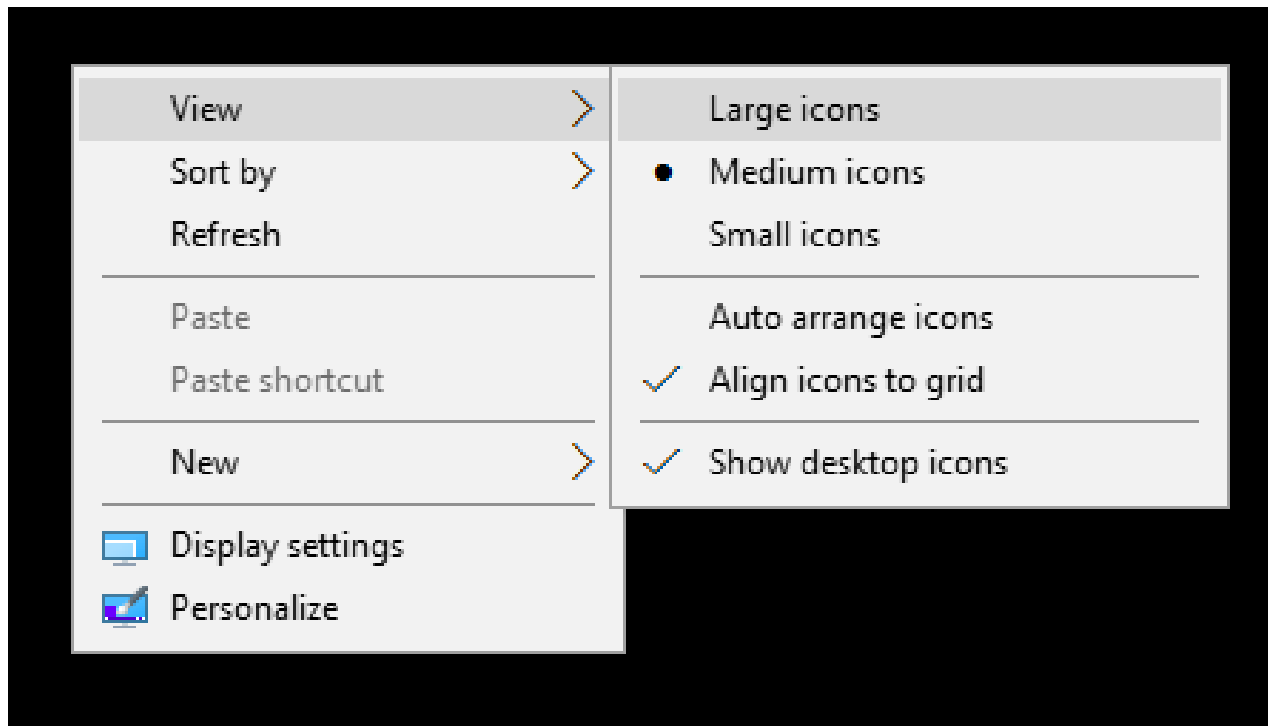


Make Your Screen and
Mouse Easier to See
and Use

There is more than 1 way to do several of these tips

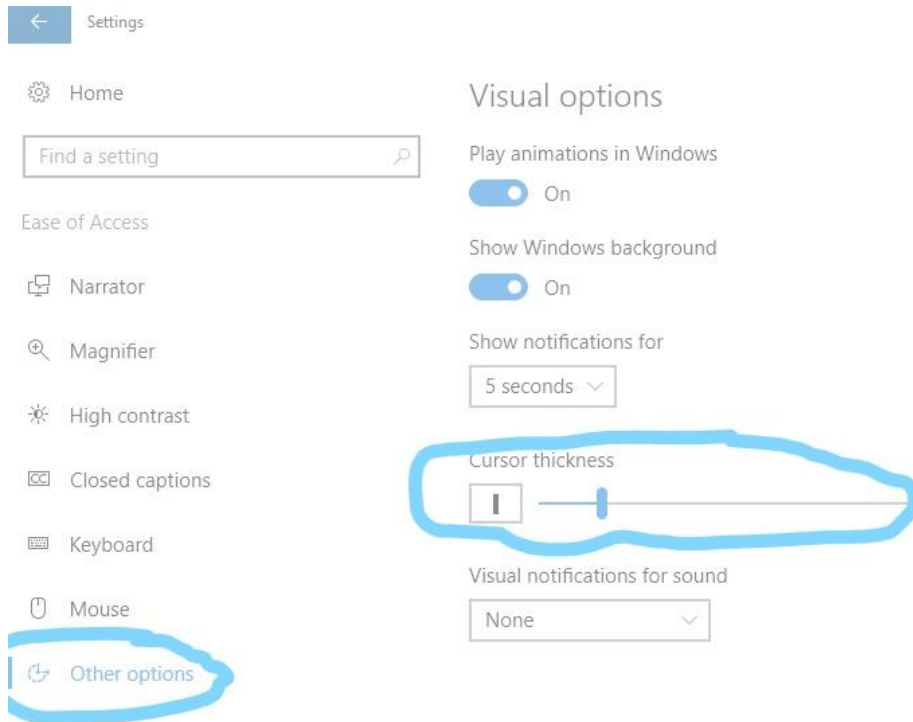
1. Use Control Panel instead of Settings
2. Use “Ask me anything” box instead of Settings or Control Panel
3. If you want to change something else, do a internet search and you may find a way to do it. If you find it, come and tell us!

