

## Accessibility Options in Microsoft Windows 7 and Macintosh Snow Leopard

<b>System Modifications</b>	<b>Windows 7</b>	<b>Macintosh Snow Leopard</b>
<b>Visual Accommodations</b>  Vision problems, ranging from slight impairments to blindness, can prevent full computer access. System level options built into Windows Vista and 7 and Mac OS 10.5 Leopard and 10.6 Snow Leopard allow for larger fonts, icons, buttons, menus and toolbars and speech output.		
<b>Change screen resolution.</b> Smaller numbers result in larger screen objects.	<i><b>Control Panel: Appearance &amp; Personalization: Adjust screen resolution –</b></i> Choose 800 X 600 for largest screen items. <b>OR</b> <i><b>Control Panel: Hardware &amp; Sound: Display: Adjust screen resolution –</b></i> Choose 800 X 600 for largest screen items.	<i><b>System Preferences: Displays: Display –</b></i> Choose 640 X 480 or 800 X 600 for largest screen items.
<b>Reduce background clutter by selecting a solid desktop pattern.</b>	<i><b>Control Panel: Appearance &amp; Personalization: Change desktop background: Picture location (Solid Colors) -</b></i> Choose a solid color.	<i><b>System Preferences: Desktop &amp; Screen Saver: Desktop –</b></i> Choose one under Apple Images or Solid Colors. <b>Or</b> Right-Click (control-Click) on Desktop

<b>Change the color of window borders and Taskbar/Dock.</b>	<p><b><i>Control Panel: Appearance and Personalization – Change window glass colors -</i></b>  Select color and transparency intensity.  <b>OR</b>  <b><i>Control Panel: Ease of Access – Optimize visual display -</i></b>  Adjust the color and transparency of the window borders.  <b>OR</b>  <b><i>Control Panel: Ease of Access: Ease of Access Center: Make the computer easier to see –</i></b>  Adjust the color and transparency of window borders.</p> <p><b><i>Shortcuts to Ease of Access Center:</i></b>  Press the Windows logo key on the keyboard. Start typing <b><i>ease</i></b> in the search bar. Press Enter key.  <b>OR</b>  Press the Windows logo key + U.</p>	Dock is always transparent. See setting Desktop Colors to solid colors above.
<b>Reduce clutter on the desktop by minimizing every open window except the one you are using.</b>	Drag (or shake) the title bar back and forth of the window you want to keep open (“Shake” feature).	Click on the Yellow circle on each window to minimize.
<b>Reduce clutter on desktop by hiding icons and gadgets.</b>	<p><b><i>Right-click on empty area of desktop: View –</i></b>  Uncheck <i>Show Desktop Icons</i>  Uncheck <i>Show Desktop Gadgets</i>.</p>	
<b>Increase size of icons, labels, and text.</b> This can be done in addition to or in lieu of changing the resolution.	<p><b><i>Control Panel: Ease of Access: Optimize visual display: Change the size of text and icons –</i></b>  Select Medium (125%) or Larger (150%) to enlarge text and icons on the screen. Alternatively, select <i>Set custom text size</i>.  <b>OR</b>  <b><i>Control Panel: Ease of Access: Ease of Access Center: Make the computer easier to see: Make things on the screen larger: Change the size of text and icons –</i></b>  Select Medium (125%) or Larger (150%).</p>	<p><b><i>Click on desktop: View Menu: Select Show View Options –</i></b>  Change icon size/text size/background color.</p> <p><b>OR</b>  <b><i>Left-Click (Control Click) on the desktop or within a Folder-</i></b>  Change icon size/text size/background color</p> <p><b><i>Inside a Folder you can adjust the Icon size by moving the Ball Slider located in the bottom right corner.</i></b></p>

