> <ul style="list-style-type: none"> ▪ Move to Keyboard layout/IME by pressing ALT+K. ▪ Select the keyboard layout you want by pressing the arrow keys. ▪ Press ENTER twice to select the option and close the dialog box.
<p>5 To close Control Panel:</p> <ul style="list-style-type: none"> ▪ On the File menu, select Close. 	<p>To close Control Panel:</p> <ul style="list-style-type: none"> ▪ Press ALT+F, C.

Using Other Control Panel Options Programs

In addition to using the **Accessibility Options** icon in **Control Panel**, you can use six others to further customize accessibility options.

Selecting these icons will help you with:

- Adjusting **Display** Options
- Adjusting **Internet** Options
- Adjusting **Keyboard** Options
- Adjusting **Mouse** Options
- Adjusting **Sounds and Multimedia** Options
- Adjusting **Users and Passwords** Options

Adjusting Display Options

Select the **Display** icon in **Control Panel** to customize your desktop display and screen saver.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Settings. ■ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Settings by pressing S. ■ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ■ Double-click the Display icon. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ■ Select the Display icon by using the arrow keys. ■ Press ENTER.
<p>3 In the Display Properties dialog box, select the appropriate tab:</p> <ul style="list-style-type: none"> ■ To make changes to screen elements and schemes, select the Appearance tab. ■ To change the size of your icons, select the Effects tab. ■ To adjust the screen area and font sizes, select the Settings tab. 	<p>In the Display Properties dialog box, move to the appropriate tab by pressing CTRL+TAB (continue pressing TAB until you reach the desired tab):</p> <ul style="list-style-type: none"> ■ To make changes to screen elements and schemes, select the Appearance tab. ■ To change the size of your icons, select the Effects tab. ■ To adjust the screen area and font sizes, select the Settings tab.

Adjusting Internet Options

Select the **Internet Options** icon in **Control Panel** to configure your Internet display and connections settings.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ▪ Move to Settings by pressing S. ▪ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ▪ Double-click Internet Options. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ▪ Select the Internet Options icon by using the arrow keys. ▪ Press ENTER.
<p>3 In the Internet Properties dialog box, select the appropriate tab:</p> <ul style="list-style-type: none"> ▪ To adjust settings for Web pages and style sheets, select the General tab. ▪ To expand ALT text for images and move the system caret with focus/selection changes, select the Advanced tab. 	<p>In the Internet Properties dialog box, move to the appropriate tab by pressing CTRL+TAB (continue pressing TAB until you reach the desired tab):</p> <ul style="list-style-type: none"> ▪ To adjust settings for Web pages and style sheets, select the General tab. ▪ To expand ALT text for images and move the system caret with focus/selection changes, select the Advanced tab.

Adjusting Keyboard Options

Select the **Keyboard** icon in **Control Panel** to customize your keyboard settings.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Settings. ■ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Settings by pressing S. ■ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ■ Double-click the Keyboard icon. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ■ Select the Keyboard icon by using the arrow keys. ■ Press ENTER.
<p>3 In the Keyboard Properties dialog box, select the appropriate tab:</p> <ul style="list-style-type: none"> ■ To adjust the character repeat rate or adjust the cursor blink rate, select the Speed tab. ■ To make changes to input locales and keyboard layout, select the Input Locales tab. ■ To troubleshoot or view properties of devices, select the Hardware tab. 	<p>In the Keyboard Properties dialog box, move to the appropriate tab by pressing CTRL+TAB (continue pressing TAB until you reach the desired tab):</p> <ul style="list-style-type: none"> ■ To change the way your keyboard responds or adjust the cursor blink rate, select the Speed tab. ■ To add an input locale and keyboard layout, select the Input Locales tab. ■ To troubleshoot or view properties of devices, select the Hardware tab.

Adjusting Mouse Options

Select the **Mouse** icon in **Control Panel** to customize your mouse settings.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Settings. ■ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Settings by Pressing S. ■ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ■ Double-click the Mouse icon. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ■ Select the Mouse icon by using the arrow keys. ■ Press ENTER.
<p>3 In the Mouse Properties dialog box, select the appropriate tab:</p> <ul style="list-style-type: none"> ■ To change how the mouse buttons work, select the Buttons tab. ■ To change how the pointer looks, select the Pointers tab. ■ To change how the pointer moves, select the Motion tab. ■ To examine or troubleshoot mouse properties, select the Hardware tab. 	<p>In the Mouse Properties dialog box, select the appropriate tab by pressing CTRL+TAB (continue pressing TAB until you reach the desired tab).</p> <ul style="list-style-type: none"> ■ To change how the mouse buttons work, select the Buttons tab. ■ To change how the pointer looks, select the Pointers tab. ■ To change how the pointer moves, select the Motion tab. ■ To examine or troubleshoot mouse properties, select the Hardware tab.

Adjusting Sounds and Multimedia Options

Select the **Sounds and Multimedia** icon in **Control Panel** to assign sounds to events and to configure sound devices.

Mouse actions	Keyboard actions
<p>1 On the Start menu:</p> <ul style="list-style-type: none"> ■ Point to Settings. ■ Select Control Panel. 	<p>Display the Start menu by pressing CTRL+ESC (or the Windows logo key).</p> <ul style="list-style-type: none"> ■ Move to Settings by Pressing S. ■ Select Control Panel by pressing C.
<p>2 In Control Panel:</p> <ul style="list-style-type: none"> ■ Double-click the Sounds and Multimedia icon. 	<p>In Control Panel:</p> <ul style="list-style-type: none"> ■ Select the Sounds and Multimedia icon by using the arrow keys. ■ Press ENTER.
<p>3 In the Sounds and Multimedia Properties dialog box, select the appropriate tab:</p> <ul style="list-style-type: none"> ■ To assign sounds to events and control sound volume, select the Sounds tab. ■ To configure audio devices on your computer, select the Audio tab. ■ To examine or troubleshoot audio device properties, select the Hardware tab. 	<p>In the Sounds and Multimedia Properties dialog box, select the appropriate tab by pressing CTRL+TAB (continue pressing TAB until you reach the desired tab).</p> <ul style="list-style-type: none"> ■ To assign sounds to events and control sound volume, select the Sounds tab. ■ To configure audio devices on your computer, select the Audio tab. ■ To examine or troubleshoot audio device properties, select the Hardware tab.

Adjusting Users and Passwords Options

Select the **Users and Passwords** icon in **Control Panel** to manage users and passwords for your computer.

	Mouse actions	Keyboard actions
1	On the Start menu: <ul style="list-style-type: none"> ▪ Point to Settings. ▪ Select Control Panel. 	Display the Start menu by pressing CTRL+ESC (or the Windows logo key). <ul style="list-style-type: none"> ▪ Move to Settings by Pressing S. ▪ Select Control Panel by pressing C.
2	In Control Panel : <ul style="list-style-type: none"> ▪ Double-click the Users and Passwords icon. 	In Control Panel : <ul style="list-style-type: none"> ▪ Select the Users and Passwords icon by using the arrow keys. ▪ Press ENTER.
3	In the Users and Passwords dialog box, select the appropriate tab: <ul style="list-style-type: none"> ▪ To grant or deny access to a computer and to change passwords and other settings, select the Users tab. ▪ To manage certificates, and perform advanced security tasks, select the Advanced tab. 	In the Users and Passwords dialog box, select the appropriate tab by pressing CTRL+TAB (continue pressing TAB until you reach the desired tab). <ul style="list-style-type: none"> ▪ To grant or deny access to your computer and to change passwords and other settings, select the Users tab. ▪ To manage certificates, and perform advanced security tasks, select the Advanced tab.