Make Desktop Icons Larger



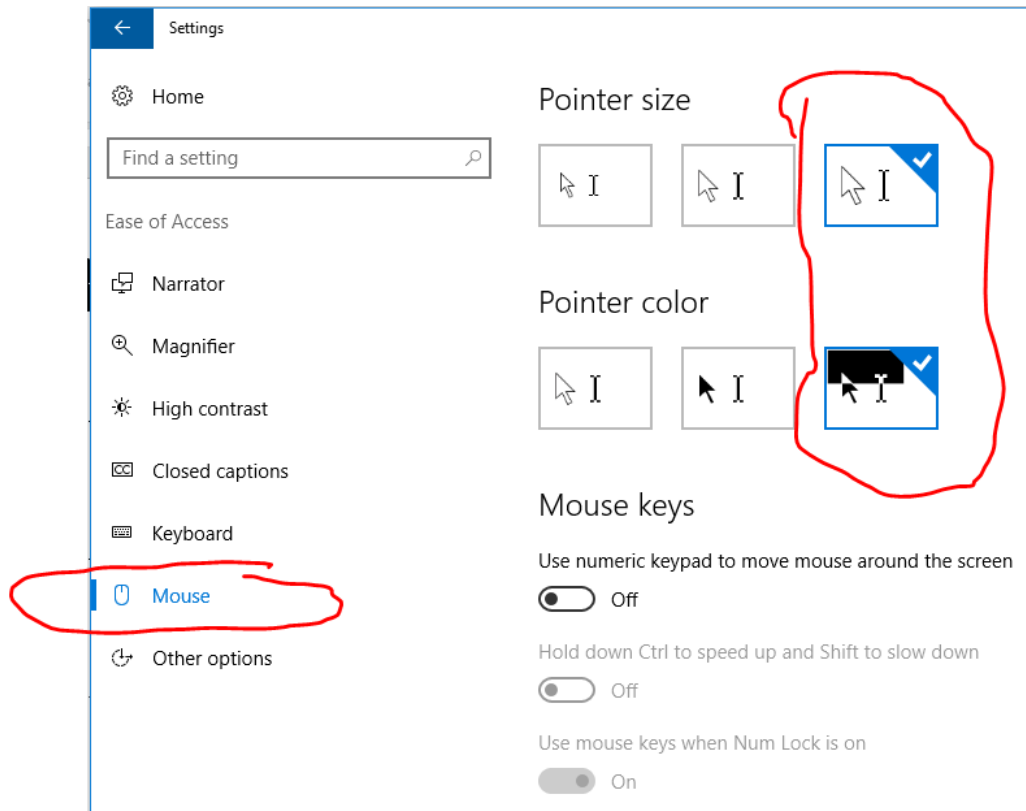
Left click on “Large Icons” to make the desktop icons larger.

Cursor Thickness in Word, WordPad, etc.



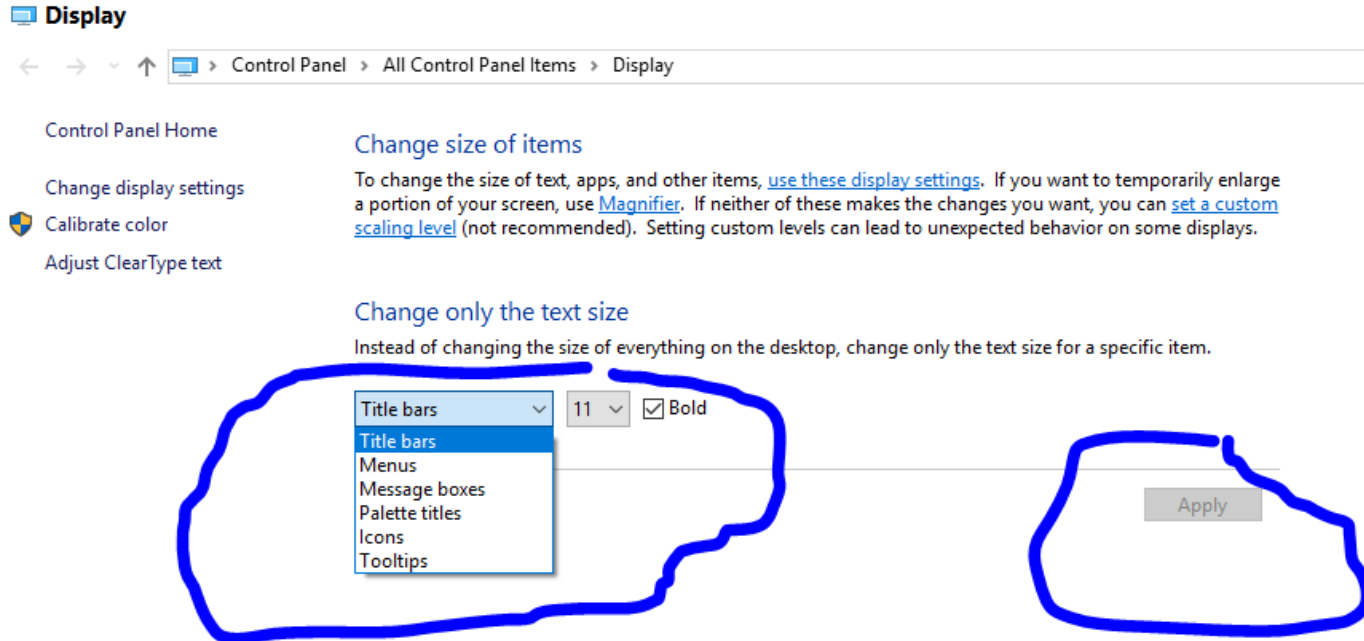
1. Press the Windows key on the keyboard
2. Left click on Settings in the Start Menu
3. Left click on “Ease of Access”
4. Left click on “Other options” at the bottom
5. Move the blue slide bar to the right to increase thickness

