

- **chromebook
accessibility -
quick access**

There are lots of built-in accessibility features to enable you to access your Chromebook more easily if you have a sight loss. Here is a summary of some of the features.

To switch on the different features, you will first have to open the accessibility menu. To do this you will need to:

Press the **“alt”** and **“shift”** and **“S”** keys together or Click on the time/clock button on the bottom right-hand side. This will open a menu box. The Accessibility Icon is on the top right-hand side. It is a person with outstretched arms. Each of the different accessibility features can be switched on using the sliders on the right-hand side.

Text size

If the text on your Chromebook is difficult to use and you want to make this larger (without magnifying the whole screen) you can do this by going to the Display section and clicking on the **“Open appearance settings.”**

This then gives you access to change your font size from **Very Small** to **Very Large**. There is also an option to customise the different fonts you use. When setting the size bear in mind that large text may be good on some pages, but difficult in some places with a limited text box area. In this case using the Magnifier may be a better option for you.

Magnifier

The magnifier enables you to easily zoom in and out to enlarge text and images on the screen.

Switch on **Enable Full-screen magnifier.**

Once this is on you can press the **“Ctrl”** and **“+”** to zoom in **“Ctrl”** and **“-”** to zoom out.

You can also zoom in and out using your touch pad. To do this you can press the **“Ctrl”** and **“shift”** keys together and slide two fingers up and down the touchpad to zoom in and out.

There is also an option for a docked magnifier feature if you want to just magnify the top of the screen.

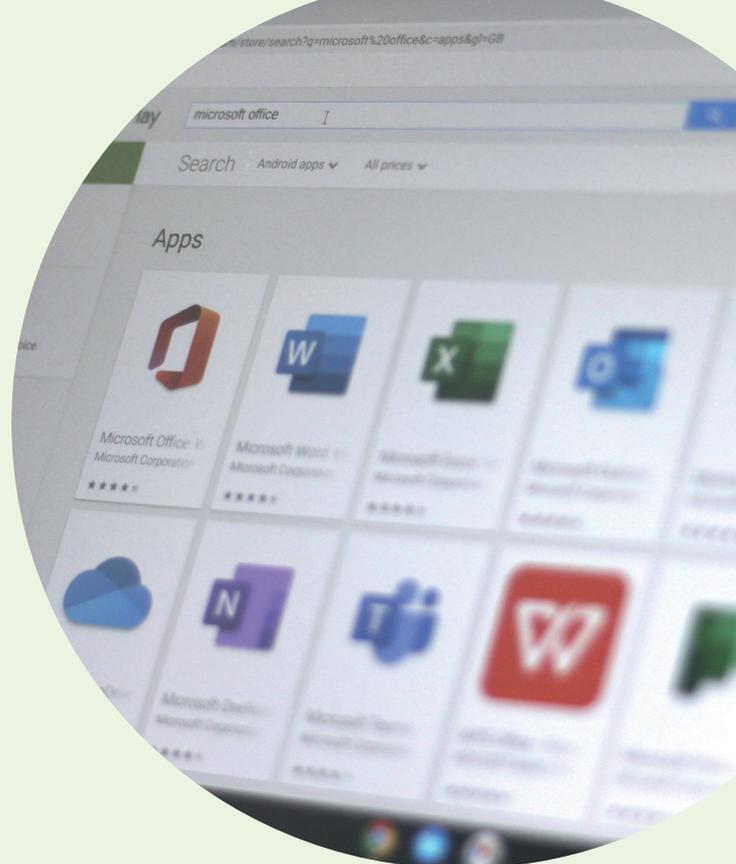
Select to speak

To have specific pieces of text read out from the screen you can use the **“Select to Speak”** function. To do this you need to:

Switch on **Enable Select to Speak**-

Once this is on, highlight the text you want spoken, press **“Search”** and **“S”** key together and this will then read out the highlighted text.

There is also an option for changing the voice settings such as the speaking rate, pitch, and volume.



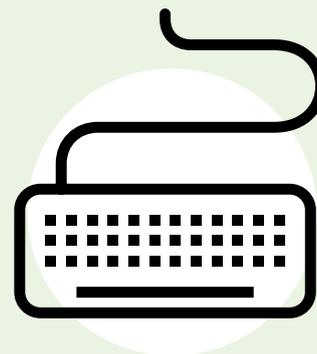
Dictation

Dictation allows you to speak into the Chromebook and this will convert your speech into printed text into a text field. To do this you need to:

Switch on **Enable dictation** button

Put your cursor into text field.

Press **“Search”** and **“d”** key (or click on microphone in bottom right) and start speaking. The text will then appear in the text field.



High contrast mode

If you are having difficulty with colour, contrast or glare then switching on the high contrast mode may help. This can be done by simply switching on the **“Use high contrast mode”** slider. Once this is switched on in the settings it can be easily switched on and off by pressing the space bar.

ChromeVox

This is the Chromebooks feature for accessing the device if you have no vision at all - similar to using JAWS on a windows-based desktop/laptop.

With ChromeVox you access the device by using a variety of key combinations. As with JAWS this can be a difficult and time-consuming process to learn, but fortunately there is a tutorial with practice exercises you can go through to learn the necessary skills.

To access the tutorials, first enable ChromeVox in the accessibility settings, then:

Press the **“search”** key

Press **“search”** and **“.”** (full stop), to open the Chromevox menu.

Use the **“right arrow”** to get to the **“ChromeVox”** tab

Use the **“Down Arrow”** to get to **ChromeVox Tutorial** and press enter.

You can also press **“Search”** plus **“O”** plus **“T”** to open this and go through the exercises.

Accessibility shortcut keys

Here are some keyboard shortcuts to access some features easily - however some of these only work if the feature is already switched on in the accessibility settings first.

Quick access to accessibility and settings	“Alt”, “Shift” and “S” together
Turn chromeVox on and off	“Ctrl”, “alt” and “Z” together
Turn Magnifier on and off	“Ctrl”, “Search” and “M” together
Turn on and off the docked magnifier	“Ctrl”, “Search” and “D” together
Turn on and off high contrast mode	“Search”, “ctrl” and “H” together
Switch on and off dictation	“Search” and “D” together

• chrome accessibility extensions

There are some Accessibility “Extensions” which can be easily downloaded in the Chrome web store which may help your web browsing experience better.

To access these you can click on the “web store” icon on the desktop or typing in “chrome.google.com/webstore/” into the chrome browser.

I have chosen some of the extensions suitable for people with sight loss.

Zoom for Google Chrome

This helps you to zoom in and out of a web page using a zoom button or a slider. It is a “lightweight and useful add-in to get the perfect Zoom experience”.

Custom Cursor for Chrome

This allows you to use a large collection of free cursors or upload your own. It also allows you to create your own collection of mouse cursors from any images.

High Contrast

This allows you to change or invert colours to make webpages easier to read. This also offers a choice of several High contrast filters and the ability to customise your colour settings on a per site basis.

Dark Mode

This is an extension that helps you quickly turn the screen (browser) into a global dark theme. A toolbar button enables you to quickly turn this function on and off.

Summary

The Chromebook is a good device if your main priority is to browse the web as it comes at a relatively cheap price. However, it comes with its limitations. It doesn't give you the full functionality of a windows laptop and although there are accessibility features built in these don't particularly feel as intuitive or extensive to access and use.