

Accessibility Settings for Your Android Tablet

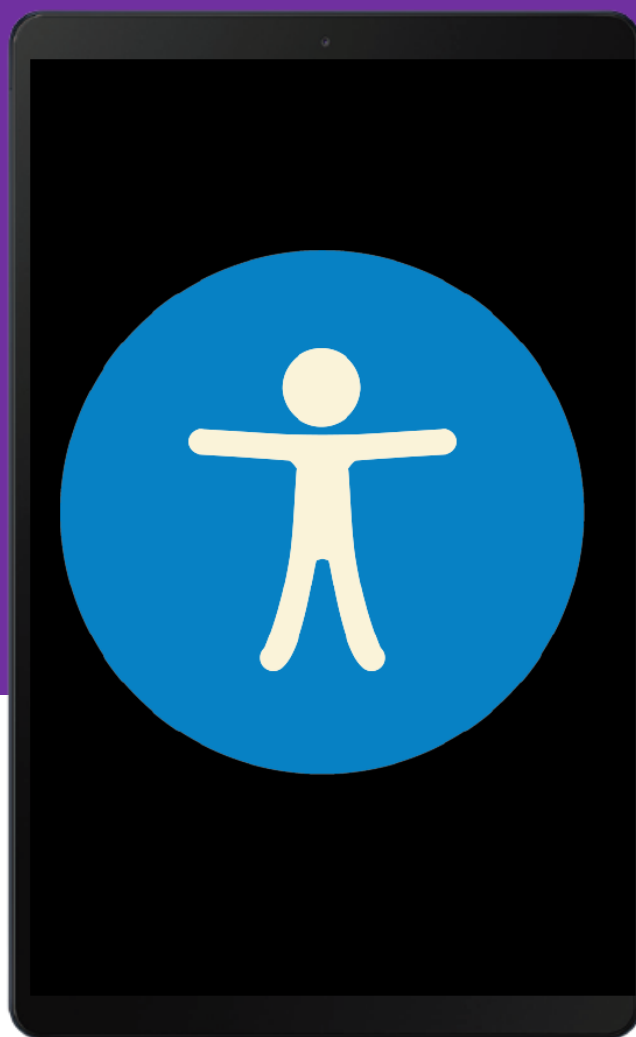


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BENEFITS

Accessibility settings are meant to make your tablet easier to use. Covered in this guide are two settings many people find helpful: magnification, which make part of your screen bigger so you can see words and images better, and an option to use your tablet with just your voice – no touching required! There are others too, that are not covered here, like text-to-speech, which allows users to hear what is on their screen instead of reading it and closed



captioning to help convey audio information through text. You can ask your coach to review other options with you.

These settings can improve your overall experience with your new tablet. You will work with your Tech Coach and this guide to set up your visibility features and voice commands in the way that works best for you. If you want learn other accessibility settings, just ask!

PREREQUISITES

You will need the following items to complete the steps in this guide. Please make sure you have fully charged the device before continuing.

- Android smartphone or tablet
- Internet connection
- Webcam with microphone (built into most current devices, like your tablet)
- Google account

