<u>Guide for People who have</u> <u>Learning Disabilities</u>

This guide describes accessibility features built into Windows and Microsoft Office, as well as different types of <u>assistive technology products</u> that are designed for individuals who have learning disabilities. Note that some sections of this guide may be useful to individuals with different types of disabilities such as vision or cognitive.

Microsoft wants to provide the best possible experience for all our customers. If you have a disability or have questions related to accessibility, please contact the <u>Microsoft</u> <u>Disability Answer Desk</u> for technical assistance. The Disability Answer Desk support team is trained in using many popular assistive technologies and can offer assistance in English, Spanish, French, and American Sign Language. Please go to the Microsoft Disability Answer Desk site to find out the contact details for your region. If you are a government, commercial, or enterprise user, please contact the <u>Enterprise Disability</u> <u>Answer Desk</u>.

At Microsoft, our mission is to empower every person and organization on the planet to achieve more. We are committed to delivering great experiences to people with disabilities. If you have feedback to offer, or requests to make of us, we encourage you to let us know through the <u>Microsoft Accessibility Forum</u>. If you are looking for information on accessibility in education, please visit the Microsoft Education's <u>Accessibility tools: Meeting the needs of diverse learners</u> course.

1. In this Guide:

Setup Accessibility Options in Windows

Make Accessible Documents with Office

Use Features in Office

Browse the Accessibility Features of Edge and Internet Explorer

Find Assistive Technology for People who have learning disabilities

2. Setup Accessibility Options in Windows

Ease of Access is a location where you can set up accessibility settings and programs available in Windows.

Learn more about Ease of Access

A. Turn on Ease of Access options

With Windows you can access commonly used accessibility options right from the signin screen. Press the **Windows Logo Key = + U** to access the **Ease of Access** settings at the sign-in screen. On many keyboards, the Windows Logo Key is located on the bottom row of keys, to the left or right of the **Alt** key. There you can turn on or off **Narrator**, **Magnifier**, **On-Screen Keyboard**, **High Contrast**, **Sticky Keys**, or **Filter Keys**.

Caption 1: Ease of Access options on the Windows sign-in screen

Narrator	
Magnifier	
On-Screen Keyboard	
High Contrast Off	
Sticky Keys Off	
Filter Keys Off	

After you log on, you can open Ease of Access settings by pressing the **Windows Logo Key # + U.**

To open Ease of Access settings on a touch-enabled device, swipe in from the right edge of the screen and select **All Settings** > **Ease of Access**.

I. Hear text read aloud with Narrator

Some users may prefer text read aloud to them. **Narrator** is the built-in screen reader that reads text on your screen aloud. To start or stop **Narrator**, press the **Windows**

Logo Key **#** + Enter. On Windows Mobile devices, press Windows Logo Key **#** + Volume UP key to toggle Narrator on/off.

Learn more about Narrator

Caption 2: Ease of Access settings with Narrator section selected.

← Settings		-	×
🔅 Home	Hear text and controls on the screen		
Find a setting ρ	Narrator is a screen reader that reads all the elements on screen, like text and buttons.		
Ease of Access	Narrator		
🖵 Narrator	Off Off		
⊕ Magnifier	To turn Narrator off with a touchscreen, tap the Narrator slider, and then double-tap anywhere on the screen.		
₩ High contrast	Start Narrator automatically		
Closed captions	Off Off		
📼 Keyboard	Voice		
🖱 Mouse	Choose a voice		
🕁 Other options	Microsoft David Desktop - English (United States) $$		
	Speed		
	Pitch		
	Intonation Pauses		
	On		
	Some voices do not support this setting.		
	Sounds you hear		
	Read hints for controls and buttons		
	On		
	Characters you type		

II. Reduce visual distractions in Ease of Access

To reduce distractions in Windows you can change whether animations or the Windows background are displayed. To do so, press **Windows Logo Key III** + **U** to open the **Ease of Access**. Then select **Other options**. You can also use darker and larger visual feedback for when you touch your screen.

