


HELP NOTES

These notes are designed to enable users to change the:

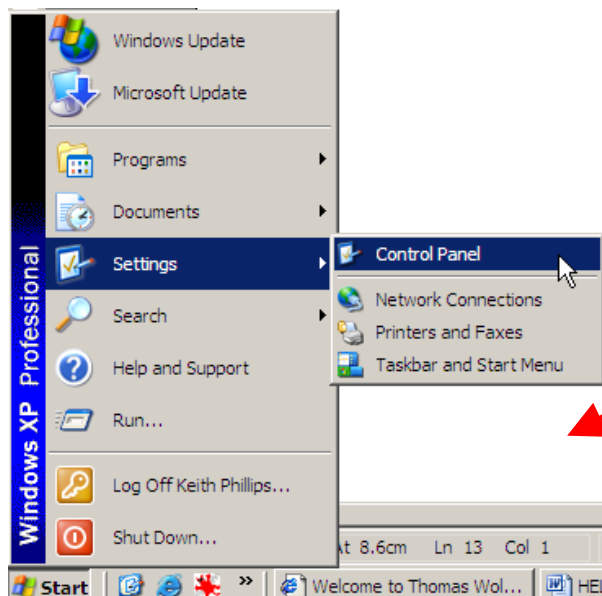
ACCESSIBILITY OPTIONS

Note: All the screens contain self-explanatory notes for each option therefore this section will only contain a few helpful notes for each of the possible Accessibility Option screens.

How to check/adjust Accessibility options:

Move the mouse and point to  button at the bottom of the screen.

Press and release the Left Mouse button.



Move the mouse upward (the pointer will move up the list) – stop at the **Settings** item.

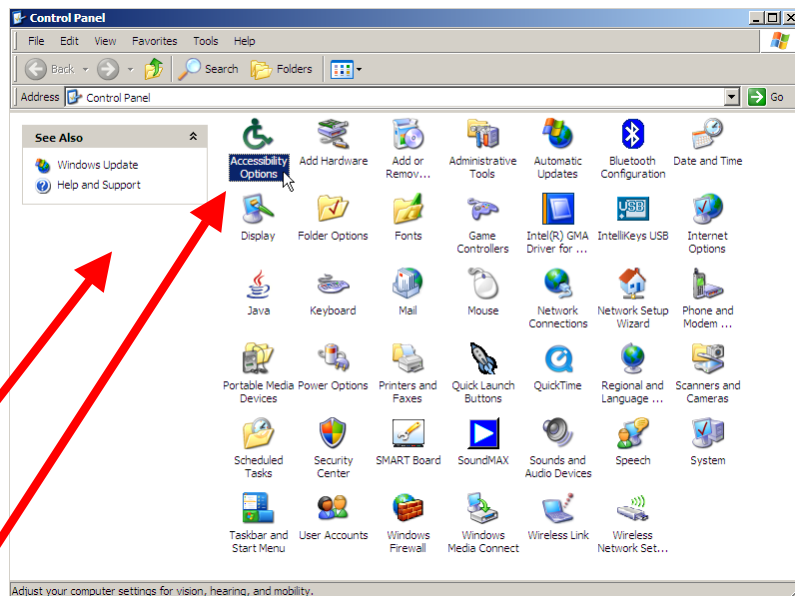
Another box will appear.

Move the cursor so that it points to the **Control Panel**

Now click the Left Mouse Button

Another screen (or 'Window') will eventually appear similar to the one shown here.

(If it looks different to the one shown and you are using Windows XP press the line that will be displayed here called 'Classic View')



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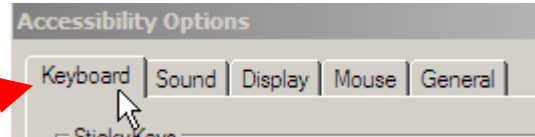
Look for the  then double click the Left Mouse Button on the Icon



A window similar to the one shown below will appear

KEYBOARD OPTIONS:

Click the Left Mouse button on the Keyboard 'tab and a screen similar to the one shown will appear