Make the Mouse Pointer Larger and add Contrast



1. Select Settings
2. Select “Ease of Access”
3. Select “Mouse”
4. Under “Pointer size”, click on the right hand box to make the pointer the largest size
5. Under “Pointer color”, click on the right hand box to make the pointer contrast with the background color on the monitor

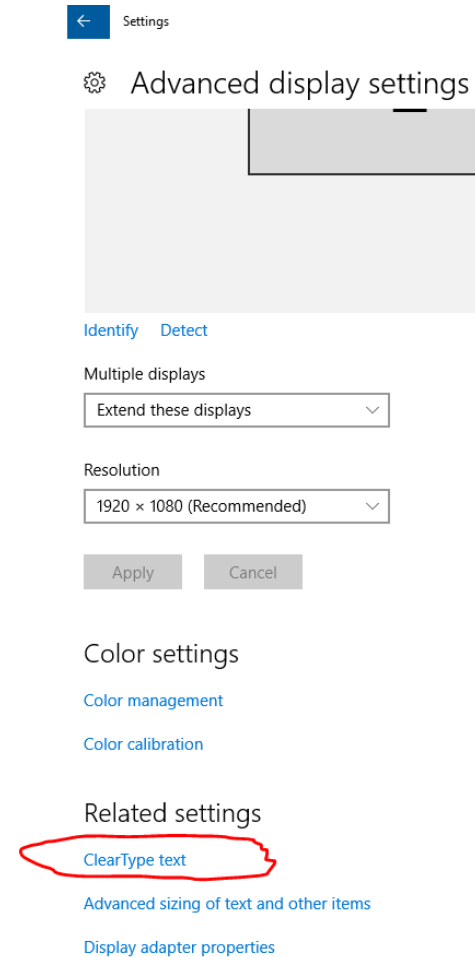
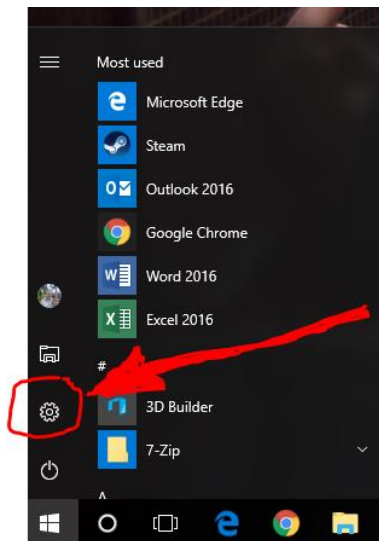
Change Font Size of Text on Desktop, Title Bars, other places



1. Open Settings in Start Menu
2. Select Display
3. Scroll to bottom of page and select Advanced Display Settings
4. Use the pulldown menus to select something to change and new size
5. Select "Apply" to see the change

ClearType Text

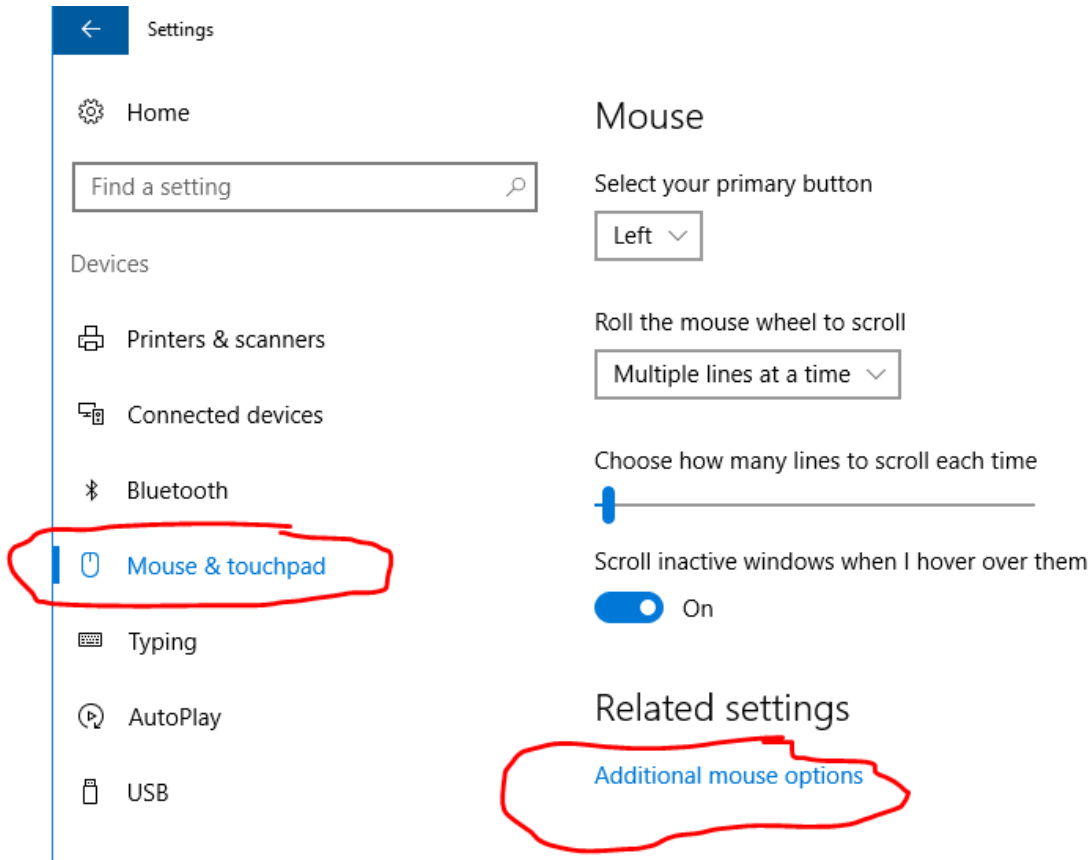
1. Select Settings in tart Menu
2. Advanced Display Settings
3. Scroll to bottom of window
4. Select ClearType text and then “Take the Eye Test”



