



## Microsoft Accessibility Tools Guidance

This guidance is designed to assist supply chain colleagues with the accessibility tools available to all in Microsoft.

These features can be used in the Highways Accident Reporting Tool.

The Highways Accident Reporting Tool can be accessed here:  
<https://ehsuk.econline.net/nationalhighways/>

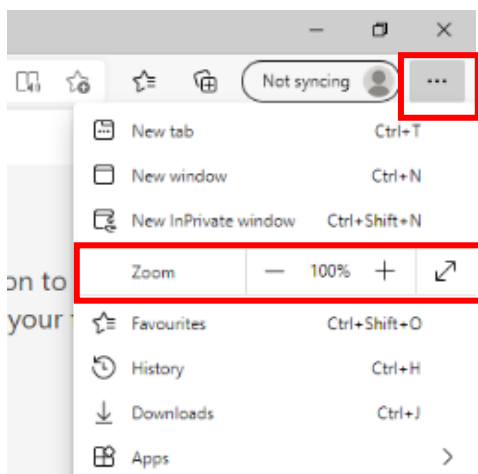
## Microsoft Accessibility Tools

All information taken from [Accessibility features in Microsoft](#)

### Microsoft Edge

#### Changing the size of text on screen

- You can zoom in / out of Microsoft Edge pages to make reading more comfortable for you.



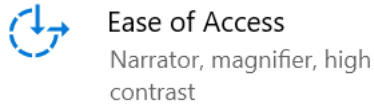
1. Click on the 3 dots in Microsoft Edge
2. Click the + or – to zoom in/out, or the diagonal arrow to enter full screen

- You can also use keyboard shortcuts to zoom in / out

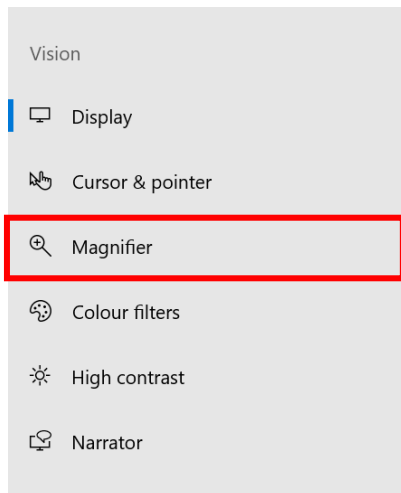
Press this	To do this
<b>Ctrl + plus sign (+)</b>	Zoom in (25%)
<b>Ctrl + minus sign (-)</b>	Zoom out (25%)
<b>Ctrl + zero (0)</b>	Reset zoom level to 100%
<b>Ctrl + Scroll wheel up</b>	Zoom in
<b>Ctrl + Scroll wheel down</b>	Zoom out
<b>F11</b>	Toggle between full screen and exit full screen

## Magnify your screen

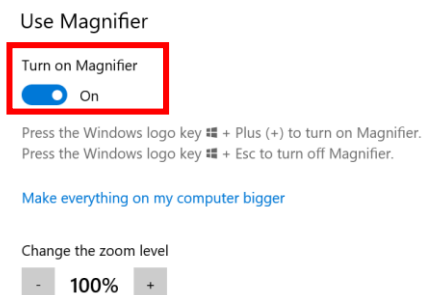
- You can use the magnifier in Windows to enlarge part or all of your screen to enable to you see words/images better
- Go to start (on your taskbar) → settings → ease of access



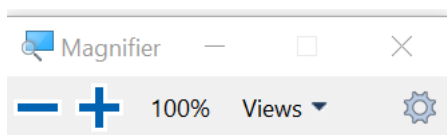
- Select “magnifier” on the menu on the left hand side