<p><b>Make the display monochrome or high contrast.</b> High contrast color schemes heighten the contrast of some text and images on the screen making them more distinct and easier to identify.</p>	<p><b>Control Panel: Ease of Access: Ease of Access Center: Make the computer easier to see: Choose a High Contrast theme –</b> Select a High Contrast Theme (e.g., High Contrast White).  Turn High Contrast on or off by holding down left-ALT + left-SHIFT+PRINT SCREEN (or PRTSCRN).</p>	<p><b>System Preferences: Universal Access: Display – Choose Black on White or White on Black.</b> Select <i>Use Grayscale</i> to lose colors.  Adjust Contrast using the Slide Controller or by keyboard.  Control/Option/Command/ Comma = Reduce Contrast  Control/Option/Command/ Period = Increase Contrast</p>
<p><b>Add applications to the Start Menu and Task Bar (Windows) and Dock (Mac).</b> Place often used applications and documents in these locations for easy access.</p>	<p><b>By default, Quick Launch Bar is not available in Windows 7 –</b> Drag program icons to the taskbar. <b>OR</b> Click on the Start Button, locate and right-click on an application – Select <b>Pin to Taskbar</b> or <b>Pin to Start Menu</b>.</p>	<p>Drag application icons to the left of the white separator line in the Dock. Drag Folders and Document icons to the right of the white separator line in the Dock.</p>
<p><b>Create a shortcut toolbar on the desktop to store programs and files.</b></p>	<p>On the desktop, right-click an empty area. Select <i>New, Folder</i>. Name the folder. Press Enter key. Drag the folder to the very left, right, or top edge of the screen and release it – The folder now looks like a toolbar. Drag shortcuts to the toolbar.</p>	
<p><b>Make the rectangle around currently selected item in dialog boxes thicker.</b></p>	<p><b>Control Panel: Ease of Access: Ease of Access Center: Make the computer easier to see: Make things on the screen easier to see –</b> <i>Make the focus rectangle thicker.</i></p>	
<p><b>Make the blinking cursor thicker.</b></p>	<p><b>Control Panel: Ease of Access: Ease of Access Center: Make the computer easier to see: Make things on the screen easier to see –</b> <i>Set the thickness of the blinking cursor (1-20).</i></p>	
<p><b>Turn off unimportant overlapped content and background images.</b></p>	<p><b>Control Panel: Ease of Access: Ease of Access Center: Make the computer easier to see: Make things on the screen easier to see –</b> <i>Remove background images.</i></p>	

<p><b>Increase the size of the Taskbar/Dock.</b></p>	<p>Make sure the Taskbar is unlocked. Point to the edge of the Taskbar. When the pointer changes to a double-headed arrow, drag the border up or down.</p> <p><b>Locking and unlocking the Taskbar:</b> Right-click on an empty area on the Taskbar. Check or uncheck <i>Lock the Taskbar</i>.</p> <p><b>OR</b></p> <p><b>Control Panel: Appearance and Personalization: Taskbar and Start Menu: Taskbar –</b> Check or uncheck <i>Lock the Taskbar</i>.</p>	<p><b>Apple Menu: Dock: Dock Preferences –</b> Adjust the Dock size and magnification according to user preference.</p> <p><b>OR</b></p> <p>Click on the Dock size adjuster (the landing strip between the Apps and Folders near the right side) and move mouse up/down</p>
<p><b>Enlarge size of cursor, select pointer scheme other than default one.</b> Helps a user identify the cursor and track it more easily.</p>	<p><b>Control Panel: Hardware and Sound: Mouse: Pointers –</b> Select larger scheme (e.g., Windows Black Extra Large)</p> <p><b>OR</b></p> <p><b>Control Panel: Ease of Access: Change how your mouse works: Mouse Pointers –</b> Change the color &amp; size of mouse pointers.</p> <p><b>OR</b></p> <p><b>Control Panel: Ease of Access: Ease of Access Center: Make the mouse easier to use: Mouse pointers.</b></p>	<p><b>System Preferences: Universal Access: Mouse &amp; Trackpad –</b> The Cursor Size slider adjusts in real time.</p> <p><b>System Preferences: Displays: Display –</b> Select 640 x 480 or 800 x 600 for largest screen items.</p>
<p><b>Adjust cursor blink rate.</b> Helps a user identify the cursor location.</p>	<p><b>Control Panel: Ease of Access: Change how your keyboard works: Keyboard Settings: Speed -</b> Adjust <i>Cursor blink rate</i>.</p> <p><b>OR</b></p> <p><b>Control Panel: Ease of Access: Ease of Access Center: Make the keyboard easier to use: Keyboard Settings: Speed -</b> Adjust <i>Cursor blink rate</i>.</p>	
<p><b>Change pointer speed, automatically move pointer to default button in a dialog box, display pointer trails, show location of pointer.</b> Helps a user identify the location of the cursor and track it more easily.</p>	<p><b>Control Panel: Hardware and Sound: Mouse: Pointer Options –</b> Select <i>Pointer Speed</i>. Select <i>Snap To</i>. Select <i>Display Pointer Trails</i>. Select <i>Show location of pointer when I press the CTRL key</i>.</p>	<p><b>System Preferences: Universal Access: Mouse &amp; Trackpad –</b> Adjust mouse pointer movement, speed and size using sliders.</p>