STICKY KEYS: Allows the user to press one key at a time if a combination of keys is needed to be pressed together – e.g. <Ctrl><Alt> and <Delete>

(The action will only occur when the appropriate combination has ended)

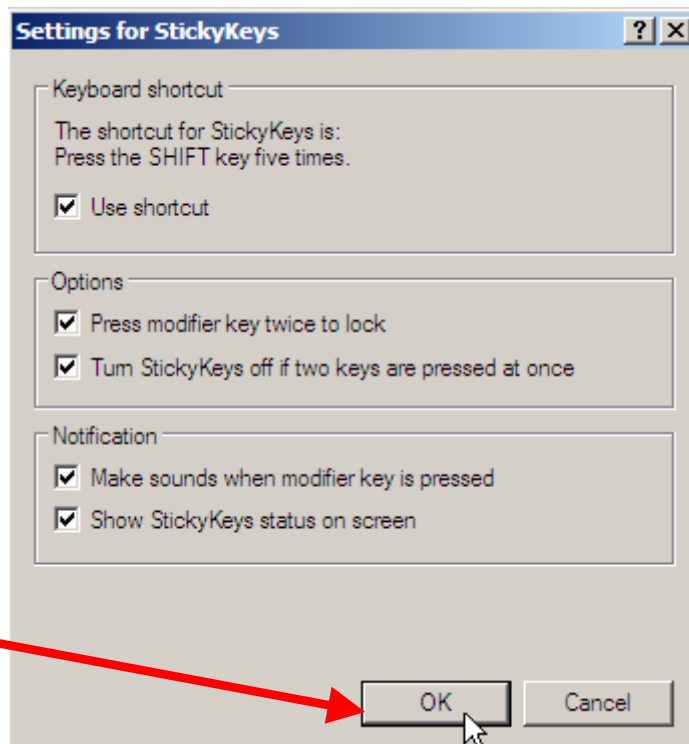
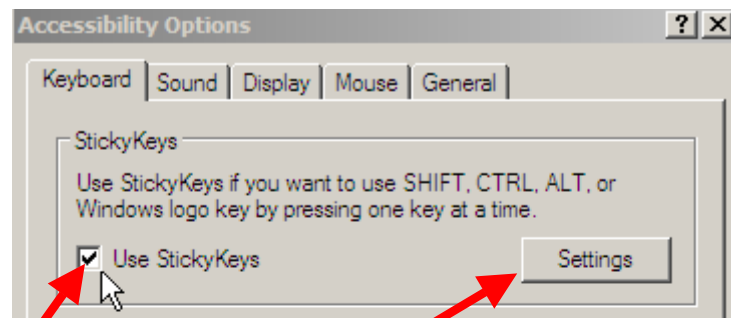
Click the Left Mouse button on this box – a tick will appear.

Press the Setting button and a screen

SETTINGS for 'Sticky Keys' similar to the one shown will appear

(Ticks will already be in some if not all boxes and is classed as the '**default**' setting)

The '**default**' settings are shown – press **OK** to confirm



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SETTINGS for 'Filter Keys'

FILTER KEYS: Stops brief repeated key strokes from having any effect – This can assist a person who has shaky hands.

Click the Left Mouse button on this box – a tick will appear.

