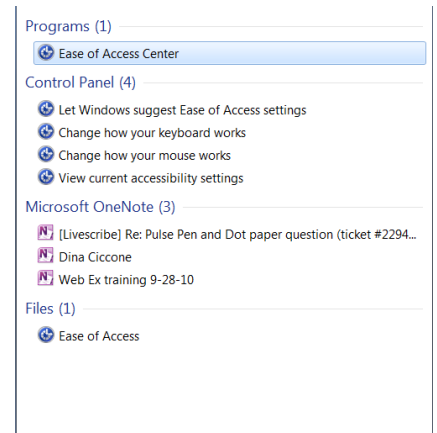# Tech Quick Guide

Ease of Access

Students enter the door of your classroom with a range of learning strengths and needs (barriers). "The Ease of Access Center is a central location that you can use to set up the accessibility settings and programs available in Windows. In the Ease of Access Center, you'll find quick access for setting up the accessibility settings and programs included in Windows."

Part 1: Locating the Ease of Access Center

On MCPS computers, you can open the Ease of Access Center by:

1) Click on Windows Start

2) Select All Programs
3) Select "Accessories" or "Windows Accessories"
4) Select Ease of Access Center or;

1) Click on Windows Start
2) Click on the Control Panel
3) Click on the Ease of Access Center

Part 2: Available Features through the Ease of Access Center

- Use the computer without a display.

- Make the computer easier to see.

- Use the computer without a mouse or keyboard.

  o Type with the Onscreen Keyboard (additional quick guides available on the HIAT website)

  o Speech Recognition (additional quick guides available on the HIAT website)

- Make the mouse easier to use (additional quick guides available on the HIAT website)

- Make the keyboard easier to use (additional quick guides available on the HIAT website)

- Use text and visual alternatives for sounds.

- Make it easier to focus on reading and typing tasks.