<p><b>Magnify the screen.</b> Magnifier zooms in anywhere on the screen and makes everything in that area larger. You can move Magnifier around, lock it in one place, or resize it.</p>	<p><b>Control Panel: Ease of Access: Optimize visual display: Turn on Magnifier</b> <b>OR</b> <b>Control Panel: Ease of Access: Ease of Access Center: Start Magnifier</b> <b>OR</b> <b>Start Button: All Programs: Accessories: Ease of Access: Magnifier –</b> Select view, tracking mode, and zoom level <b>OR</b> Press Windows logo key on the keyboard: type <i>magnifier</i> in the search bar. Press Enter key.</p>	<p><b>System Preferences: Universal Access: Seeing –</b> Turn Zoom on. Use the Zoom Options to customize behaviors.  When zoomed in, the screen image can be set to move: Continuously with the pointer or Only when the pointer reaches an edge or So the pointer is at or near the center of the image  <b>OR</b> <b>Press Option-Command-8 to turn on.</b></p>
<p><b>Use a screen reader.</b> Text-to-speech utility that reads text on the computer screen, such as the contents of the active window, menu options, and the text typed into a document.</p>	<p><b>Control Panel: Ease of Access: Optimize visual display: Turn on Narrator</b> <b>OR</b> <b>Control Panel: Ease of Access: Ease of Access Center: Start Narrator</b> <b>OR</b> <b>Control Panel: Ease of Access: Ease of Access Center: Use the computer without a display –</b> Turn on Narrator <b>OR</b> <b>Start Button: All Programs: Accessories: Ease of Access: Narrator</b> <b>OR</b> Press Windows logo key on the keyboard: type <i>narrator</i> into the search bar. Press Enter key.</p>	<p><b>System Preferences: Universal Access: Seeing –</b> VoiceOver can be turned off/on using keyboard. Use the VoiceOver Utility to customize behaviors.  <b>OR</b> <b>Press Command-fn-F5</b></p>
<p><b>Use auditory cues when certain locking keys are pressed (e.g., Caps Lock)</b></p>	<p><b>Control Panel: Ease of Access: Change how your keyboard works -Turn on Toggle Keys</b> <b>OR</b> Turn Toggle Keys on or off by holding down NUMLOCK for five seconds.</p>	<p><b>System Preferences: Universal Access: Seeing: VoiceOver Utility: Verbosity: Announcements</b>  Announce when a modifier key is pressed. Announce when the caps lock key is pressed.</p>

<b>Hear descriptions of what's happening in videos</b>	<b>Control Panel: Ease of Access: Optimize visual display –</b> <i>Turn on Audio Description.</i> <b>OR</b> <b>Control Panel: Ease of Access: Ease of Access Center:</b> <b>Use the computer without a display –</b> <i>Turn on Audio Description.</i>	QuickTime Player supports Open Audio Description video if available.
<b>Turn off unnecessary animations</b>	<b>Control Panel: Ease of Access: Ease of Access Center:</b> <b>Use the computer without a display –</b> <i>Turn off all unnecessary animations (when possible).</i> Designate how long Windows notification dialog boxes should stay open. <b>OR</b> <b>Control Panel: Ease of Access: Optimize visual display –</b> <i>Turn off all unnecessary animations (when possible).</i> <b>OR</b> <b>Control Panel: Ease of Access: Ease of Access Center:</b> <b>Make it easier to focus on tasks –</b> <i>Turn off all unnecessary animations (when possible).</i> <b>OR</b> <b>Control Panel: Ease of Access: Ease of Access Center:</b> <b>Make the computer easier to see –</b> <i>Turn off all unnecessary animations (when possible).</i>	
<b>Use audio compression within QuickTime Player.</b> Listening to recorded speech can be tedious if there are long pauses between the speaker(s) words or phrases. Speech that has been recorded using GarageBand, iMovie or audio recorders can be played back without pauses or pitch change.		Using QuickTime Player, click the Fast Forward (>>) button once or twice to speed up audio speech.
<b>Hearing Accommodations</b>  Provides visual prompts to audio alerts for students with hearing impairments and attention problems.		