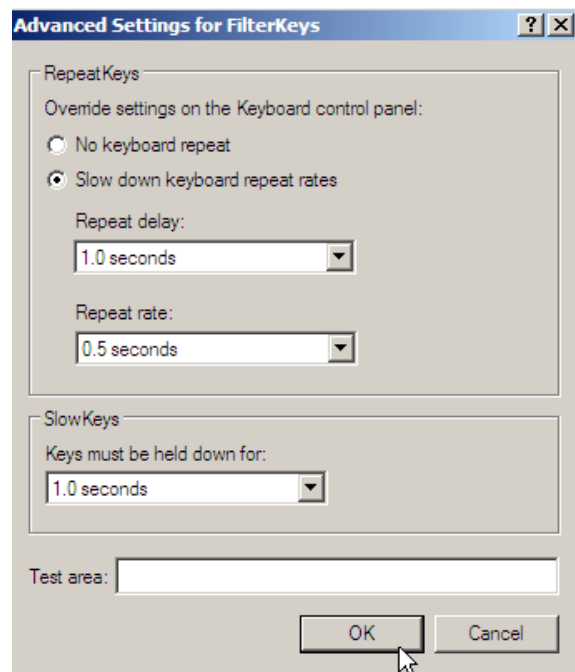
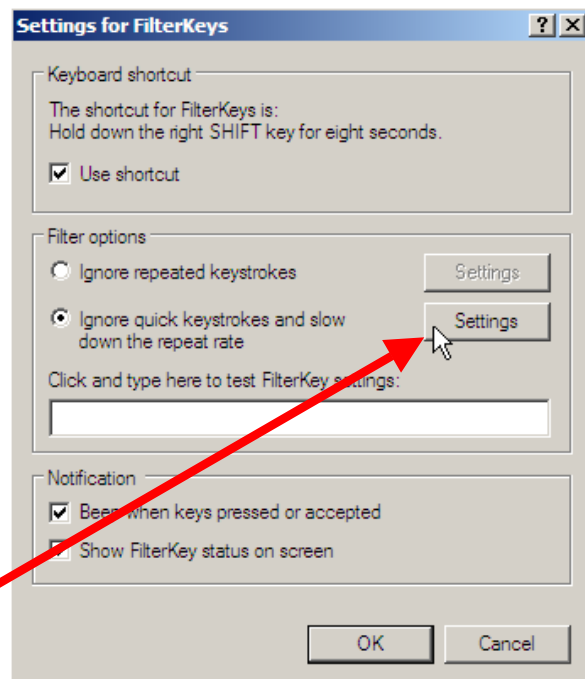
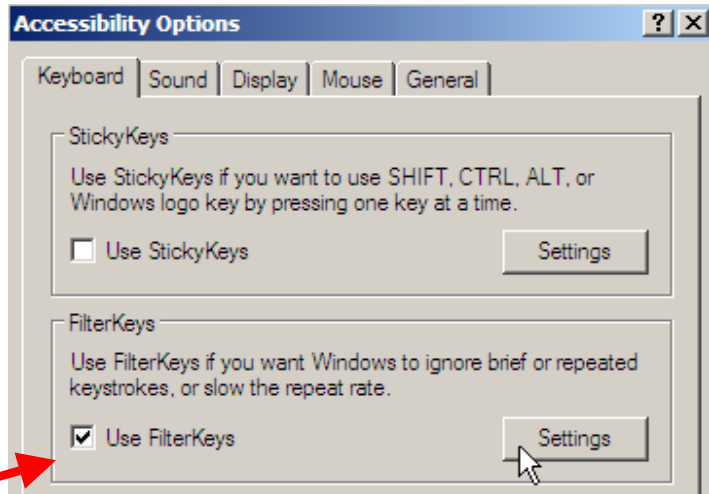
Press the Setting button and a screen.

SETTINGS for 'Filter Keys' similar to the one shown will appear.

(Ticks etc. will already be in some, if not all of the boxes. This is classed as the '**default**' setting.)

You will see a Settings button – press this and a screen similar to the one shown will appear.

Timings of the actions for each key depression can be altered – either adjust them and press OK or press Cancel and you will return to the 'Settings for Filter Keys' screen.