Mouse Sensitivity & Pointer Location

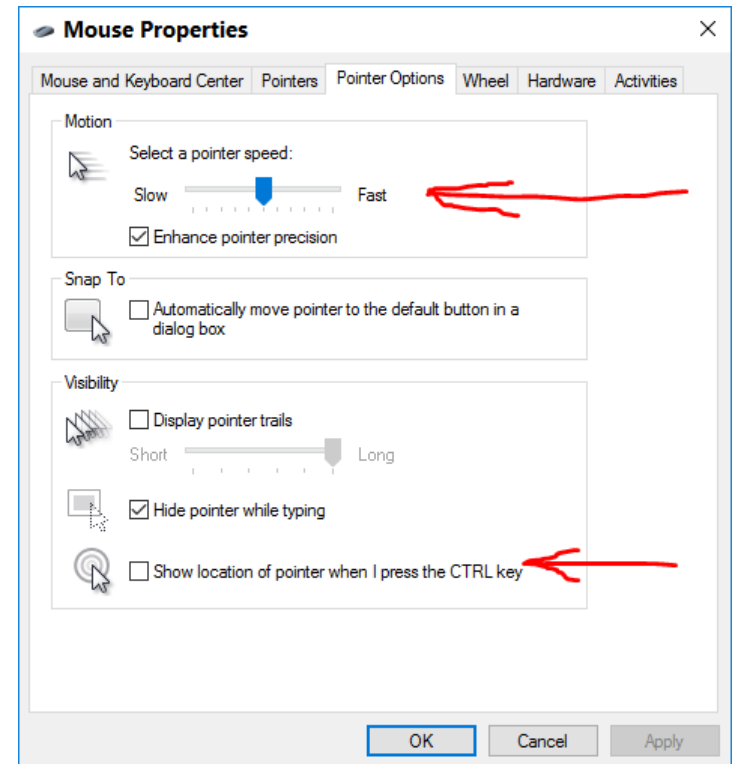
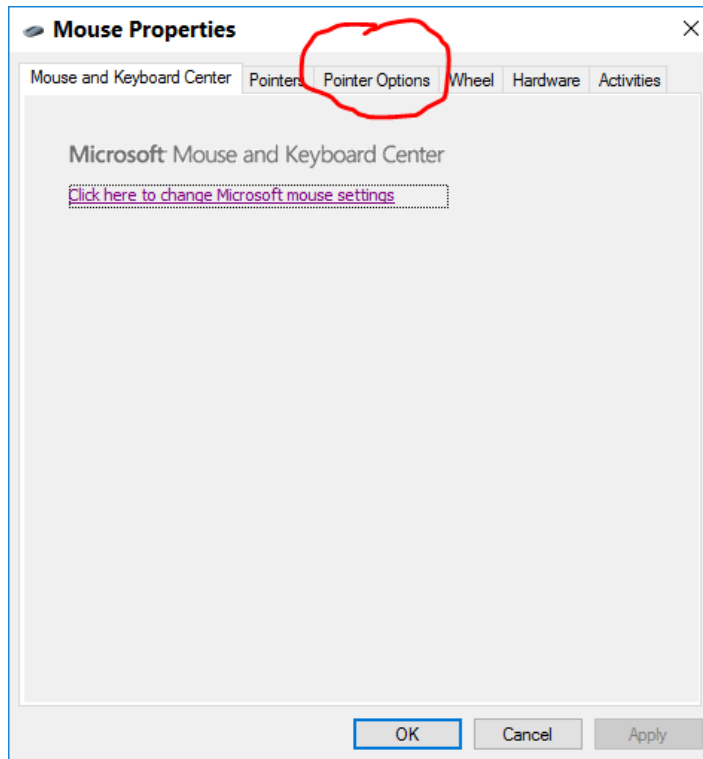
Slide 1 of 2