- Toggle magnifier to “on” and adjust the zoom settings

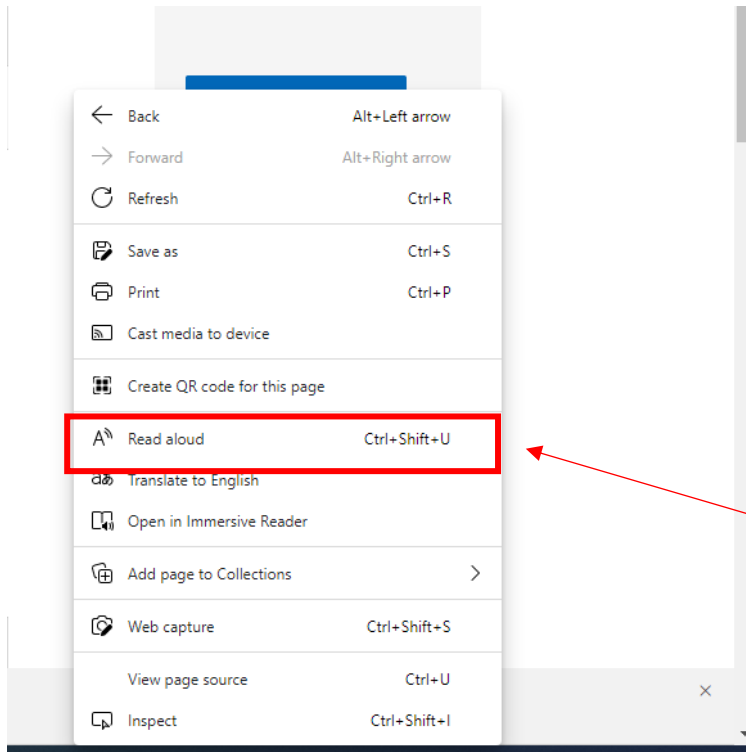


- A small pop up box will also appear on screen allowing you to easily zoom in/out as required



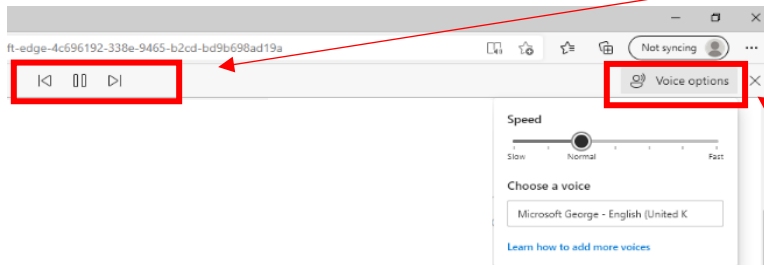
## Read Aloud

- Microsoft Edge has the functionality to read aloud web pages to you.