Caption 3: An example of some visual and touch options in Ease of Access

÷	Settings	
ŝ	Home	Visual options
Fir	nd a setting $ ho$	Play animations in Windows
Ease	e of Access	Off Show Windows background
ß	Narrator	On
€	Magnifier	Show notifications for
×	High contrast	5 seconds V
CC	Closed captions	Cursor thickness
	Keyboard	Visual potifications for sound
Ū	Mouse	None ~
ዋ	Other options	
		Touch feedback
		Show visual feedback when I touch the screen Off

III. Get Notifications when you turn Settings on

To get a warning message or sound from features such as **Sticky Keys**, you can go to **Ease of Access.**

- 1. Press the Windows Logo Key 👪 + U
- 2. Select Keyboard.
- 3. In the **Other Settings** section toggle on or off these features:
 - Have keys make sounds for when a setting is turned on or off with a keyboard shortcut

• Displaying a warning message for when a setting is turned on or off with a keyboard shortcut

B. Use the Touch keyboard

The Touch keyboard has **Word Prediction** and **Handwriting**, which can be useful for interacting with a touch device.

I. Word Prediction

As you type on the keyboard suggested words will show up at the top of the keyboard. Use this tool to find the words you are looking for.

- 1. In the notification area select **Touch keyboard** .
- II. Handwriting

The **Handwriting** option lets you write with a stylus (such as a Surface Pen) or your finger. That option can also be a good tool for learning cursive or signatures.

- 1. In the notification area select **Touch keyboard EE**.
- 2. Choose the **Handwriting** 🗹 option.

Caption 4: An example of the Handwriting feature on the Touch keyboard.

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			<u>し</u>				Ŷ	ß

Learn more about touch keyboard

C. Use Speech Recognition

Windows Speech Recognition allows you to dictate text instead of typing on a keyboard. Press the **Windows Logo Key III** and then type **Windows Speech Recognition** and select it from the results. Complete the **Set up Speech Recognition** tutorial.

Caption 5: You can train your computer to recognize your voice once the setup tutorial is complete.

~	Set up Speech Recognition
	Welcome to Speech Recognition
	Speech Recognition allows you to control your computer by voice.
	Using only your voice, you can start programs, open menus, click buttons and other objects on the screen, dictate text into documents, and write and send e-mails. Just about everything you do with your keyboard and mouse can be done with only your voice.
	First, you will set up this computer to recognize your voice.
	Note: You will be able to control your computer by voice once you have completed this setup wizard.
	Next Cancel

 \sim

Additionally, you can press the **Windows Logo Key II**, and type **Control Panel** then select it from the list of results. Then select **Ease of Access** > **Speech Recognition** to get additional configuration options for speech recognition.

Equal Entry video on Using Cortana and Speech Recognition Together on Windows 10

Learn more about Speech Recognition

Learn commands for Windows Speech Recognition

D. Additional Options in Ease of Access Center

For additional customization options, you can navigate to the Ease of Access Center.

1. Press Windows Logo Key 🛤

2. Type **Ease of Access Center** and select it from the results.

E. Customize sign-in settings

You can customize sign-in settings, so that accessibility features start automatically when you sign in, after you sign in, or both. To customize sign-in settings:

- 1. Press Windows Logo Key **1** to open Start.
- 2. Type Ease of Access Center and select Ease of Access Center from the results.
- 3. Select Change sign-in settings.
- 4. Select the checkboxes for the options you would like to use and then select **OK**.

Caption 6: A list of sign-in settings you can change in the Ease of Access Center.

Change s	ign-in settings			-	×	
← → •	↑ Search and the second and the	gs	~ Ö	Search Control Panel	P	
	Change sign-in settings					^
	You can have assistive technologies start automatically wh check boxes for each option you'd like to use.	en you sign in, afte	er you sign in, o	or both. Select the		
	Assistive Technology	At sign-in	Afters	ign-in		
	Hear text on screen read aloud (Narrator)					
	Make items on the screen larger (Magnifier)					
	Type without the keyboard (On-Screen Keyboard)					
	Press keyboard shortcuts one key at a time (Sticky Keys)					
	If I press keys repeatedly, ignore extra presses (Filter Keys)					
	Use the numeric keypad to move the mouse around the screen (Mouse Keys)					
	Hear a tone when you press CAPS LOCK, NUM LOCK, or SCROLL LOCK (Toggle Keys)					
	Touch and tablets					
	Pressing the Windows button and Volume Up button toge change which tool launches when you press these buttons tablets easier to use page.	ther on your tablet after you've signe	can start an ac d in, go to the	cessibility tool. To Make touch and		
	Launch this tool from the sign-in screen					
	See also					
	Create a restore point for backup					
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3. Make Accessible Documents with Office

Built-in features in Microsoft Office can help you make your documents, spreadsheets, and presentations accessible to individuals who have learning disabilities. For more

information on how to make your content accessible, please visit the <u>Office Accessibility</u> <u>Center</u> and <u>Accessibility in Office 2016 and Windows 10</u>. Check back regularly as we frequently add new articles and product tutorials.