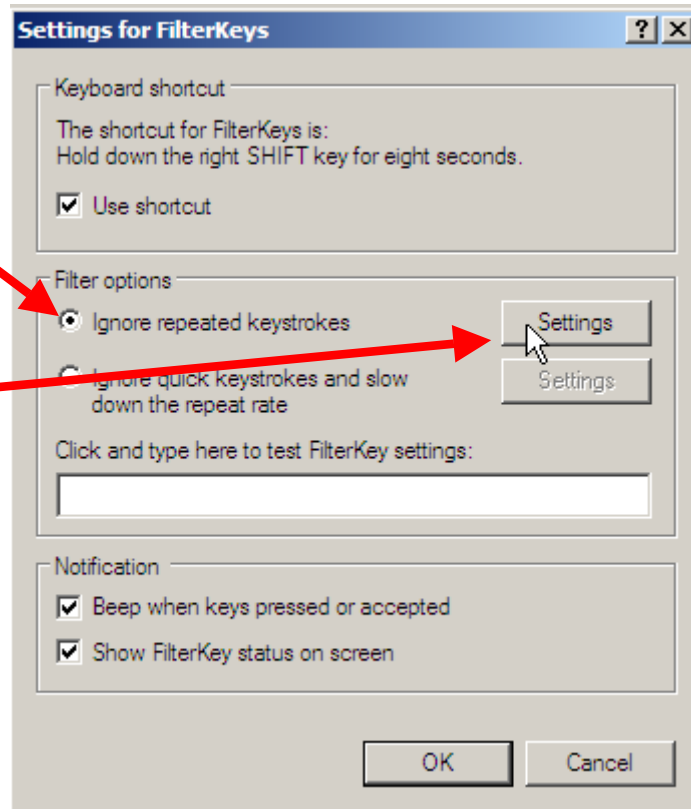
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There is another Option on the **SETTINGS** for 'Filter Keys' similar to the one shown will appear

Press the Left Mouse button on this spot and a 'dot' will appear,

now

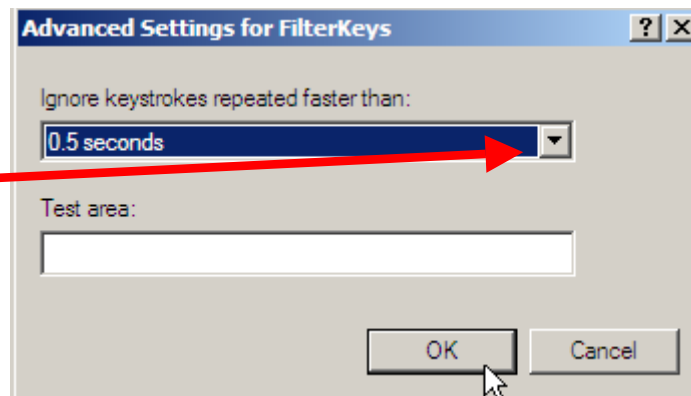
Press the Settings button and a screen similar to the one shown below will appear.



The option to ignore key depressions can be altered – either adjust them using the 'drop down' arrow,

and press **OK**

or press Cancel and you will return to the 'Settings for Filter Keys' screen.



The **SETTINGS** for 'Filter Keys' screen has two other 'tick boxes' in the Notification section at the bottom of the 'Window' – If they are not already ticked - Press the Left Mouse button on each of these in turn and a tick will appear – Now press **OK** to return to the Accessibility Options Keyboard front screen

See next page:

