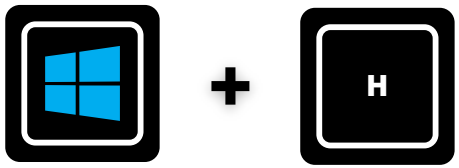
# WINDOWS ACCESSIBILITY SHORTCUTS

Increase student autonomy with these Windows Accessibility Shortcuts

## Windows Dictation Speech to Text

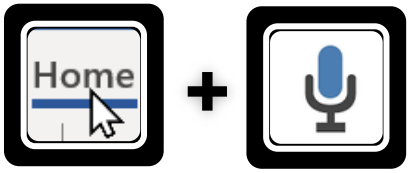
Students can dictate in any application with a text box.




Windows Key + Letter H

## Dictate Speech to Text

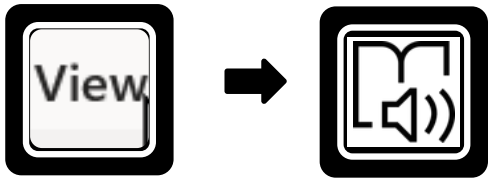
Students can dictate in any text box in Office 365 apps.




Home Tab + Microphone Icon

## Immersive Reader Text to Speech

Microsoft tool to read text in simplified view.




View Tab → Listen Icon

## Read Aloud in Edge

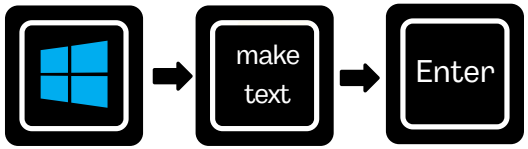
Have webpages read aloud in simplified form.



Edge → Reading Mode Icon → Read Aloud

## Make Text Bigger

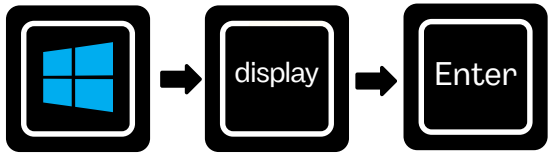
Change the size of the text so it's easier to read.




Windows Key → Type "make text" in Search Bar → Enter Key

## Make Everything Bigger

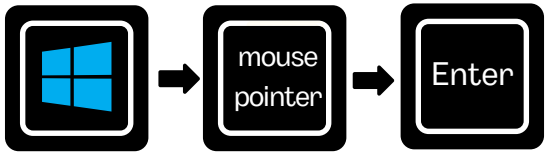
Change the size of apps and text on the main display.




Windows Key → Type "display" in Search Bar → Enter Key > Scale & Layout

## Change Mouse Pointer Colour

Change the size and colour of the mouse pointer.




Windows Key → Type "mouse pointer" in Search Bar → Enter Key

## High Contrast

Make text and apps easier to see by using more distinct colours




Windows Key → Type "high contrast" in Search Bar → Enter Key

## Text Suggestions Word Prediction

Suggested words display above cursor when typing.




Windows Key → Type "typing settings" in Search Bar → Enter Key > Time & language