<p><b>Control the computer with one finger.</b> Allows computer access with one finger, headstick, or mouthstick.</p>	<p><i>Control Panel: Ease of Access: Change how your keyboard works: Turn on Sticky Keys –</i> Select <i>Set up Sticky Keys</i> to customize this feature. <b>OR</b> <i>Control Panel: Ease of Access: Ease of Access Center: Make the keyboard easier to use: Turn on Sticky Keys –</i> Select <i>Set up Sticky Keys</i> to customize this feature.</p>	<p><i>System Preferences: Universal Access: Keyboard –</i> Select Sticky Keys. Display pressed keys on screen. <b>OR</b> Press the Shift Key 5 times. If activated in <i>System Preferences: Universal Access: Keyboard –</i></p>
<p><b>Slow down key acceptance.</b> Creates a delay between when a key is pressed and when it is accepted.</p>	<p><i>Control Panel: Ease of Access: Change how your keyboard works: Turn on Filter Keys –</i> Select <i>Set up Filter Keys</i>. Select <i>Set up Repeat Keys and Slow Keys</i> to adjust the timing. <b>OR</b> <i>Control Panel: Ease of Access: Ease of Access Center: Make the keyboard easier to use: Turn on Filter Keys –</i> Select <i>Set Up Filter Keys</i>. Select <i>Set up Repeat Keys and Slow Keys</i> to adjust the timing. <b>OR</b> Turn Filter Keys on or off by holding down the right SHIFT key for eight or more seconds.</p>	<p><i>System Preferences: Universal Access: Select Slow Keys On, use Acceptance Delay slider.</i></p>
<p><b>Highlight and drag without holding down the mouse button.</b> Allows users who have difficulty holding down a mouse button to highlight and drag to use a standard mouse.</p>	<p><i>Control Panel: Hardware &amp; Sound: Mouse: Buttons: Turn on ClickLock -</i> Select <i>Settings</i> to adjust the timing. <b>OR</b> <i>Control Panel: Ease of Access: Change how your mouse works: Mouse Settings: Turn on ClickLock.</i> <b>OR</b> <i>Control Panel: Ease of Access: Ease of Access Center: Make the mouse easier to use: Mouse Settings: Turn on ClickLock.</i></p>	<p><i>System Preferences: Trackpad</i> Select <i>Trackpad Gestures: On Clicking: On Dragging: On Drag Lock: On</i></p>



<b>Turn off Key Repeat.</b>	<p><b>Control Panel: Ease of Access: Change how your keyboard works: Turn on Filter Keys: Set Up Filter Keys</b> - Select <i>Set up Repeat Keys and Slow Keys</i>. Select <i>Ignore all repeated keystrokes</i>.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Control Panel: Ease of Access: Ease of Access Center: Make the keyboard easier to use: Turn on Filter Keys: Set up Filter Keys</b> – Select <i>Set up Repeat Keys and Slow Keys</i>. Select <i>Ignore all repeated keystrokes</i>.</p>	<b>System Preferences: Keyboard /Key Repeat Rate</b> – Adjust with slider.
<b>Create keyboard shortcuts.</b>	<p>Press and hold down CTRL + SHIFT when dragging a file to the desktop or a folder.</p> <p><b>AND</b></p> <p>My Computer or Desktop: Right-click on program file or shortcut: Properties: Shortcut – Type a Shortcut key.</p>	<p><b>System Preferences: Keyboard : Keyboard Shortcuts</b></p> <p>Use the + to add new shortcuts.</p>
<b>Emphasize keyboard shortcuts on the screen.</b>	<p><b>Control Panel: Ease of Access: Ease of Access Center: Make the keyboard easier to use</b> – Select <i>Underline keyboard shortcuts and access keys</i>.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Control Panel: Ease of Access: Change how your keyboard works</b> – Select <i>Underline keyboard shortcuts and access keys</i>.</p>	<b>Keyboard Shortcuts always appear next to menu item when available.</b>
<b>Allow for full keyboard access.</b>	<p>Windows has shortcuts that allow for full keyboard access. See Help section for list of keyboard shortcuts.</p>	<p><b>System Preferences: Keyboard: Keyboard Shortcuts</b></p> <p>Select Text boxes and lists or All controls.</p>
<b>Navigate the computer using the keyboard.</b>	<p>Press Windows logo key on keyboard. Start typing the name of the program. Press Enter when it appears in the search results.</p> <p>Select and open applications by typing letters, using arrow keys and keyboard shortcuts.</p>	<p>Select <i>Command-Space</i> to bring up Spotlight. Type the first few letters of any application, document, or text within a document. Found items are organized by type. Applications are listed first. Use the arrow keys to move. Press Return to select.</p> <p style="text-align: center;"><b>OR</b></p> <p>In the finder, type the first few letters of the program. Press Command – “O” when it highlights. Note – “TAB” will select the next item alphabetically. “SHIFT-TAB” will select the previous item alphabetically.</p>

