"The one argument for accessibility that doesn't get made nearly often enough is how extraordinarily better it makes some people's lives." — Steve Krug

Accessibility for All …….. Your Tech – Your Way

Find out how your organisation, staff, volunteers, family and friends can benefit from some of the pioneering work done on accessibility by changing the settings on your computer, tablet or smartphone.   Use the power of these extraordinary innovations to improve your experience being online, and using your everyday computer and other devices.

TIP ONE: TALK DON'T TYPE - speech recognition software is the way forward

Back in the day when being a qualified typist was a career choice – the QUERTY keyboard was the only way to create professionally polished looking documents short of going to an independent typesetter/ printer.

Nowadays using the QUERTY Keyboard is the default for everyone.

Only this isn't the case for everyone – those with a sight disability, older people or those who never learnt to type at school, people with dyslexia to list but a few.

 If the average person types between 38 and 40 words per minute (WPM), but the average person speaks at somewhere between 125 and 150 WPM. Wouldn't it make sense to dictate to your device?

Well you can! Compose letters, emails and texts or start your best-selling novel. If you talk slowly your will get better results. However as ever there is machine learning going on in the background and you will find fewer and fewer mistakes as time goes on. If there is a spelling mistake, the software will highlight it and you can correct using the auto suggestion provided.

TOP TIP 🎤 **When you want to dictate, select the Microphone Icon on the virtual Keyboard, start recording and watch you words appear on the screen.**

Which Device	Where to find it
Windows	Go to the Control Panel	Ease OF Access Centre	Using the Computer Without a Mouse or Keyboard
Android Tablets & Phones	Settings	Language & input	Select Default keyboard	Select Google Keyboard/Gboard	Select Preferences| Turn the voice input key switch on or off
IPad and iPhone	Settings	General	Keyboards	Enable Dictation
One to watch out for	Coming soon to a PC near you Windows 10 Dictation the Dictation Application (currently available only for PCs using English USA language)

TOP TIP   Follow this link to read more using each of the accessibility tools and tips featured in this article

TIP TWO: LISTEN DON'T READ

Apart from using your devices to listening to radio, music, pod casts and video, you can also get your device to read out webpages and emails. For the sighted, the debate goes on about whether people remember more through the physical act of reading, or the more passive act of listening. For those who are visually Impaired or have a learning disability or learning difficulty, listening to spoken text is essential aid to understanding.

Which Device?	Where To Turn On The Tool
Windows Devices	Open the Ease of Access Centre and enable the **Narrator**
Android Tablets & Phones	Open Settings | Accessibility | **Talk Back**
iPads and iPhone	With **Speak Screen**, a reading experience can be a listening experience. If it's easier for you to read while hearing the words spoken aloud, Speak Screen can read text from newspapers, books, web pages or email on your iPhone or iPad.

TOP TIP

Google Translate App
If you are working with people who have English as a second language, Google translate works really well in this scenario. It can translate selected text and read out in the new language.

TIP THREE: USE A 'VIRTUAL' PERSONAL ASSISTANT

If you have heard of the Google Assistant, Siri and Cortana – you will have an idea of what a V.P.A or Smart Assistant can do for you. Apart from opening webpages, telling jokes, calling your mum or reading out the time of next 65 bus to Hounslow, a virtual P.A like ALEXA can switch on the lights, turn up the heating and have your current favourite track playing as you walk through the door.

How to use Siri   How to use Cortana   How to use Go Google

TIP FOUR – GET A BIGGER FONT

Customise how your screen/monitor displays information including making your text bigger and use different colour schemes – known as themes – designed to improve visual accessibility and usability. If you change your theme and you hate the result, you can restore it to the way it was.

Which Device?	Where To Turn On The Tool
Windows Devices	Use **Magnifier** to make things on your PC easier to see. You can turn this tool on in the Ease of Access Centre.
Android Tablets & Phones	You can change your font size or display size to make you tablet easier to use – go to Settings > Accessibility> **Font Size**
iPads and iPhone	You can either change the size of the screen for a specific page you want to see by using the pinch hand gesture or you can change the display across all you. Go to Settings > General > Accessibility > **Larger Text**

TOP TIP

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