1. Select Settings
2. Select Devices
3. Select Mouse & Touchpad
4. Select Additional Mouse Options



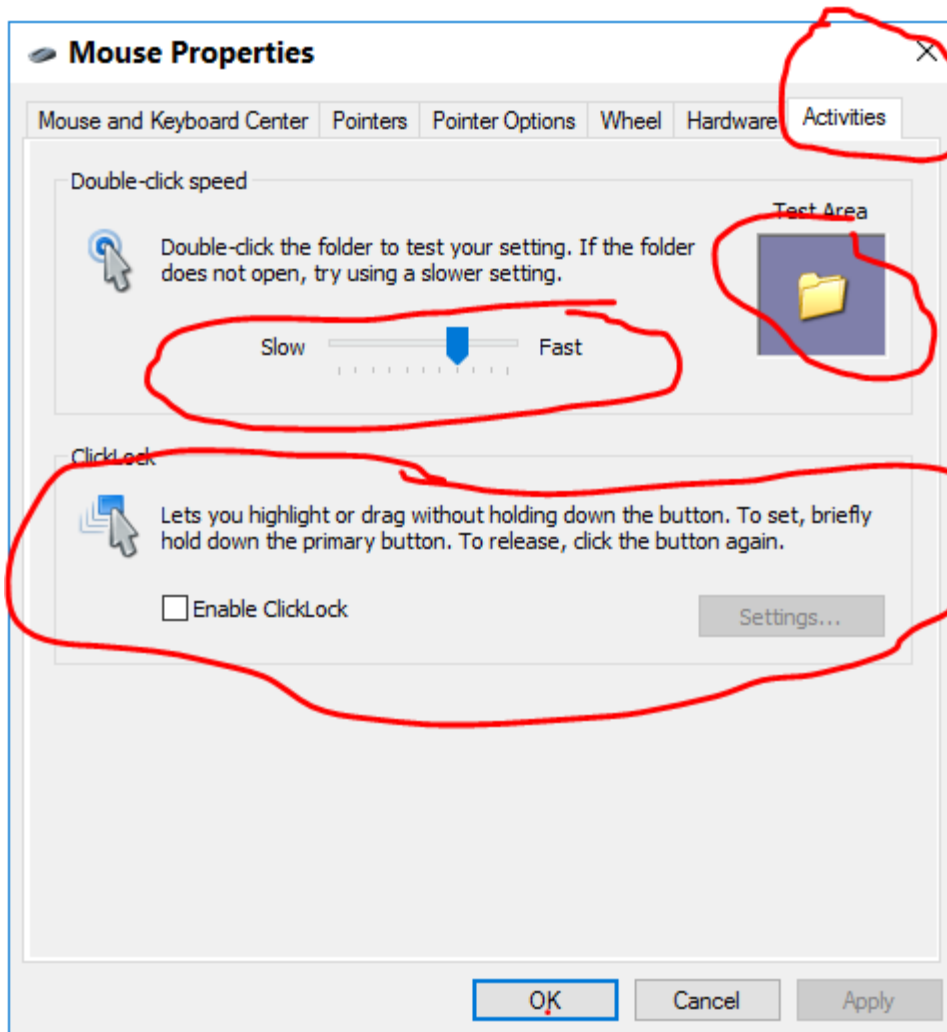
Mouse Sensitivity & Pointer Location

Slide 2 of 2



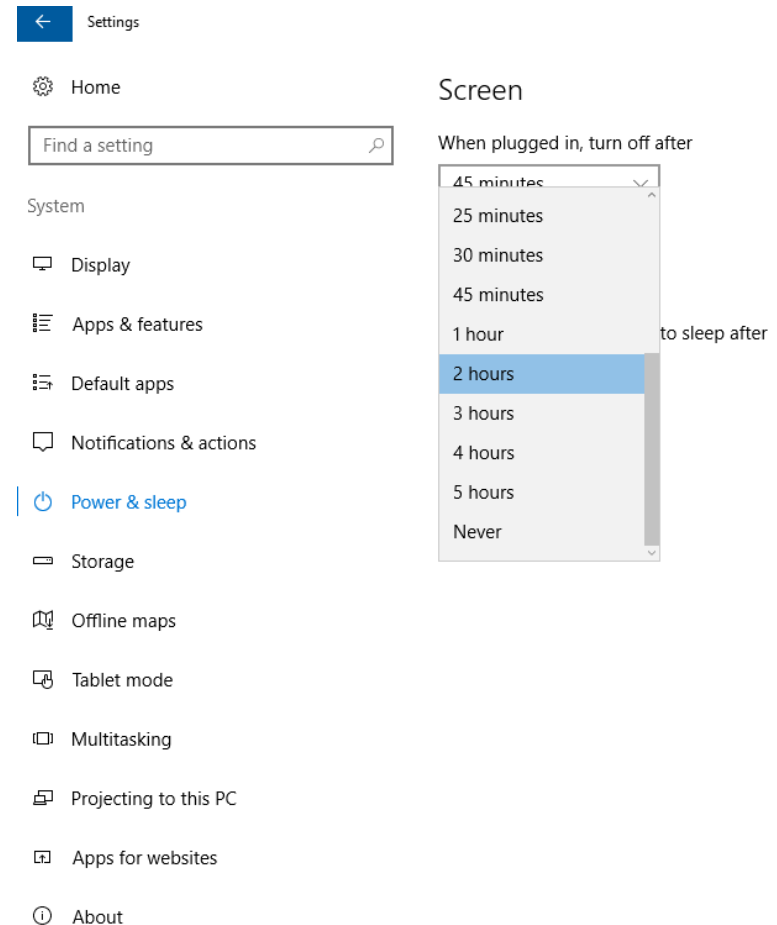
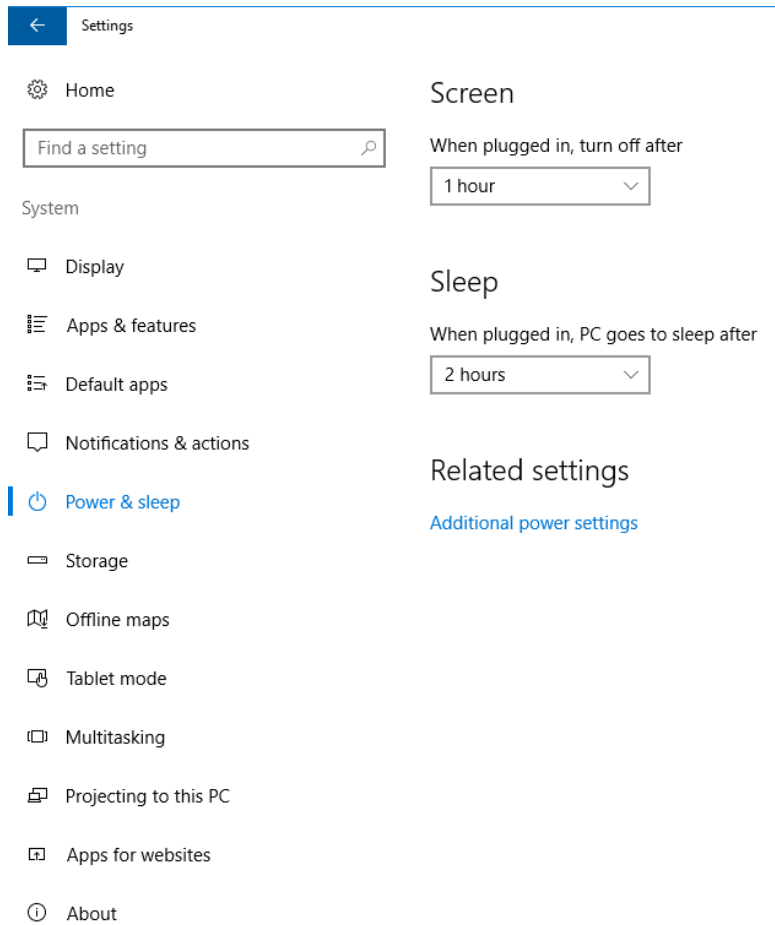
5. Adjust “pointer speed” and click in box for “Show location of pointer ...”, then click on Apply