1. Right click anywhere on the webpage

2. Select read aloud

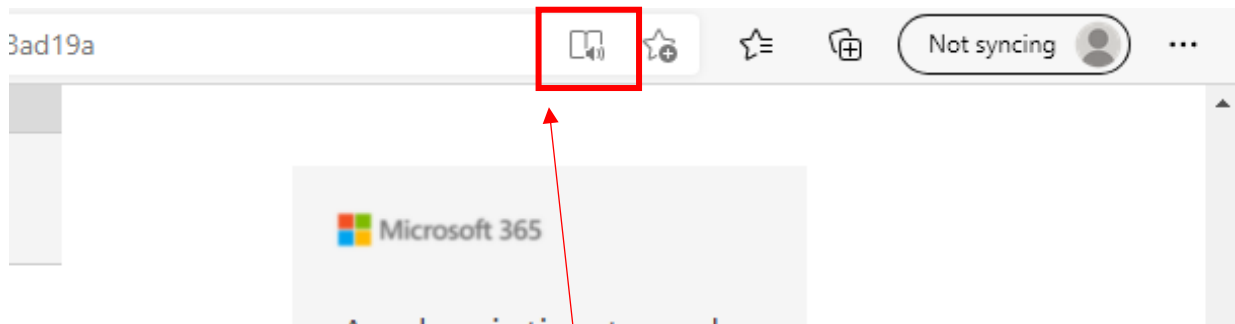


3. Use the grey bar at the top to pause/play the read aloud

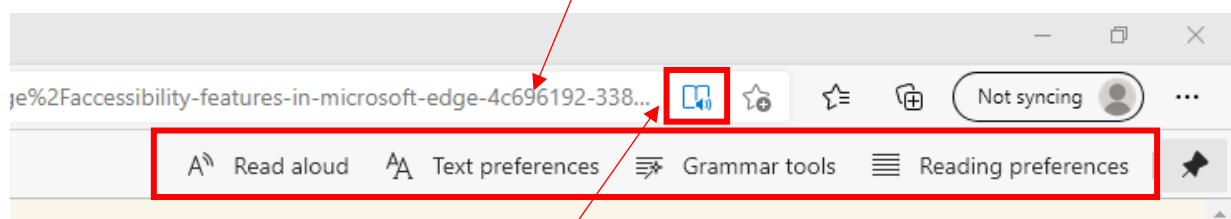
4. Click the voice options to adjust the speed or change the voice

## Immersive reader

- The immersive reader function in Microsoft Edge allows you to read webpages with fewer distractions. You can change the theme and text size to suit you.
- This function is only available on **some** webpages currently



1. Navigate to the page that you want to read
2. Click on the immersive reader icon in the address bar
3. Once in immersive reader mode use the toolbar underneath the address bar to alter text preferences (e.g text size, background colour), reading preferences (e.g line focus tools) and read aloud function



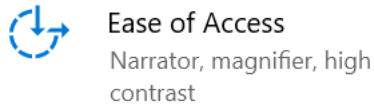
4. To exit immersive reader mode click the icon in the address bar again

- You can also use keyboard shortcuts to access immersive reader mode on webpages where this feature is accessible. Press F9 to enter / exit immersive reader.

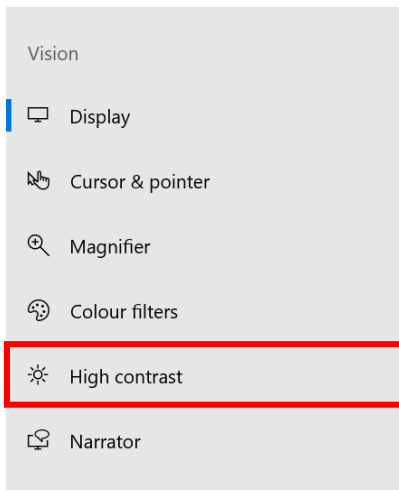
## General Microsoft Accessibility Features

### Change contrast settings

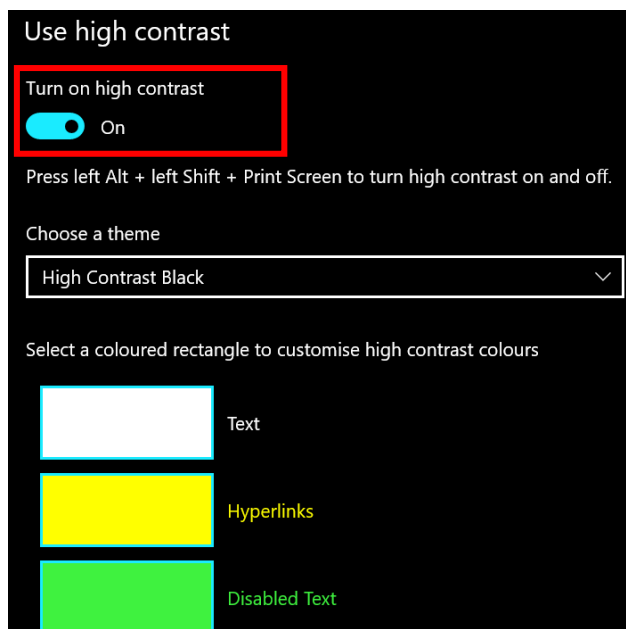
- Higher contrast settings can make the screen easier to read for some colleagues
- Go to start (on your taskbar) → settings → ease of access



- Select “high contrast” on the menu on the left hand side

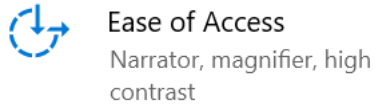


- Toggle high contrast to “on” and use the features here to customise your set up