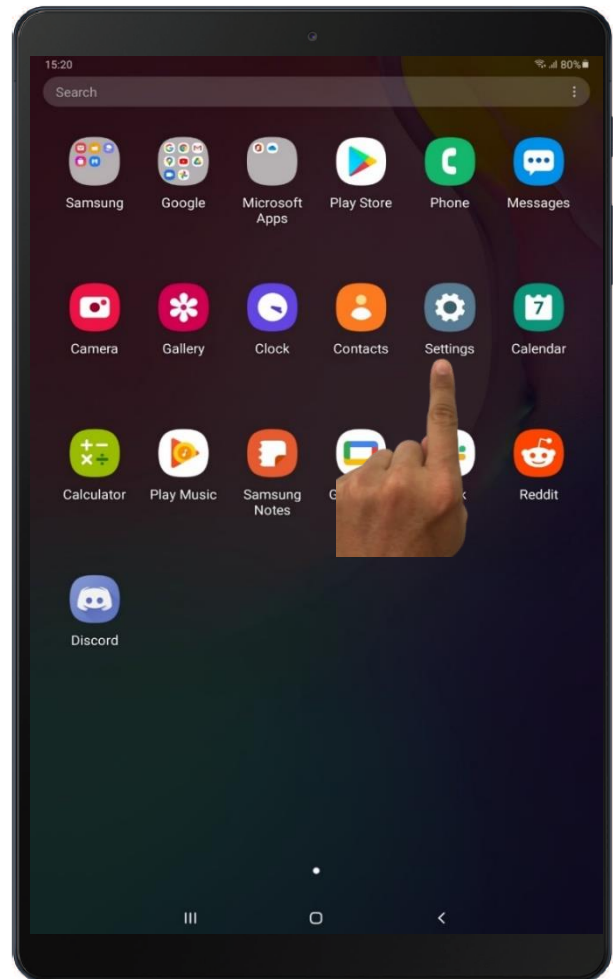
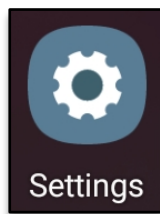
FINDING ACCESSIBILITY SETTINGS

Finding Settings

Step 1

To make these changes, you first need to find your tablet's **Settings** app. The **settings** allow you to activate or change multiple aspects about your tablet. To start, open your App Drawer. You can access the app drawer by **swiping** - placing your finger at the bottom of your home screen and lightly dragging up to open the App drawer.

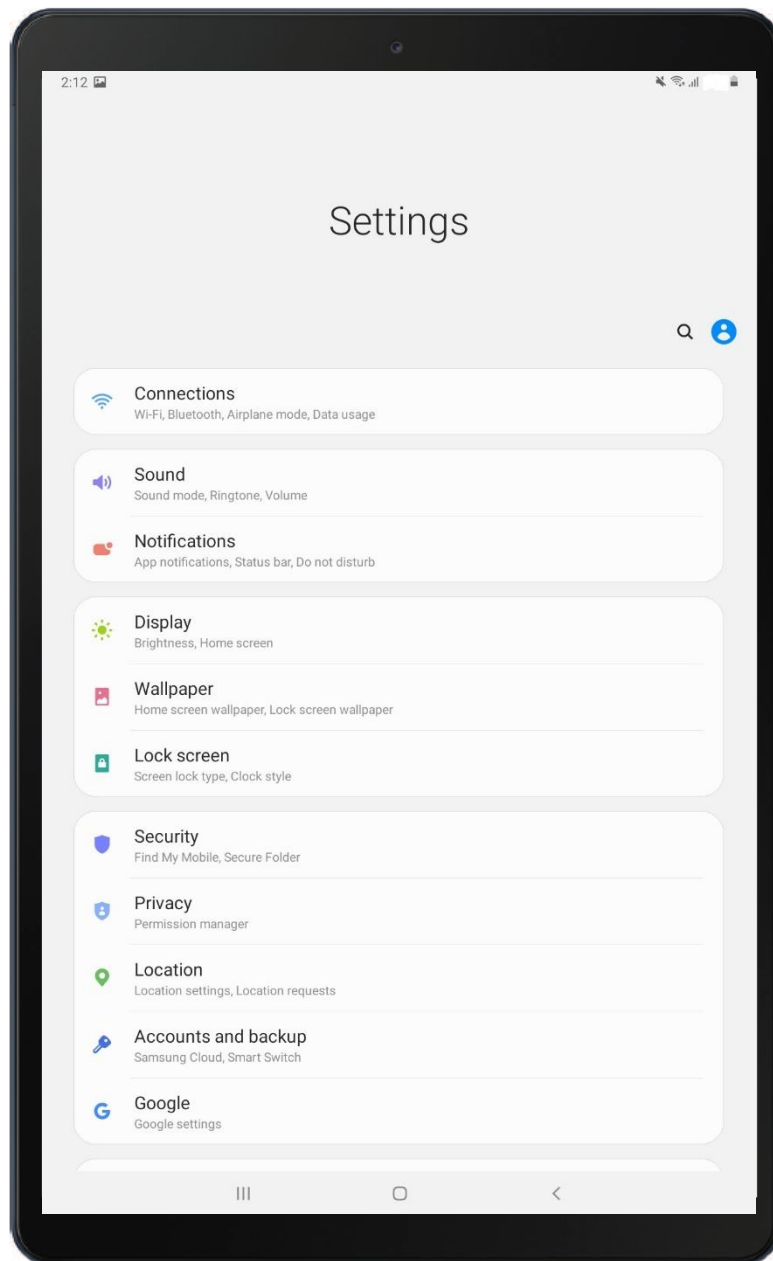
Once you have done this, **click** (tap) on