Change Mouse Double Click Speed



1. Still in the Mouse Properties window
2. Select “Activities” tab
3. Move the blue slide bar left or right to change the speed of “double clicking” to match your needs. Double click on the manila folder in the test area.
4. BONUS ! You don’t have to hold the mouse button down to drag and drop. Click the “Enable Clicklock” box

Keep your Display from Locking

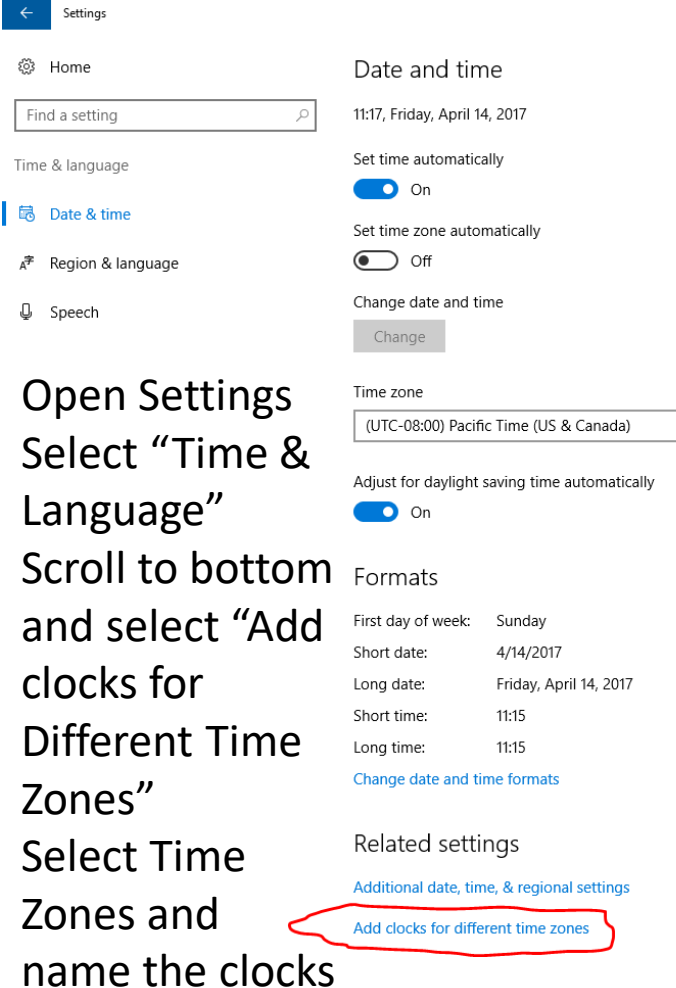


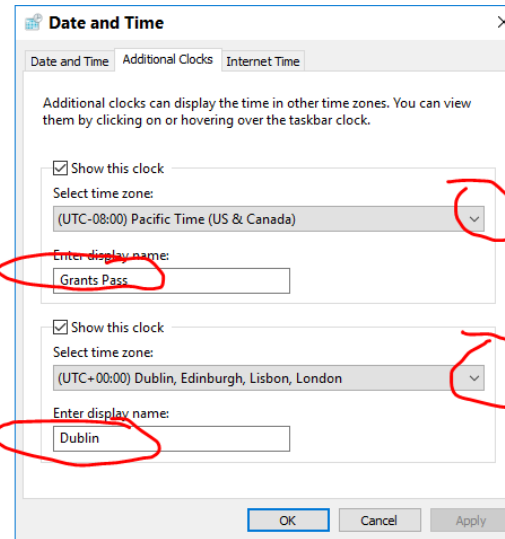
1. Select Settings

2. Select Power & Sleep

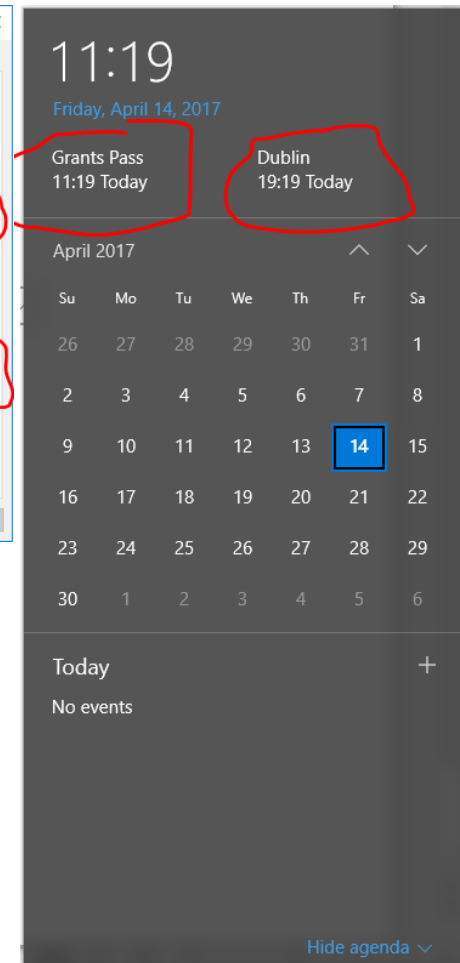
3. Use Menu to change times

Add Clocks for Other Time Zones

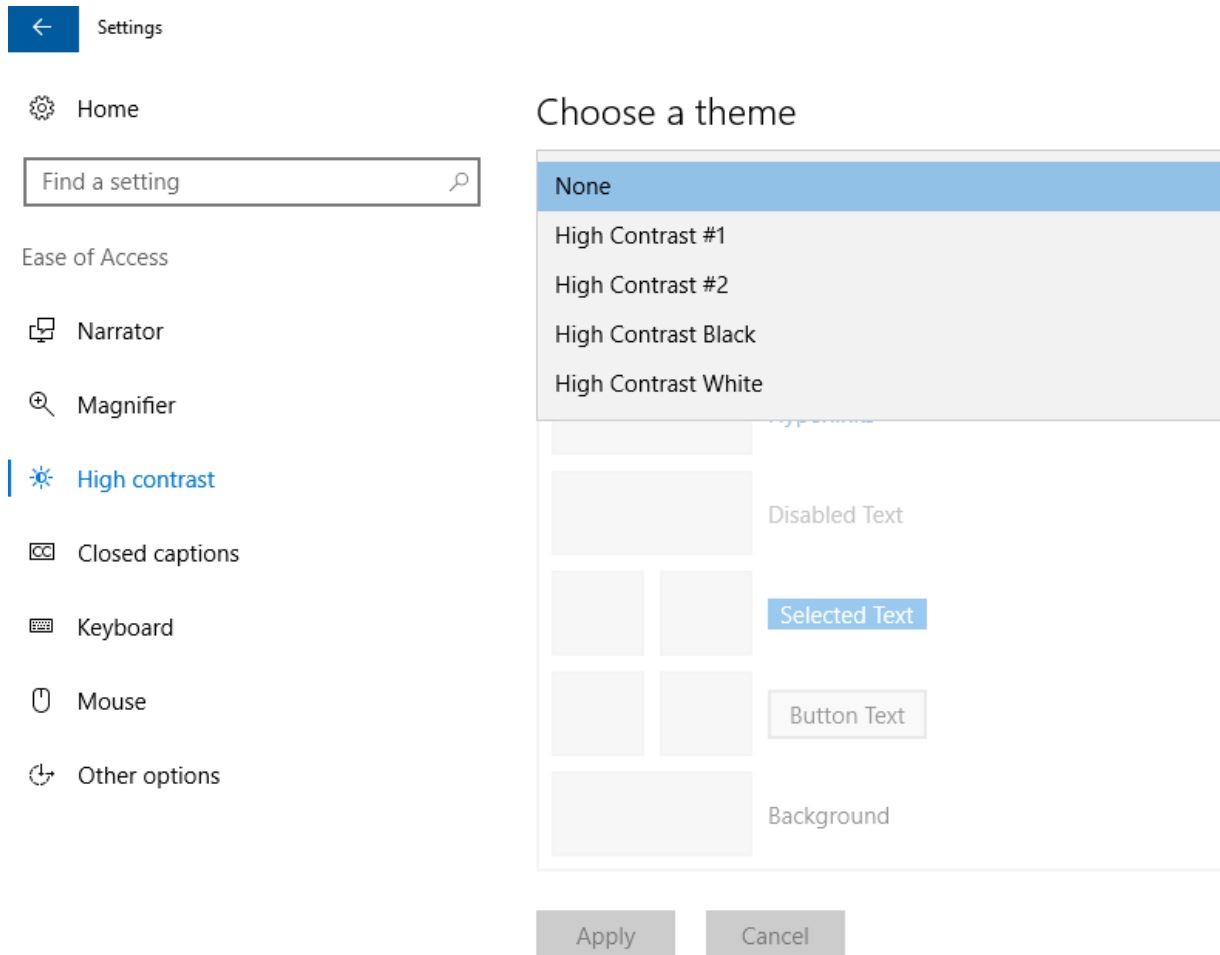
1. Open Settings
 2. Select "Time & Language"
 3. Scroll to bottom and select "Add clocks for Different Time Zones"
 4. Select Time Zones and name the clocks
- 
- Settings
- Home
- Find a setting
- Time & language
- Date & time
- Region & language
- Speech
- Date and time
- 11:17, Friday, April 14, 2017
- Set time automatically: On
- Set time zone automatically: Off
- Change date and time: Change
- Time zone: (UTC-08:00) Pacific Time (US & Canada)
- Adjust for daylight saving time automatically: On
- Formats
- First day of week: Sunday
- Short date: 4/14/2017
- Long date: Friday, April 14, 2017
- Short time: 11:15
- Long time: 11:15
- [Change date and time formats](#)
- Related settings
- [Additional date, time, & regional settings](#)
- [Add clocks for different time zones](#)