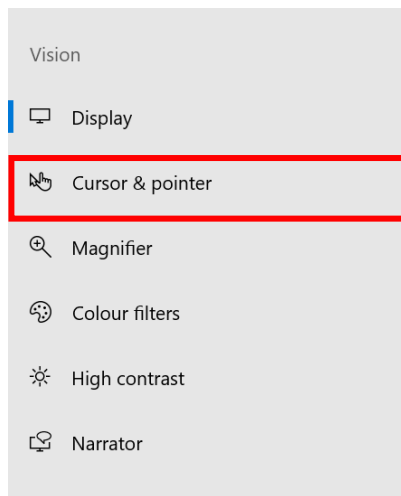


## Change cursor settings

- Make your cursor stand out and more visible by changing it's colour and size
- Go to start (on your taskbar) → settings → ease of access



- Select “cursor and pointer” on the menu on the left hand side



- Change the colour and size to suit your preferences

### Change pointer size and colour

Change pointer size



Change pointer colour



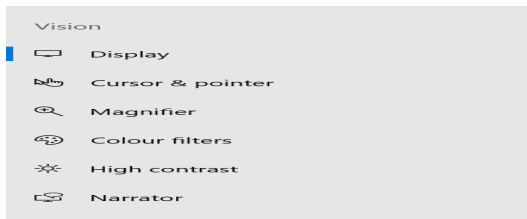
### Make the cursor easier to see when typing

Change cursor thickness

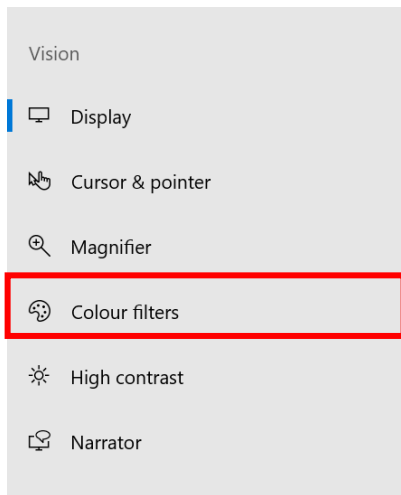


## Colour filters

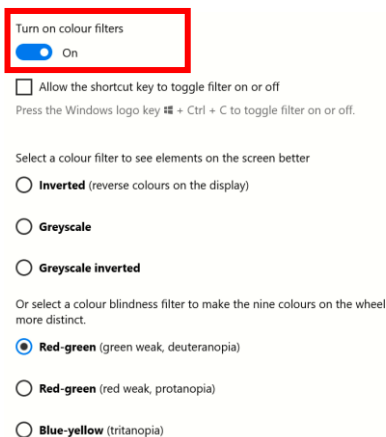
- You can apply colour filters to your screen to enable you to see images, text, and colours more easily
- Go to start (on your taskbar) → settings → ease of access



- Select “colour filters” on the menu on the left hand side



- Toggle colour filters to “on” and select your preference of colour filter



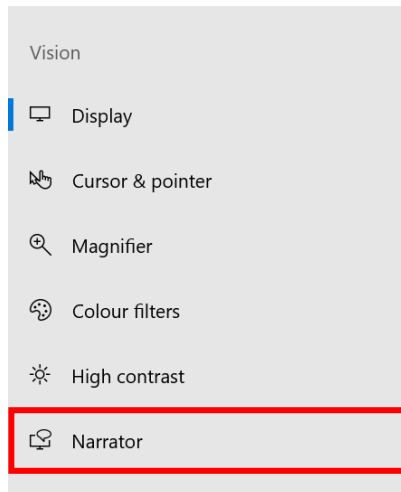


## Narrator

- You can use the narrator function in Windows which acts as a screen reader to help you navigate your device
- To turn on narrator go to start (on your task bar) → settings → ease of access

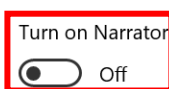


- Select “narrator” on the menu on the left hand side



- Toggle narrator to “on”

Use Narrator



- For further guidance on how to use the narrator function in Windows please see [Microsoft guidance](#)