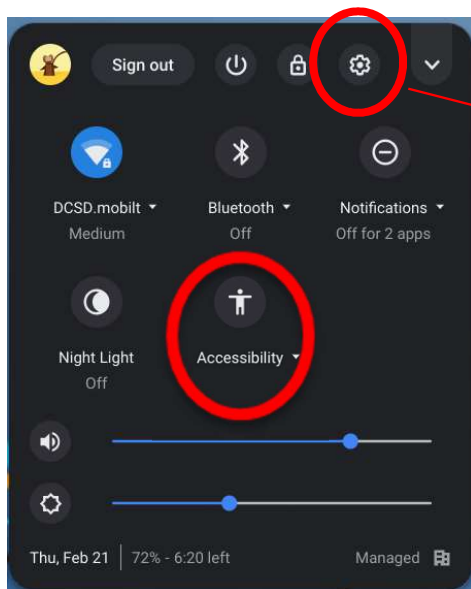## Understanding Built-In Accessibility Features in Chromebooks

You can customize your students' Chromebooks to make it easier to use by turning on accessibility features that work best to meet their needs.
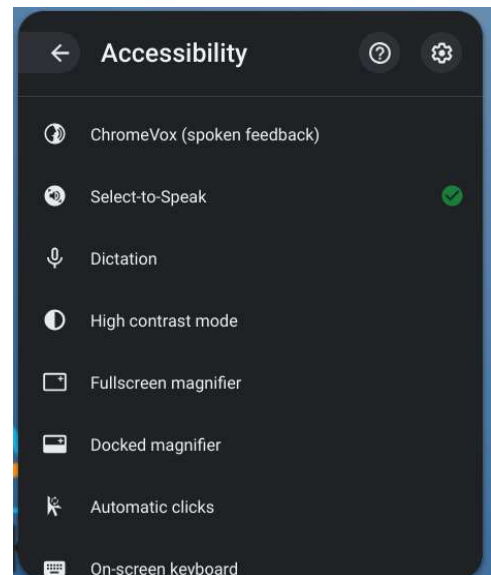
1. Click in the bottom right of your Chromebook screen to access the Control Panel.

2. Either click on the Accessibility icon OR if the Accessibility icon does not appear, Click on the **Settings** gear, Scroll down to **Advanced**- Scroll to **Accessibility**, Toggle **Always Show Accessibility Options in the System Menu** to keep Accessibility settings available, then Select **Manage Accessibility Features**, to access all accessibility features.

If Accessibility icon does not appear: Click Settings, Advanced, Accessibility, Manage Accessibility Features,

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Features Explained

1. **Chrome Vox**-is a free screen reader created by Google that allows users with visual impairments to browse the Internet with the aid of synthesized speech played through their speakers or headphones.

2. **Select-to-Speak**- allows a user to select specific text on a page to be read by a computer-generated voice. Highlight what you want to hear, then press Search + S. You can also press and hold the Search key, or tap the Select-to-Speak icon to make a selection. Click on **Open select-to-speak settings** to enable/disable customizable word by word highlighting color choice as well as choice of voice and the accompanying rate, pitch, and volume speech properties.

3. **Dictation-** uses voice recognition to turn speech into text. To enable, select the icon in the bottom right corner of your screen, or press Search + d (for dictation).

4. **High contrast mode-** lets you use your Chromebook to change or invert the color scheme to make content easier to read

5. **Full screen magnifier-** allows users to magnify the whole screen to up to 20x. On a touchscreen, use two fingers to move around the screen after zooming in.

6. **Docked magnifier-** allows users to magnify part of the screen up to 20x and keep the magnifier in a docked position.

7. **Automatic clicks-** allows users to set the cursor to automatically take action when the cursor stops moving for a customizable amount of time. Allows you to automatically left click, right click, double-click, click and drag, scroll, and dock the automatic clicks menu where desired on screen. This feature can be helpful for users with motor impairments.

Customize your automatic click settings:
    Delay before click: Choose how long your Chromebook pauses before it automatically clicks
    Stabilize click location: Keep your ring in one place until your cursor moves outside of it
    Revert to left click after action: Automatically return to left click after other actions
    Movement threshold: To click items within a certain range, adjust the size of your ring

8. **On-screen keyboard-** enables you to enter text and activate keyboard shortcuts using your mouse, trackpad or other input devices.

9. **Large mouse cursor-** allows user to customize the size of the mouse cursor

10. **Mono audio-** means that same sound is sent to both the left and right earphones (or speakers)

11. **Highlight text caret-** users **can** add a blue halo around the **text caret** (otherwise known as the **cursor**) so that it **is** easier to see whenever it appears or moves across the screen.

12. **Highlight mouse cursor-** Users can add a red halo around your mouse pointer whenever it moves to make it easier to see.

13. **Highlight object with keyboard focus-** this is really helpful when interacting with form fields. Whenever a text field or other form element gets focus it is surrounded by a thick yellow border.

14. **Sticky keys-** allows modifier keys (e.g., Shift, Ctrl,, etc.) to remain active even after they have been pressed and released, making it easier to complete keyboard shortcuts by typing them sequentially

* **Night Light-** To help your eyes in dim light, you can change the colors of your Chromebook screen. Red hues are easier to see at night and can help you fall asleep later. (In **Accessibilty, Display, Open display device settings- enable/disable, select color temperature, and customize a schedule)**