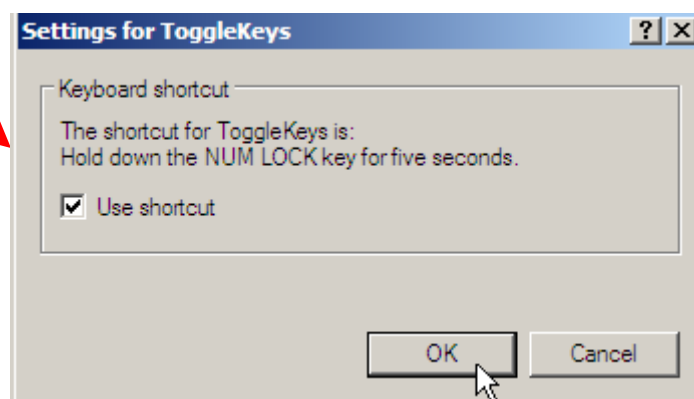
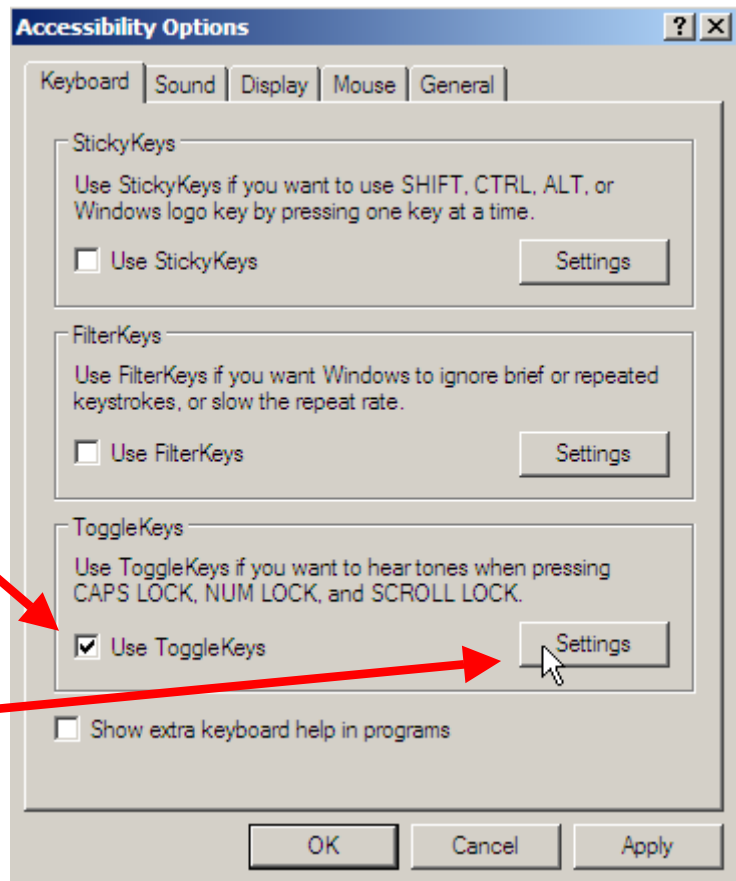
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SETTINGS for 'Toggle Keys'

TOGGLE KEYS: Enables tones to be heard when pressing specific buttons such as the Number Lock button.

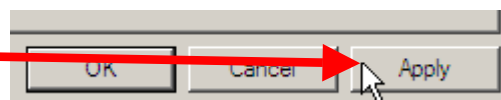
Click the Left Mouse button on this box – a tick will appear.

Press the Settings button and a screen **SETTINGS** for 'Toggle Keys' similar to the one shown will appear



either, leave the 'Default' setting or remove the tick by pressing the Left Mouse button on the tick then press **OK**

When the front screen appears press Apply



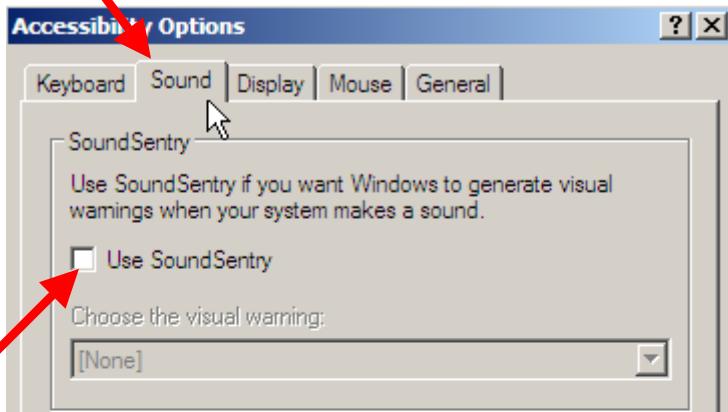
(NOTE: Don't press OK because if you press OK the Accessibility Options screen will close and you need it open to be able to select the 'Sound' options)

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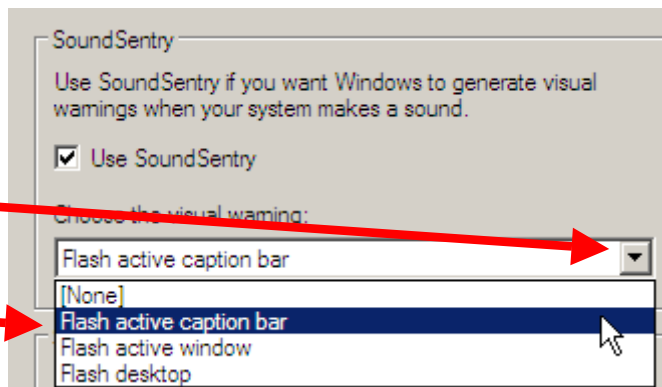
SETTINGS for 'SOUND' – *This is a slight contradiction as this option allows the user to see screen displays for system sounds*

SOUND: Press the Sound 'tab' – to change/enable 'Visual Warnings' to appear on screen for any action.