5. Left Click on the time and date in the lower left corner of desktop



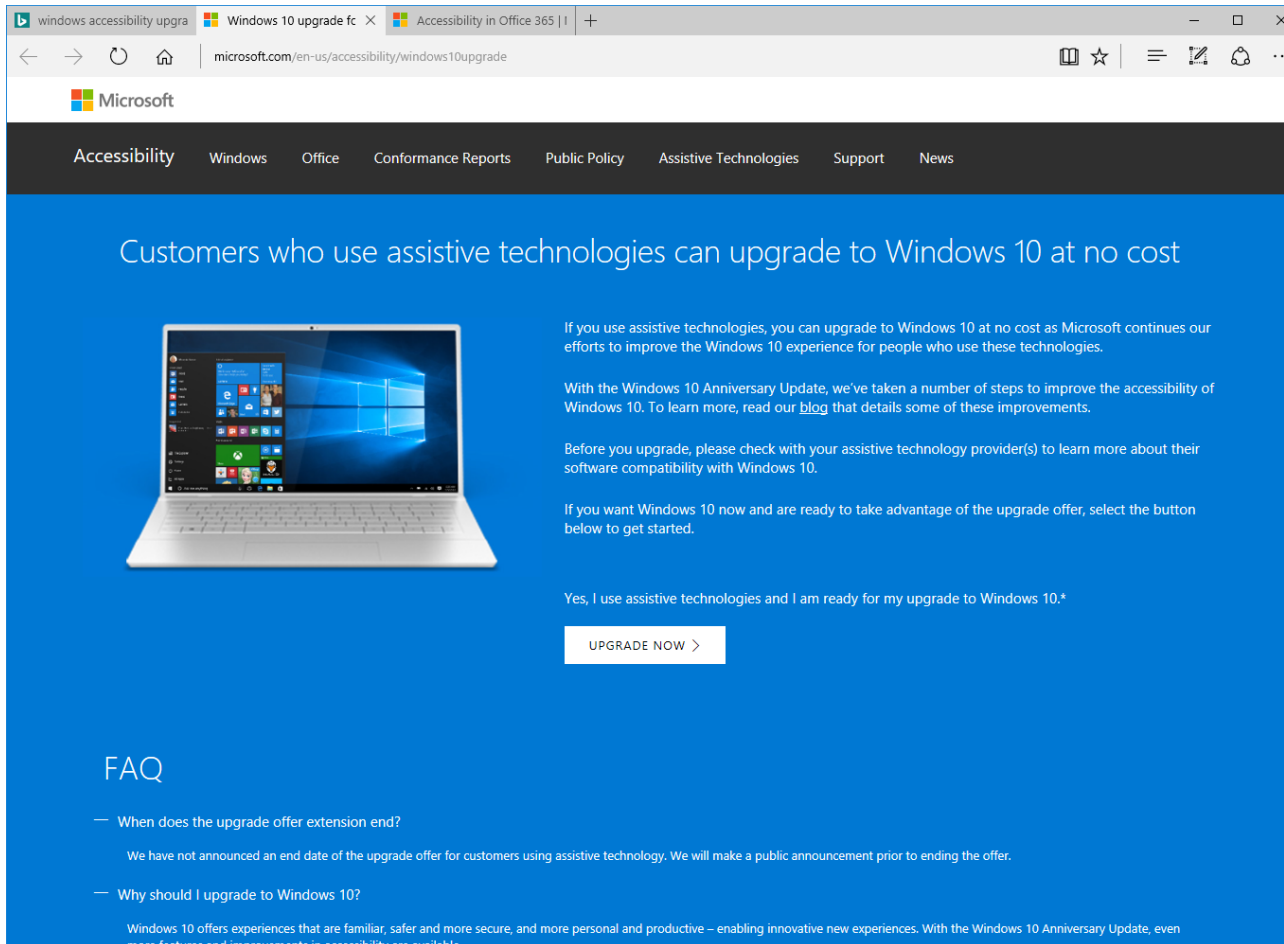
Change Contrast Settings for individuals with vision problems



1. Select Settings
2. Select “Ease of Access”
3. Select “High Contrast”
4. Select the pull down menu and look at the different options

Windows 10 Accessibility Upgrade

<http://www.microsoft.com/en-us/accessibility/windows10upgrade>



The screenshot shows a web browser window displaying the Microsoft website. The page has a blue background and features the Microsoft logo at the top left. A navigation bar includes links for Accessibility, Windows, Office, Conformance Reports, Public Policy, Assistive Technologies, Support, and News. The main content area has a white header that reads: "Customers who use assistive technologies can upgrade to Windows 10 at no cost". Below this is an image of a laptop displaying the Windows 10 desktop. To the right of the image, there are three paragraphs of text: "If you use assistive technologies, you can upgrade to Windows 10 at no cost as Microsoft continues our efforts to improve the Windows 10 experience for people who use these technologies.", "With the Windows 10 Anniversary Update, we've taken a number of steps to improve the accessibility of Windows 10. To learn more, read our [blog](#) that details some of these improvements.", and "Before you upgrade, please check with your assistive technology provider(s) to learn more about their software compatibility with Windows 10." Below the text is a button that says "UPGRADE NOW >". At the bottom, there is a section titled "FAQ" with two questions: "When does the upgrade offer extension end?" and "Why should I upgrade to Windows 10?". The answer to the first question is: "We have not announced an end date of the upgrade offer for customers using assistive technology. We will make a public announcement prior to ending the offer." The answer to the second question is: "Windows 10 offers experiences that are familiar, safer and more secure, and more personal and productive – enabling innovative new experiences. With the Windows 10 Anniversary Update, even more features and improvements in accessibility are available."

Windows 10 is still free if you take advantage of the Accessibility Upgrade. There is no end date. It is intended for people who need to use the accessibility features, such as what have been described today.