<p><b>Use the keyboard to move mouse cursor.</b> If the user is proficient with one digit or stick, he can mouse around.</p>	<p><b>Control Panel: Ease of Access: Change how your keyboard works: Turn on MouseKeys –</b> Select <i>Set up MouseKeys</i>. Select <i>Pointer Speed Options</i>. Num Lock may need to be turned on for MouseKeys to operate properly.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Control Panel: Ease of Access: Ease of Access Center: Make the mouse easier to use: Turn on MouseKeys.</b></p> <p>Turn Mousekeys on or off by holding down left-ALT + left-SHIFT + NUMLOCK.</p>	<p><b>System Preferences: Universal Access: Mouse &amp; Trackpad –</b> Turn MouseKeys ON. Control speed with Delay and Speed sliders. Num Lock may need to be turned on for MouseKeys to operate properly on keyboards without numeric keypads. 3<sup>rd</sup> party external keypads can be used.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>System Preferences: Universal Access: Mouse &amp; Trackpad –</b> Activate “Press the Option Key 5 Times to turn Mouse Keys on or off” Press Option Key 5 times.</p>
<p><b>Slow down the mouse double-click.</b> Assists users who have difficulty double-clicking.</p>	<p><b>Control Panel: Hardware and Sound: Mouse: Buttons – Double-click speed.</b> Adjust speed on slider.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Control Panel: Ease of Access: Change how your mouse works: Mouse Settings: Buttons – Double-click speed.</b> Adjust speed on slider.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Control Panel: Ease of Access: Ease of Access Center: Make the mouse easier to use: Mouse Settings: Buttons – Double-click speed.</b> Adjust speed on slider.</p>	<p><b>System Preferences: Mouse or Trackpad–</b> Set Double Click Speed with slider.</p>
<p><b>Set scroll bar behavior.</b> It is often easier for users to have scroll arrows next to each other for easy access.</p>		<p><b>System Preferences: Appearance –</b> Place scroll arrows Together. You can also set the scroll click behavior.</p>

<p><b>Use an on-screen keyboard.</b></p>	<p><b>Control Panel: Ease of Access: Ease of Access Center: Start On-Screen Keyboard.</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Start Button: All Programs: Accessories: Ease of Access: On-Screen Keyboard.</b></p> <p style="text-align: center;"><b>OR</b></p> <p>Press the Windows Logo key on the keyboard: Type <b>keyboard</b> in the search bar. Press Enter key.</p> <p>7's on-screen keyboard is movable and resizable.</p>	<p><b>System Preferences: Keyboard:</b></p> <p>Check 'Show Keyboard &amp; Character Viewer', select 'Show Keyboard Viewer' on the menu bar to the right of the day &amp; time. <b>The keyboard is now moveable, resizable and compatible with Sticky Keys.</b></p>
<p><b>Use a different keyboard layout.</b></p> <p>Some users may prefer a Dvorak or Left or Right Hand Dvorak.</p>	<p><b>Control Panel: Clock, Language, &amp; Region: Change keyboards or other input methods: Keyboard and Languages: Change Keyboards –</b></p> <p>Click <i>Add</i>. Scroll down to English. Select <i>Keyboard</i> (e.g., US Dvorak, US Dvorak for left hand, US Dvorak for right hand).</p>	<p><b>System Preferences: Language &amp; Text: Input Sources –</b></p> <p>Select <i>Keyboard</i>, (e.g., US Dvorak, US Dvorak for left hand, US Dvorak for right hand). select it again from the <i>Keyboard</i> menu, located to the right of the Day and Time.</p>
<p><b>Use an inexpensive graphics tablet and Ink or a Tablet PC.</b></p> <p>Students with severe physical disabilities, such as muscular dystrophy and spinal muscular atrophy, can often form letters, but are unable to move their hands across the paper. These students can conserve energy by writing in one place.</p>	<p><b>Control Panel: Hardware and Sound: Tablet PC Settings –</b></p> <p>Handwriting recognition is available in Windows 7. Many settings are appropriate only for a Tablet PC. Automatic learning of handwriting (i.e., handwriting personalization) is available only on a Tablet PC.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Start Button: All Programs: Accessories: Tablet PC –</b></p> <ul style="list-style-type: none"> <li>• Personalize Handwriting Recognition (Target specific recognition errors, teach the recognizer your handwriting style)</li> <li>• Tablet PC Input Panel</li> <li>• Windows Journal</li> </ul> <p>To make the Tablet PC Input Panel appear on the taskbar, right-click on the taskbar, select Toolbars, select Tablet PC Input Panel.</p> <p>Note: The Tablet PC task window appears on the right side of the screen by default.</p> <p style="text-align: center;"><b>OR</b></p> <p>Press Windows logo key on keyboard. Start typing <b>tablet</b> in the search bar. Press Enter key.</p>	<p><b>System Preferences: Ink –</b></p> <p>Gestures are used to perform space, tab, delete, etc. Text can be copied from "Ink" window or select 'write anywhere' to enter text directly into applications.</p> <p><b>Note: Ink will only appear if a graphics tablet is connected.</b></p>

