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# Accessibility Features on Chromebook

**From** [**www.support.google.com**](http://www.support.google.com) **5//2022**

All Chromebooks can be navigated using only the keyboard. Use the Tab keys, arrow keys, Enter key, or the shortcut keys to navigate around the screen and launch features, apps, or links.

Turn on accessibility features

1. Go to Settings
2. Navigate to the bottom of the menu and select “Advanced.”
3. In the “Accessibility” section, select “Manage accessibility features” to choose the features you want to enable.

## VISION

### Display and visuals

**Browser zoom**: increase Ctrl + “+”, decrease Ctrl + “-“, you can also click on the magnifying glass icon on the upper right, then increase or decrease by clicking on the “+” or “-“ on the screen. To reset to default, Ctrl + 0 or click on Reset under the magnifying glass icon.

**Display size**: To increase/decrease the size of everything on the screen, use Ctrl + Shift + keys mentioned above.

**Full screen magnifier**: Turn on full screen magnification in Settings > Advanced > Accessibility. Under Display, click on Enable fullscreen magnifier. The magnification can go up to 20x. Move around the screen with the mouse or touchscreen.

**Docked magnifier**: The top third of the screen is magnified, while the other two thirds of the screen stays the same. Some users prefer this feature to zoom in on only portions of the screen. Enable this in the Accessibility menu.

**High contrast**: Under the “Accessibility” section, check the box “Use high contrast mode.”

**Larger mouse cursor**: Under the “Accessibility” section, check the box “Show large mouse cursor.”

**Highlighting features**: Under the “Accessibility” section, there are three separate boxes for highlighting features: one for highlighting the text caret, one for highlighting the mouse cursor, and one to highlight the object with keyboard focus when it changes.

### Listen to all text

You can turn ChromeVox on or off from any page by pressing **Ctrl** + **Alt** + **z**.

Text-to-Speech settings: Settings > Advanced > Accessibility. Under Text-to-Speech, click on Enable ChromeVox (spoken feedback).

### Listen to selected text

Turn on Select-to-Speak: Settings > Advanced > Accessibility. Under Text-to-Speech, click Enable select-to-speak.

1. To select what text you’d like to hear:
	* Press and hold the Search key and select a line of text.
	* Press and hold the Search key and drag the pointer over an area of the screen.
	* ​Highlight the text and press the Search key + s.
	* At the bottom right, near the time, select Select-to-speak icon. Then select a line of text or drag the pointer over an area of the screen.
	* On a touchscreen: At the bottom right, near the time, tap Select-to-speak icon. Then tap a line of text or drag your finger over an area of the screen.
2. Your Chromebook will read the section aloud and each word will be highlighted.
3. To stop Select-to-speak while it’s reading, press Ctrl or the Search key. You can also select Stop.

Tip: With navigation controls, you can pause and play, adjust speed, and skip lines of text.

### Turn Image Descriptions on or off

You can turn image descriptions on in Chrome Settings or in a page you're already on.

### Turn on image descriptions from Google in the context menu

You can turn on image descriptions for all pages or for just one specific page.

1. On your computer, open Chrome browser.
2. Open the context menu.
	* **Windows:** **Shift**+**F10**.
	* **Mac:** **VoiceOver**+**Shift**+ **m** or **Ctrl** + **Alt** + **Shift** + **m**.
	* **Chromebook:** **Search**+ **m**. Or **Launcher + m**.
3. Use the up or down arrow keys to select "Get Image Descriptions from Google."
4. Use the right or left arrow to open the image description menu.
5. When you turn image descriptions on or off, you may be asked to agree to image descriptions from Google. Turn image descriptions on or off:
	* **For one page:** Press space to select **Just once**.
	* **For all pages:** Press space to select **Always**.

If you had image descriptions allowed for only one page, leave or refresh the page to turn it off.

If “Get image descriptions from Google” is turned on for all pages, there's a check mark next to the option in the context menu.

If you're signed in and syncing to Chrome, you get image descriptions on all signed-in and synced devices.

### Turn on image descriptions in Chrome settings

You can also turn image descriptions for all pages on and off in Chrome settings. Image descriptions for all pages work the same way if they are turned on in settings or the context menu.

1. On your computer, open Chrome.
2. At the top right, click More  **Settings**.
3. At the bottom of the Settings page, click **Advanced** **Accessibility**.
4. Turn **Get image descriptions from Google** on or off.

If “Get image descriptions from Google” is turned on, there's a check mark next to the feature.

Image descriptions are only available to screen reader users through spoken feedback or braille and don't visually appear on the screen. The image descriptions may not be fully accurate.

If you have feedback, contact our [Google Accessibility support team](http://g.co/disabilitysupport).

Images are sent to Google servers to provide the description but aren't saved by Google. Web pages are never modified by Google when Google describes an image. For your privacy, this feature is designed so a site, your screen reader, and your operating system don't know this feature is being used. To learn more, review our [privacy policy](https://www.google.com/chrome/privacy/).

## HEARING

### Turn on captions

1. On your Chromebook, at the bottom right, select the time.
2. Select Settings.
3. On the left, select **Advanced**  **Accessibility**  **Manage accessibility features**.
4. Under "Audio and captions," select **Captions**.
5. Turn on **Live Caption**.