A. Accessibility Checker

Word, Excel, PowerPoint, and OneNote include an **Accessibility Checker** that identify some content that might be inaccessible to individuals with disabilities. You can use the **Accessibility Checker** while you author to inspect errors as they occur and learn how to fix issues.

To Open the Accessibility Checker:

- 1. Open **File** (**Alt** + **F**).
- 2. Select Info.
- 3. Select Check for Issues.
- 4. Select Check Accessibility.

Caption 7: An example of some issues found in the Accessibility Checker.

Accessionity Checker	
nspection Results	
ERRORS	
 Missing Alt Text 	
Picture 1	
WARNINGS	
 Objects not Inline 	
- objeconocimine	
Picture 1	
Picture 1 dditional Information	
dditional Information Why Fix:	~
dditional Information Why Fix: Alternate text helps readers	~
dditional Information Why Fix: Alternate text helps readers understand information presente	v d in
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dditional Information Why Fix: Alternate text helps readers understand information presente pictures and other objects. How To Fix: Select and fix each issue listed abor make this document accessible for	d in ove to or

Learn more about the Accessibility Checker

Learn more about the Accessibility Checker on the Mac

4. Use Features in Office

Microsoft Office comes with built-in features designed for individuals who have learning disabilities. You can also customize options in Office to meet your individual needs and preferences.

A. Use the Speak Command for Text-to-speech

The **Speak** command in Office uses text-to-speech (TTS), which is the ability of your computer to play back written text as spoken words. Depending upon your configuration and installed TTS engines, you can hear most text that appears on your screen in Word, Outlook, PowerPoint, and other programs in Microsoft Office.

You can add the **Speak** command to the **Quick Access Toolbar**.

- 1. Open File (Alt + F).
- 2. Select **Options**.
- 3. Select Quick Access Toolbar.
- 4. Choose **Commands Not in the Ribbon**.
- 5. Select **Speak**.
- 6. Select **Add**.
- 7. Select OK.

Caption 8: Word Options dialog box where the Speak command is selected to add to the Quick Access Toolbar.

Nord Options						?	×
General Display Proofing	Customize the Quick Access Tool Choose commands from:	bar.		Customize Quic	k Access Toolbar:① nts (default)	¥	
Save					tes (actoring		
Language Advanced Customize Ribbon	 Soft Edges Soft Edges Options 2↓ Sort Sort 2↓ Sort 	+ * +		Save Jundo Redo Speak		•	
Quick Access Toolbar	2 Sort Ascending						
Add-ins	A Sort Descending						
Trust Center	 Sort Smallest to Largest Space Before Spacing After Spacing Before Specific People Specific Version Speech Bubble: Rectangle with Cor Spelling Spelling & Grammar Spelling Recheck Document Spike Spin Button (ActiveX Control) 	• I I •	Add >> << Remove				×
	Split Split Cells			Modify			
	Split Subdocument	Ŧ		Customizations:	Reset 🕶 🕕		
	Show Quick Access Toolbar below the F	Ribbon			Import/Export 🕶 🕕		
					OK	Ca	ancel

Now, you can quickly hear selected text.

1. Select the text in the document you want to hear.

2. Select the new **Speak** button in the **Quick Access Toolbar**.

Caption 9: Quick Access Toolbar with the Speak button activated.



Learn more about text-to-speech

B. Check Spelling and Grammar in Office

All Microsoft Office programs can check the spelling and grammar of your files. In Microsoft Word 2016, start the **Spelling and Grammar** checker by selecting **Review** > **Spelling and Grammar**.

Additionally, you can go to **File** > **Options** > **Proofing** to customize your options for **Spelling and Grammar** in Microsoft Office programs.

Caption 10: Screen shot of Spelling and Grammar Proofing options in Word 2016

Word Options				?	\times		
General Display	ABC	w Word corrects and formats your te	ext.		^		
Proofing	AutoCorrect optic	ons					
Save	Change how Word	d corrects and formats text as you type:	AutoCorrect Options				
Language	When correcting	spelling in Microsoft Office programs					
Advanced	✓ Ignore words in	n UPPERCASE					
Customize Ribbon	 ✓ Ignore words the ✓ Ignore Internet 	hat contain num <u>b</u> ers t and file addresses					
Add-ins Trust Center	Flag repeated v Flag repeated v Enforce accent Suggest from r Custom Dictiona	words ed uppercase in French main dictionary only rries					
	French modes:	Traditional and new spellings 👻					
	Spanis <u>h</u> modes:	Tuteo verb forms only 🔹					
	When correcting	spelling and grammar in Word					
	Check spelling	as you type					
	Mark grammar						
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	Check grammar with spelling						
	Show readability statistics						
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C. Use Editor in Office

Editor is a personal writing assistant that helps you write better documents and e-mails. It gives you spelling and grammar suggestions by using different visual cues for certain kinds of edits. **Editor** uses a red squiggle for suggested spelling edits, a blue double underline for grammar, and a gold dotted line for writing style.