<p><b>Speech Recognition</b> Control the computer using your voice. Open, close, control, and switch among applications and navigate menus.</p>	<p><b>Control Panel: Ease of Access: Speech Recognition Options –</b> <i>Start speech recognition. Set up a microphone.</i> <b>OR</b> <b>Start Button: All Programs: Accessories: Ease of Access: Windows Speech Recognition.</b> <b>OR</b> Press Windows logo key on keyboard. Start typing <i>speech</i> into the search bar. Press Enter key.  Speech recognition in Windows 7 allows users to dictate documents and emails in mainstream applications, as well as complete forms on the Web.</p>	<p><b>System Preferences: Speech: Speech Recognition –</b> Set your Microphone and Listening Method. Select ‘Calibrate’ to improve recognition and/or view over 70 eligible spoken system commands including ‘move page down/up’ to scroll through long web pages using voice.</p>
<p><b>Connect assistive devices</b> e.g., Alternative and Augmentative Communication (AAC) device. Allows alternative access to keyboard and mouse features.</p>	<p>Windows 7 does not include this feature.</p>	<p><b>System Preferences: Universal Access: Mouse &amp; Trackpad –</b> Check ‘Enable access for assistive devices.’</p>
<p><b>Accommodations for Learning</b> Some users with learning differences need extra support to complete computer and school tasks. Windows and Mac operating systems have built-in features that help users read, look up definitions, and use a calculator for math and data conversions.</p>		
<p><b>Use colored labels to differentiate documents and folders.</b> Change the label color of any icon.</p>		<p>Select the label icon with one click: Under File, select <b>Get Info</b>: Click on expansion triangle next to General if closed.  <b>OR</b> Right-click/Control-click on a label and choose <i>Select one of 8 colors</i>.</p>

<p><b>Add a picture to a folder, change the standard folder icon to another icon.</b> Some users can better identify the contents of folders if pictures or icons other than the default folder symbol is used.</p> <p><b>Use Cover Flow and Top Sites to allow struggling readers to locate folders, documents and Internet sites through images</b></p>	<p><b>Right-click on folder: Properties: Customize: Folder pictures –</b> <i>Choose a file to show on this folder icon.</i> <b>or</b> <b>Folder icons – Choose icon.</b></p>	<p>Copy an image: Select the folder or file of the icon you want to replace: File Menu, Get Info (or press Command-I) to open the Info window. Click the icon in the upper-left corner of the Info window to select it: Press Command-V to paste.</p> <p><i>‘Cover Flow’</i> can be selected from the <i>View</i> menu while in the Finder. Replace all generic icons with representational graphics/photos. <i>‘Top Sites’</i> is a <i>Safari</i> web browsing optional view that is located under the Right Arrow in the upper left corner. Its icon is a 3x4 matrix of small squares.</p>
<p><b>Preview the contents of open windows without clicking away from the window you are currently working on.</b></p>	<p>Point to a program button on the taskbar that has open files. Point to a thumbnail of one of the files. (All other open windows fade away to reveal the selected window.) To restore the desktop, move the pointer away from the thumbnails (<i>‘Peak’</i> feature).</p>	
<p><b>Prevent windows from being automatically arranged when moved to the edge of the screen.</b> Automatic arrangement of windows can be distracting for some users. This feature can be disabled.</p>	<p><b>Control Panel: Ease of Access: Ease of Access Center: Make it easier to focus on tasks –</b> Prevent windows from being automatically arranged when moved to the edge of the screen.</p> <p>Windows 7 includes the <i>Aero Snap</i> feature, which allows users to snap or fix windows to the edges of the computer screen by dragging them to the edges and dropping them. A window is maximized when moved to the top edge of the screen and tiled when moved to either the left or right of the screen.</p>	

