



AIMS Accessibility Guide

This guide is intended to provide an overview of how AIMS works with the Accessibility Options in Windows XP and also inform you how AIMS can be made more accessible through the use of 3rd party software and built in options.

The accessibility options in Windows are designed to make the operating system and applications easier to use for disabled people but they are very basic and may not provide enough support. Third party applications such as screen readers and magnifiers are available which will improve access to Windows and other applications but as there are so many of these it is impossible to test their compatibility with AIMS. If there is a specific application or piece of assistive technology that you use, please let us know about it. We may be able to test it with AIMS or provide some advice on how best to use it.

This guide only covers Windows XP but if you are using Vista, the options are similar. Factsheets about how to use the accessibility options in Windows XP and the Vista Ease of Access Centre can be downloaded from www.abilitynet.org.uk

Accessing Windows Accessibility Options

Windows XP has two different areas for accessibility, the Accessibility Options in the Control Panel and the Accessibility menu on the START button. We will begin with the Accessibility menu. To access the menu click on the **START** button then select **All Programs/Accessories/Accessibility**.

This provides access to five applications. They are:

- Accessibility Wizard - Running the Wizard will change the way windows looks and works based upon your answers to the questions
- Windows Magnifier - a basic magnifier for zooming images on screen
- On Screen Keyboard - Allows you to access all keyboard functions without using a physical keyboard
- Windows Narrator - A very basic screen reader that uses a computerised voice to read what is happening on screen

Currently, AIMS works with Windows Magnifier, On Screen Keyboard and some of the options chosen by the Accessibility Wizard.

To access other Accessibility Options from the Control Panel, Click on the **START** menu and select **Control Panel/Accessibility Options**.

From here you can access several options that allow you to change the way the computer is used. The main options are:

- Sticky Keys - Allows you to use the SHIFT, CTRL, ALT and Windows Logo keys by pressing one key at a time
- Filter Keys - Allows you to set Windows to ignore brief or repeated keystrokes or slow down the keyboard repeat rate
- MouseKeys - Allows you to control the mouse cursor using the numeric keypad on your keyboard
- High Contrast display options and control of the text cursor size and blink rate

AIMS works happily with all of the above options.

Third Party Applications

There is an amazing amount of accessible computer hardware and software (known as assistive technology) available. AIMS has not been fully tested with but will work with most magnification software e.g. Supernova. Currently AIMS will not work with screen readers like Dolphin Hal. You should not have any problems accessing AIMS using most hardware assistive technology as this tends to be controlled through windows. We are currently testing AIMS with voice recognition software.

If you would like to see what types of assistive technology are available, go to www.keytools.com.

Keyboard Shortcuts

All AIMS menus and functions can be accessed without the use of a mouse by using keyboard shortcuts. The main menu items are accessed using their own specific keyboard shortcut which is shown when you open the menu or hold your mouse cursor over the button in the navigation bar. These are usually accessed by pressing the CTRL key and another key together.

Other menu options and buttons can be accessed by first pressing the ALT key. Each menu item or button will then have an underlined letter which can be pressed to access that function.

To move between fields on any AIMS screen you can use the TAB or ENTER/RETURN key and the spacebar to select something. Drop down menu options and dates can be changed using the arrow keys on your keyboard.

The table below shows the main keyboard shortcuts in AIMS:

| Shortcut | Function |
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| CTRL + W | Open the Welcome Screen |
| CTRL + D | Open the Diary Screen |
| CTRL + H | Open the Client History Screen |
| CTRL+ Q | Add a Subject |
| CTRL + L | Add a Client |
| CTRL + S | Open the Client Search Screen |
| CTRL + R | Drop down the recent clients list |
| CTRL + I | Open the Conflict of Interest Screen |
| CTRL + ALT + X | Exit AIMS |