Caption 11: Here is an example of a spelling edit in Editor.

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485	Spelling	•	Best		4)	Read Aloud
	Insert Document Item		Finest, Cream, Élite		2	Add to AutoCorrect
ø	Smart Lookup		Beds Divans, Layers, Plots		7	AutoCorrect Options
8	Hyperlink				1	
\$7	New Comment		[No reference information]			
			Add to Dictionary		1	
			Ignore All			
			See More			

Learn more about Editor in Office

D. Researcher in Microsoft Word

Researcher is a unique resource in Microsoft Word that helps you find reliable sources and content for your documents. This feature uses **Bing** to help pull appropriate content from the web. To use Research and add content with citations to your document:

- 1. On the **References** tab, in the **Research** group, choose **Researcher**.
- 2. In the search box, type a keyword for the topic you are researching and press **Enter**.
- 3. Choose a topic in the **Results** pane to explore in detail.
- 4. Select the text in the source and do one of the following:
 - Choose **Add** to add only text to your document.
 - Choose **Add and Cite** to add text and also include citation for your source.

Caption 12: Screenshot of "My Research" pane open with the research cited in the document.

File Home Insert	Draw Design	Layout References	Mailings Review View	\mathbb{Q} Tell me what you want to do			A Share 💭 🙂
Table of Contents -	AB ¹ Insert Footnote	smart Smart Lookup	Insert Citation * Manage Sources Style: APA Citations & Bibliography *	insert Caption Caption Captions	Mark Entry	Mark Citation	
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Page 1 of 1 30 words							10 - + 100%

Learn more about Researcher in Word 2016

E. Do Things Quickly with Tell Me in Office 2016

You might have noticed a new text box on the Ribbon in Office 2016. This is **Tell Me**, where you can enter words or phrases about what you want to do next and quickly get to features in Office 2016.

- 1. Press **Alt** + **Q**.
- 2. Start typing something like "insert table" or "Accessibility Checker."
- 3. Select what you want to do from the list of suggestions.

Learn more about Tell Me

F. Use Read Mode to reduce distractions

Read Mode hides most of the buttons and tools so you can get absorbed in your reading without distractions. It disables edit options and allows you to read page by page. To open Read Mode, select View > Read Mode. Additionally, you can press Alt + W + F. To exit Read Mode press Esc. To move from page to page in a document, do one of the following:

- Click the arrows on the left and right sides of the pages.
- Press **PgUp** and **PgDn** or the **spacebar** and **backspace** on the keyboard.
- Use the **arrow keys** on the keyboard or the **scroll wheel** on your mouse.
- If you're on a touch device, **swipe left or right** with your finger.

Caption 13: Document in Read Mode of Microsoft Word 2016

Introduction

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Background

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Investigation

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Learn more about reading documents in Microsoft Word

G. Office Learning Tools

Learning Tools are available in a growing number of Office applications. Here are some examples of how Learning Tools can help you focus on the content in your documents:

- **Read Aloud** reads text out loud with simultaneous highlighting which improves decoding, fluency, and comprehension while sustaining focus and attention.
- **Text Spacing** optimizes font spacing in a narrow column view to improve reading fluency.
- **Syllable** shows the breaks between syllables to improve word recognition and decoding.
- I. Learning Tools for One Note

The Learning Tools for OneNote is an add-in that will add a new tab to your Ribbon in the OneNote desktop application, which includes the **Immersive Reader** and **Dictate**.

The **Immersive Reader** tool recognizes text from images, and highlights words as they are read aloud. Additionally, there are options to control grammar and syntax highlighting such as **Syl-la-bles**, which enables words to be placed into syllables and displayed on the screen.

There's also a **Dictate** feature in Learning Tools. This allows you to talk directly to your computer, or input your text directly into OneNote.

Learn more about learning tools in OneNote

II. Learning Tools in Word

Learning Tools are now included in Office 365 version of Word 2016 desktop and online applications.