<p><b>Set up the computer to read text.</b> Text-to-speech (TTS) is the ability of the operating system to read printed text as spoken words. Users are able to select words, phrases, or whole texts to read aloud.</p>	<p><b>Control Panel: Ease of Access: Optimize visual display: Turn on Narrator</b> <b>OR</b> <b>Control Panel: Ease of Access: Ease of Access Center: Start Narrator</b> <b>OR</b> <b>Control Panel: Ease of Access: Ease of Access Center: Use the computer without a display – Turn on Narrator</b> <b>OR</b> <b>Start Button: All Programs: Accessories: Ease of Access: Narrator</b> <b>OR</b></p> <p>Press Windows logo key on the keyboard. Start typing <b>narrator</b> into the search bar. Press Enter key.</p> <p>Narrator reads text on the screen and describes the desktop and open windows. It will also read aloud what a user types and announce events that happen on the screen (e.g., dialog boxes). In addition, Narrator allows the user to adjust the speed, volume, or pitch of the voice. However, this Windows accessibility program provides only basic functionality.</p> <p>Additional text-to-speech engines are available from other manufacturers. Typed, downloaded, or scanned text can be read by commercial scan and read programs.</p>	<p><b>System Preferences: Speech: Text to Speech-</b> Select your System Voice &amp; Rate. Select Speak Selected Text when the key is pressed. You can re-set the HOT key that triggers the speech.</p> <p><b>OR</b> <b>For a more complete systems wide Screen Reader experience:</b></p> <p><b>System Preferences: Universal Access: Seeing: VoiceOver On</b></p> <p><b>Create iTunes, and CD audio files from iWork, Mail, TextEdit, Safari web sites or other Cocoa Apps.</b></p> <p>Students, teachers and administrators can convert any text from most every Cocoa App into a text-to-speech file in 3 steps. <b>(1)</b> Select text to be converted <b>(2)</b> From the 'Services' Menu select 'Add to iTunes as a Spoken Track'. You can use a short-cut by <i>Control-Clicking</i> or <i>Clicking with 2 fingers on the track-pad</i> or <i>Right-Clicking</i> on the selected text and selecting 'Add to iTunes as a Spoken Track' from the contextual menu. <b>(3)</b> Wait for the audio cue and re-name the recording when iTunes appears.</p>
<p><b>Use the dictionary shortcut in TextEdit, Safari, Pages, or other Applications written in Cocoa.</b></p>		<p>Users can bring up definitions using Hot keys. Hold Control- Command &amp; 'D' key to view definitions. The dictionary can also be brought up as an application or widget.</p>
<p><b>Use the word completion shortcut in TextEdit, Safari, Pages, or other Applications written in Cocoa.</b></p>		<p>Press the <b>Escape</b> key to view a list of all possible word completions.</p>

<p><b>Use the Calculator for math and conversions.</b></p>	<p><b>Start Button: All Programs: Accessories –</b> Select <b>Calculator</b>.</p> <p style="text-align: center;"><b>OR</b></p> <p>Press Windows logo key on the keyboard. Begin typing <b>calculator</b> in the search bar. Press Enter key.</p> <p>You can use the Calculator in Standard mode to do simple calculations, or in Scientific, Programmer, or Statistic modes to do advanced calculations. A number of additional options are available, including unit conversion, date calculation, and worksheets for calculating a mortgage, vehicle lease, and fuel economy (mpg or L/100m).</p>	<p><b>Hard drive:Applications: Calculator</b> <b>OR</b> Use <b>Spotlight</b> (Command-Space) and type ‘<b>calc</b>’ <b>OR</b> Enter a math problem in <b>Spotlight</b>. (i.e.- 34 * 55=) Drag it to the Dock for easy access.</p> <p>You can use the Calculator in Standard mode to do simple calculations, or in Scientific or Programmer modes to do advanced calculations.</p> <p>It can be set to Speak the Button Pressed or Speak and Print the Result.</p> <p>It can convert Area, Currency, Energy or Work, Length, Power, Pressure, Speed, Time, Temperature or Volume, Weights and Masses.</p>
<p><b>Limit access to specific programs.</b> You can set up restrictions for how users access computer resources, such as allowing users to operate computers and save documents, but not install programs or change system settings, limiting access to specific programs, restricting printing capabilities, etc.</p>	<p><b>Control Panel: User Accounts: Give other users access to this computer –</b> Click <b>Add</b>. Type user name and domain.</p> <p>Select Standard User when asked about level of access.</p> <p>Windows 7 provides two main types of user accounts (for general users) and administrator accounts (for designated administrators). Standard account users can use (but not install) most software and change system settings that do not affect other users. There are a number of common, low-risk tasks that standard account users can perform, and these can be restricted by an administrator. Administrators can also limit access to specific programs through Group Policy.</p> <p>Parental controls are built into 7. These controls are designed to help parents manage what their children can do on the computer. Parents can decide which software programs their children can use and which websites they can visit. Parents can also determine the specific times of the day the computer can be used.</p> <p><b>To configure the Parental Control Panel:</b> Control Panel: User Accounts and Family Safety: Set up parental controls for any user.</p>	<p><b>System Preferences: Accounts</b> Create a new account by clicking the lock to make changes, then the ‘+’ key to add new users. Select ‘<b>Managed with Parental Controls</b>’ under New Account. Select <b>Create Account</b>. Check <b>Enable Parent Controls</b>, then select <b>Open Parental Controls</b>.</p> <p>Time limits and specific usage times can be set. Applications can be enabled or disabled. Email and instant messaging exchanges can be restricted to specific accounts. Websites can be restricted and profanity can be hidden in the built-in dictionary. Logs can be collected on websites visited, blocked sites attempted, applications used and all internet chats.</p>