**Tip:** If you can’t find the Live Caption setting, this feature isn’t yet supported on your device.

### Customize your captions

**Important:** Your caption preferences might not apply to all apps.

1. On your Chromebook, at the bottom right, select the time.
2. Select Settings.
3. On the left, select **Advanced**  **Accessibility**  **Manage accessibility features**.
4. Under "Audio and captions," select **Captions**.
5. In the dropdown menu, select your preferred font size.

### Change your caption preferences

To make captions easier to read, you can:

* Collapse and expand captions with the arrow on the caption box.
* Drag and move the captions to your preferred place on your browser.
* Change your caption’s font size.

## MOBILITY

### Dictation

1. At the bottom right, select the time or press Alt + Shift + s.
2. Select Settings icon.
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Keyboard and text input," turn on Enable dictation (speak to type).
6. Tap or select where you want to type.
7. Select Speak icon.
	* You can also press Search + d or press Launcher + d.

Voice commands:

| Command | Description |
| --- | --- |
| “Type [word/phrase]” | Types the spoken text. |
| “Select all” | Selects everything in the text input area. |
| “Unselect” | Clears the selection. |
| “Cut” | Copies and deletes any selected text. |
| “Copy” | Copies selected text. |
| “Paste” | Pastes text from clipboard. |
| “Delete” | Deletes the previous character or selected text. |
| “Undo” | Undoes previous text-editing action. |
| “Redo” | Redoes previous text-editing action. |
| “Help” | Opens a support help center article. |
| “New line” | Moves the cursor to a new line. |
| “Move to the next character” | Moves the cursor right one character. |
| “Move to the previous character” | Moves the cursor left one character. |
| “Move to the next line” | Moves the cursor down one line. |
| “Move to the previous line” | Moves the cursor up one line. |

### Using the keyboard with limited hand mobility

**Sticky keys:** this is useful when you can’t hold down more than one key. Under “Accessibility” section, check the box “Enable sticky keys.”

**Tag-Dragging:** Settings > Devices > Touch pad settings. Check the “Enable Tap-to-Click.” Go to “Accessibility” section, check the “Enable tap dragging.”

**Automatic clicks:** Under “Accessibility” section, check “Automatically click when the mouse pointer stops.” You can also adjust the delay time before automatically clicking.

### Use Switch Access

Switch Access is an alternate input method for your Chromebook. When you use Switch Access, it scans the items on your screen until you use a switch to make a selection. Switches can be used with the built-in keyboard, or an external device that you connect through Bluetooth or USB.

### Set up Switch Access

**Important:** If you want to use an external device for your switches, make sure it’s connected to your Chromebook before you set up Switch Access.

### Turn on Switch Access

1. On your Chromebook, open Settings.
2. Select **Advanced**  **Accessibility**  **Manage accessibility features**.
3. Under "Keyboard and text input," select **Switch Access (control the computer with just one or two switches)** **Switch Access options**.
	* When you turn Switch Access on, a setup guide appears to help you set up your switches.
4. Assign a switch to the "Select" action. You use this switch to select items on the screen.
5. If you want to use multiple switches to move the selector between items on the screen, you can assign switches for the "Next" or "Previous" actions.
	* If you only have one switch, you can move between different items on the screen when you turn on **Auto-scan**.

**Tip:** You can rerun the setup guide to set up different switches.

### Use auto or manual scan

### Use Auto-scan

Auto-scan automatically moves the selector between different items on the screen until you make a selection. If you only have one switch, use Auto-scan.

To start scanning:

1. Press the switch assigned to the “Select” action, which makes the selector automatically move between different selectable items.
2. To select the highlighted item, press the switch again.

### Use manual scanning

**Important:** Manual scanning requires more than one switch. If you only have one switch, use Auto-scan.

1. To move the selector between different items on the screen, press the switch assigned to the “Next” button until the item you want is highlighted.
	* If you have 3 switches, you can also use the “Previous” switch to cycle backwards through the items.
2. To select the highlighted item, press your **Select** switch.

### Use point scanning

Point scan lets you locate specific areas on your screen that may not have a clear button to select or have too many options. You can turn point scan on at any time.

Turn on point scanning

**Important**: If you have Auto-scan turned on, the selector will automatically move between different selectable items in the action menu.

1. Press the switch assigned to the “Select” action.
2. When the action menu appears, press your **Next** switch to go to **Point scanning**.
3. Press your **Select** switch to select **Point scanning**.

Select an item

When you select **Point scanning**, the scan begins.

1. When horizontal range scan begins, press your **Select** switch when the range lands on the area you want to select.
2. Press your **Select** switch again to lock the horizontal position.
3. When vertical range scan begins, press your **Select** switch when the range lands on the area you want to select.
4. Press your **Select** switch again to lock the vertical position.
5. When the location is confirmed, in the action menu, focus on the “Left click” action and then press your **Select** switch to select the item.

**Tip:** After the click action is completed, scan resumes.

Change point scan speed

1. On your Chromebook, open Settings.
2. Select **Advanced** **Accessibility**  **Manage accessibility features**.
3. Select **Switch Access options**.
4. Under “Point scanning speed,” move the slider between “Slow” and “Fast” to adjust.