To use Learning Tools in Word 2016:

- 1. Open any Microsoft Word document.
- 2. On the View tab, in the Views group, select Read Mode
- 3. From the **View** menu, adjust any one or all of the following:
 - Page Settings (Page Color, Column Width, Layout)
 - Text Settings (Syllables, Text Spacing)
 - Read Aloud

Learn more about Learning Tools in Word

Learn more about Learning Tools in Word Online

III. Office Lens

Office Lens is a free download on <u>Windows</u>, <u>Apple</u>, and <u>Android</u> devices. You can snap pictures of text and the application automatically trims and enhances them, making them more readable. You can export to OneNote, OneDrive, Word, PowerPoint, Outlook, and PDF. Additionally, with **Office Lens** on iOS you can export to **Immersive Reader**, which is now built directly into **Office Lens**.

The **Immersive Reader** helps users to easily scan and read content, helping them move from the physical to digital world.

Learn more about Immersive Reader for Office Lens

Learn more about Office Lens Accessibility for iOS

H. Get Keyboard Shortcuts and Steps for Using Assistive Technology with Office

Office for Windows, Online, Mac, iOS, Android, and Windows Mobile provides support for assistive technologies like screen readers. You can read about the accessibility features for your specific environment at the **Office Accessibility Center**. There you can get all the latest accessibility information on products such as Word, PowerPoint, Excel, Outlook, and even others outside of the Office Suite such as Skype or OneDrive.

- 1. Visit the Office Accessibility Center.
- 2. Select the app you want to learn about.
- 3. Navigate to the section for your device.

5. Browse the Accessibility Features of Edge and Internet Explorer

Microsoft browsers come with built-in accessibility features designed for individuals who have learning disabilities. You can also customize options in Internet Explorer and Edge to meet your individual needs and preferences.

A. Save Content to Reading List in Edge

The Reading list in Microsoft Edge gives you a place to save and organize content you want to read later. Here is how you can add articles and other content to what you want to save for later.

- 1. Select Add to favorites or reading list
- 2. Select **Reading list > Add**.
- 3. When you're ready to read, select **Hub** > **Reading list**.

Additionally, you can right-click any link and select **Add to reading list** without even visiting the page.

Caption 14: A Reading List in Microsoft Edge



B. Change Your Reading View Style in Edge

You can choose the Reading view style that best meets your individual needs and preferences. This way you can read documents in Edge with fewer distractions and a simpler layout.

- 1. Select More.
- 2. Select Settings.
- 3. Choose a **Reading view style**.

Learn more about the Reading view in Edge

C. Accessibility Resources with Microsoft Edge

There are several additional accessibility resources that have been developed for Microsoft Edge. Learn more about Accessibility in Microsoft Edge.

D. Change the Font Size, Formatting, and Colors on Webpages with

Internet Explorer

You can change the font type and size, and the foreground and background colors that are used to display webpages. You can also specify the color used for links in webpages and override colors used on webpages.

- 1. Press **Alt** + **T**.
- 2. Select Internet Options.
- 3. Select one of the following options.
 - **Fonts**—to change the font type and size used on webpages
 - **Colors**—to change the font colors used on webpages
 - Accessibility—to make Internet Explorer ignore colors, font styles, and font sizes used on webpages, or to format webpages by using your own style sheet

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◯ Start with tabs from the last session							
• Start with home page							
Tabs							
Change how webpages are displayed in tabs.						Tabs	
Browsing history							
Delete temporary files, history, cookies, saved passwords, and web form information.							
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				Delete	S	ettings	
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Colc	ors	Lan	guages	Fonts	Aco	cessibility	
			С	К	Cancel	Apply	

6. Find assistive technology for People with Learning disabilities

People who have learning disabilities may be interested in the following:

- Word prediction programs allow the user to select a desired word from an onscreen list located in the prediction window. The program predicts words from the first one or two letters typed by the user. The word can then be selected from the list and inserted into the text by typing a number, clicking the mouse, or scanning with a switch.
- **Reading tools and learning disabilities programs** include software designed to make text-based materials more accessible for people with reading disabilities. Options can include scanning, reformatting, navigating, or speaking text out loud.
- **Speech synthesizers** (also known as text-to-speech (TTS) systems) speak information aloud in a computerized voice.
- **Speech recognition programs**, (also called voice recognition), allow computer navigation by voice rather than entering data by keyboard or mouse. You can still use a mouse and keyboard as well as voice, to enter data, write text, and navigate applications.

Learn more about Assistive Technology products for Windows

Guide last updated on 2/7/2017.