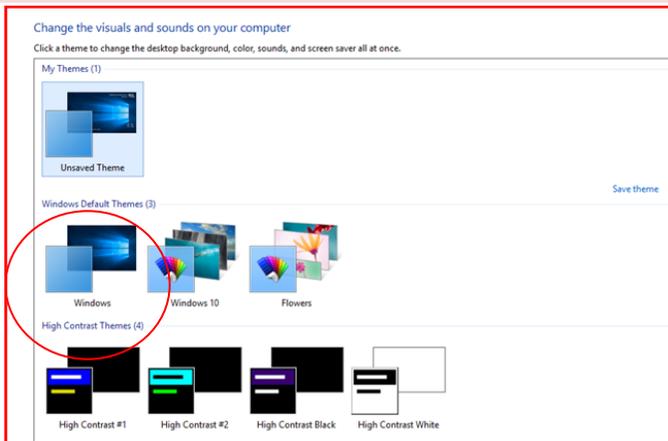


7. The next screen invites you to **Change the visuals and sounds on your computer**. You will first need to maximise the screen display by clicking the box in top right corner. Now you will be able to see the display below, showing the template options at the foot of the window.



8. Click to choose the template you wish to use. The screen and all the programs that you then run will use the same font/screen background combination. To return to the default template screen, navigate back to the above screen and click **Windows Default Theme** (circled).

For help with online services please email:
library.digital.support@westsussex.gov.uk

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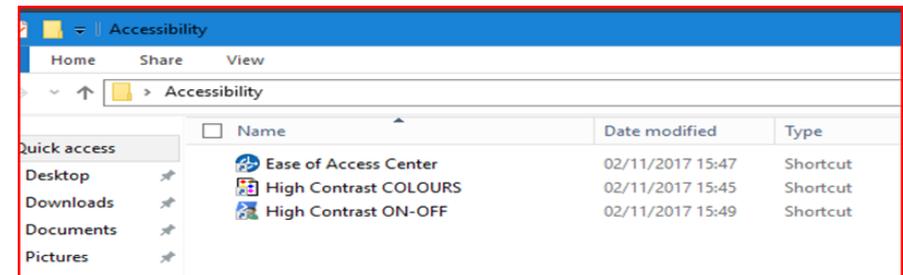
09.20

Help With...

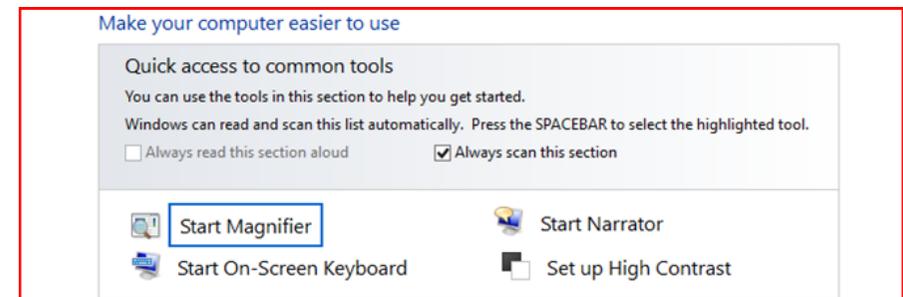
ACCESSIBILITY

Windows 10 has a number of Accessibility options : **Magnifier**, **Narrator**, **On Screen Keyboard** and **High Contrast**. This helpsheet shows you how to access and utilise each of these functions.

1. Once the library PC has logged in and the display tiles have all loaded look to the top left of the blue part of the screen where you will see the **Accessibility** icon. Double click on it to load.

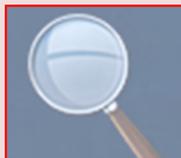


2. This brings up the window shown above. Double click on **Ease of Access Center** to view the **Accessibility Tools** menu, shown below.



Magnifier

This tool magnifies from the standard 100% to 400% of screen size. When you select this option a magnifying glass image (shown right) will appear on screen.



3. This tool increases the screen image to the point where it is, in effect, too big for the screen so you will need to use the mouse carefully to navigate. Move the cursor up and away from you to see the top of the screen, down and towards you for the foot of the screen. For left or right of the screen move the mouse left or right.

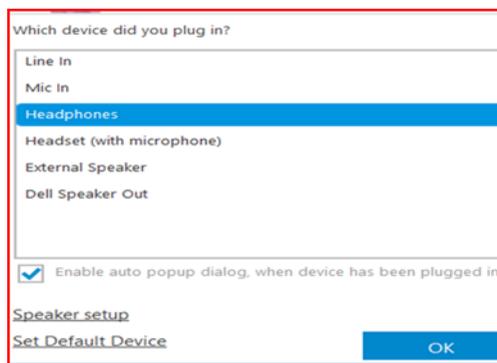
Note that, wherever you are on the screen, the magnifying glass will be visible. To increase or decrease the screen display simple click on it, then adjust by clicking **+** or **-**.

Narrator

Narrator is a text to speech screen reader tool. To access it click the icon (shown right) on the taskbar at the bottom of the screen. You will need to have headphones to use it in the library. When you plug in headphones a pop-up box, like the one below, will appear, asking “Which device did you plug in?” Highlight headphones and click OK.



Narrator will now create an audio version of everything that appears on screen. Among the options are changing the default voice, minimising the window or exiting **Narrator**. The window showing these is shown on the next page.

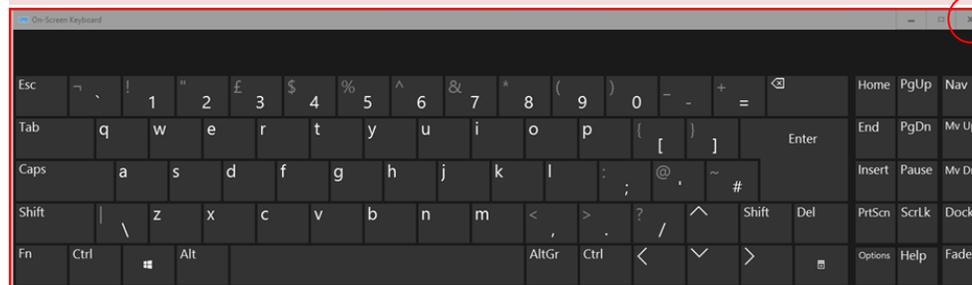


4. When **Narrator** is running a blue border will be visible around the text being read, as shown in the box above. To close the tool click **Exit**.

On Screen keyboard

This tool is for users who prefer to work with an on-screen keyboard rather than a physical one.

5. Select this option from the **Ease of Access Center** menu. A keyboard will appear on the screen. To use it you can either utilise the mouse to select keys or you can touch the actual screen. The keyboard can be moved around the screen by clicking its edges and then dragging. To exit **On Screen Keyboard** click on the **x** in the top right hand corner (circled.)



High Contrast

High Contrast enables the user to select from several alternative screen displays which use different font colours and backgrounds.

6. To access double click **Set up High Contrast** from the **Accessibility Tools** menu shown on page I of this guide, then click the link circled on the next page to **Choose a High Contrast Theme**.