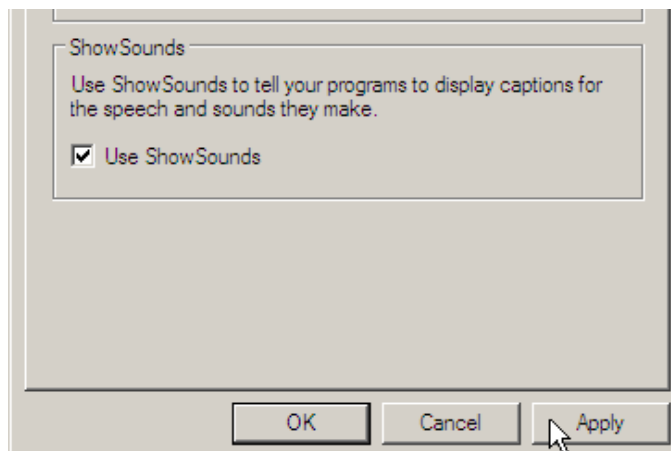
The 'default' screen options are shown here however, if you wish to activate Visual Warnings then press the Left Mouse button whilst pointing to the Use Sound Sentry box and the 'drop down' options will be available – see screen shots below



Click the Left Mouse button on the 'drop down' arrow and select an option from the list displayed by pressing the Left Mouse button whilst pointing to an item



To enable the computer to also display a written caption giving reasons why the 'noise' was being made, tick this box using the Left Mouse button.



When you have finished making changes to the Sounds screen click **Apply**

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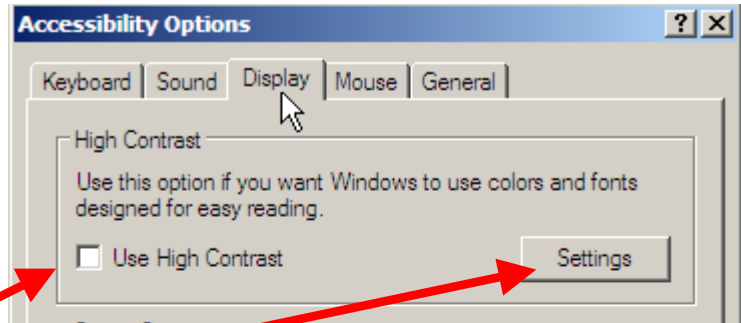
(NOTE: If you press OK the Accessibility Options screen will close and you need it remain open to be able to select the 'Sound' options)

SETTINGS for 'DISPLAY'

DISPLAY: Press the Display 'tab' – This option is used to change the Colours, Fonts and Cursor Size.