<p><b>Have the most used applications pre-loaded at boot-up.</b> Any application can open automatically upon startup, eliminating the need for users to open frequently-used programs.</p>	<p><b>Log in as an administrator. Right-click on the exe file you want to run at startup, or a file to open at startup, and click <i>Create Shortcut</i>.</b> <b>Start Button: All Programs: Right-click on Startup folder. Click on Open All Users or Explore All Users.</b> Drag the shortcut inside the startup folder and drop it.</p> <p>For individual students: Log in as an administrator, set up the student's profile, then drag the applications into the student's startup folder.</p>	<p><b>Login as the User you want to set up. Be sure User has administrative permission, even if temporary.</b></p> <p>Place the applications you want to pre-load in the dock. Select each application from the Dock. Select Open at Login from the '<i>Options</i>' pop-up menu. <b>OR</b> <b>System Preferences: Accounts</b> Be sure user has administrative permission. Select <i>Login Items</i>, select the '+' to add the application you want to pre-load when the user logs in.</p>
<p><b>Use iChat to communicate with others in Sign Language</b></p>		<p>Open iChat, enter your AIM, mac.com or MobileMe account name. AIM (AOL Instant Messenger) accounts are free. Add the other User to your buddy, family or co-worker list. Initiate your video chat by clicking on the camera icon next to the User's name. You can videoconference with PC users if they have AOL Instant Messenger (AIM) 6.1 or higher. 'Skype', 'SightSpeed' or other cross-platform applications could also be used.</p>
<p><b>Use QuickTime Player &amp; built-in Mic and/or Camera</b></p> <p><b>Students can record homework/ reports/tests as audio.</b> <b>OR</b> <b>Archive your student's reading fluency/articulation as audio/video files without buying extra software.</b></p>		<p><b>Open QuickTime Player – Select 'New Audio Recording' or 'New Movie Recording' from the File menu.</b></p> <p>For even more fun have students record video reports using free Mac software. Open 'Photo Booth', press the right 'Effects' arrow three times to get to the 'User Backdrops'. Drag and drop digital stills or videos clips of your own or from the Internet to provide a relevant static or video backdrop for the student's report.</p>



<p><b>Use QuickTime <i>Player</i> with Free Screen Recorder to:</b></p> <p><b>Archive your student's technology/educational skills by recording their computer screen actions w/without audio.</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Create your own video lessons for playback on computer.</b></p>		<p><i>Open QuickTime Player-</i> Select '<i>New Screen Recording</i>' from the File menu. Options for- Audio source, Video quality and 'Save to' can be found under the triangle in the lower right of the '<i>Screen Recording Window</i>' After recording you will have the option to trim the beginning/end of your video and the ability to export to your MobileMe Gallery, YouTube or iTunes for iPod/iPhone or CD playback.</p>
<p><b>Provide automatic Abbreviation-Expansion System Wide, using the <i>Text substitution/Auto-correct</i> feature found in TextEdit and other aware applications written with Cocoa.</b></p>		<p><b><i>System Preferences:Language &amp; Text-</i></b> Select the <i>Text</i> tab. Click the '+' sign in the lower left to add. Users can develop their own abbreviated codes and/or enter appropriate Internet acronyms to make typing faster and conserve keystrokes.</p>