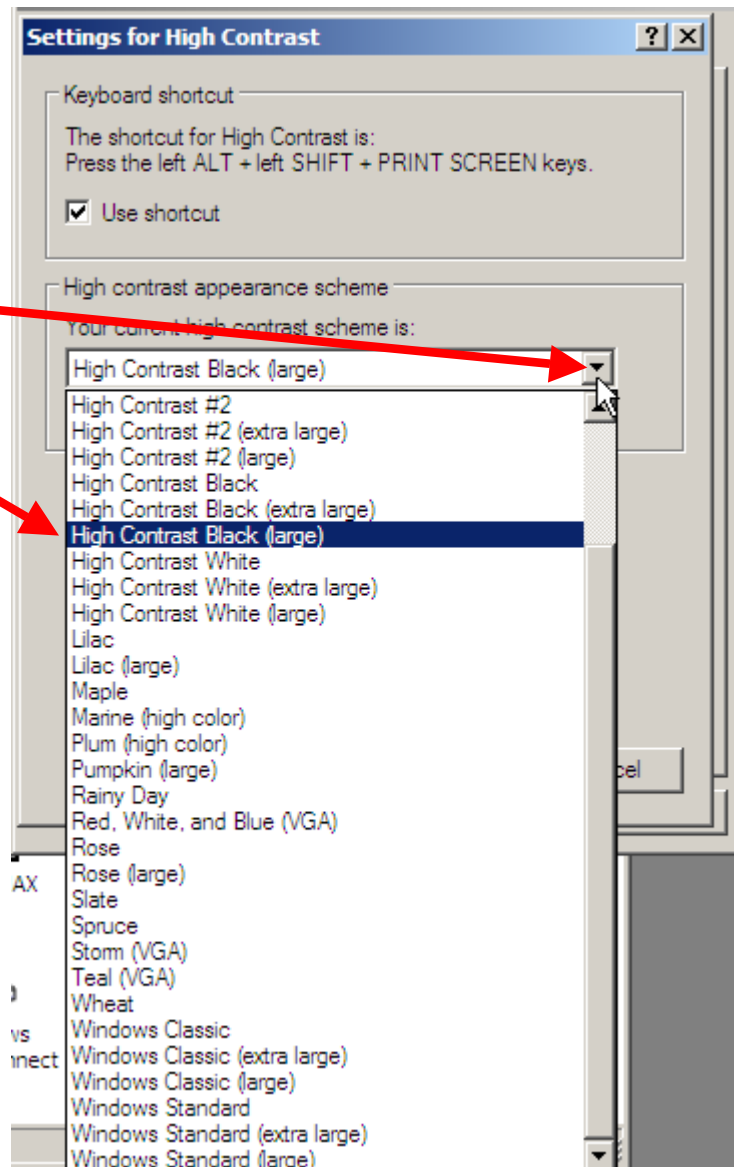
HIGH CONTRAST:

The 'default' screen options are shown here however if you wish to activate the colour options press the Left Mouse button whilst pointing to the High Contrast box and a tick will appear then press the Settings button



A screen similar to the one shown here will appear

Click the Left Mouse button on the 'drop down' arrow and select an option from the list displayed by pressing the Left Mouse button whilst pointing to an item



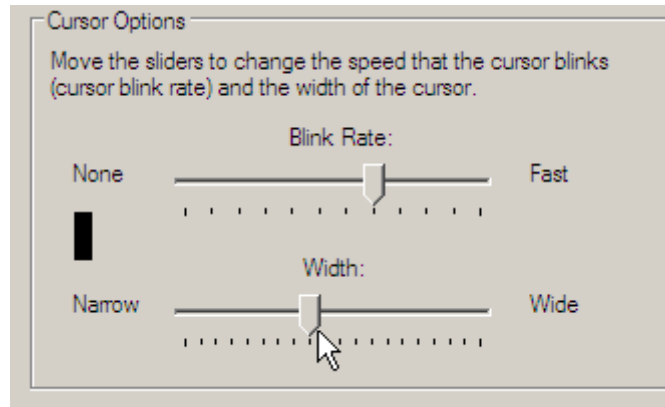
When you selected an item Press **OK** and the screen will return to the Display front screen

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CURSOR OPTIONS:

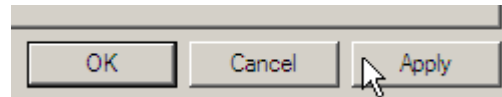
At the bottom of the screen are two options to change the cursor Blink Rate and the width of the displayed cursor 'sliders'

Use the Left Mouse button and click on the control 'slider' to change the settings to suit your requirements



(Reminder – Press and hold down the Left Mouse button whilst pointing at the control – move the mouse Left or Right to move the slider to the position you require.)

When you have set up the Display Options press **OK**



(NOTE: If you press OK the Accessibility Options screen will close)

Regarding the final two 'tabs' -

Mouse – The Mouse Options have previously been covered under the Mouse Set-up therefore this option will not be covered again.

General – This has been left out of these notes as the 'default' is acceptable for most if not all users.