Finding Settings

Step 2

Welcome to your tablet's **Settings**! For now, we will focus mostly on the main **accessibility features**, the options that will make your table easier to use. Your coach can give you some more information regarding all the different options available in the settings app.

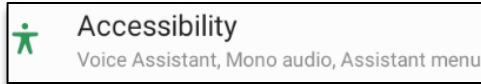


Opening Accessibility Settings

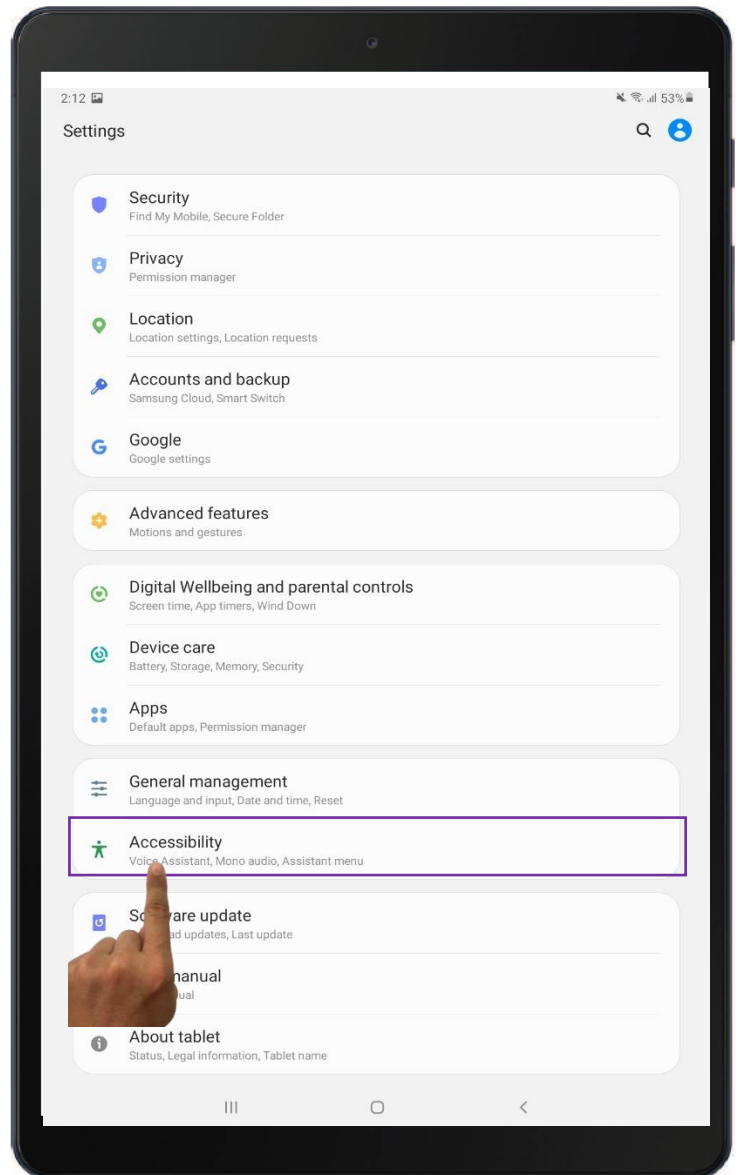
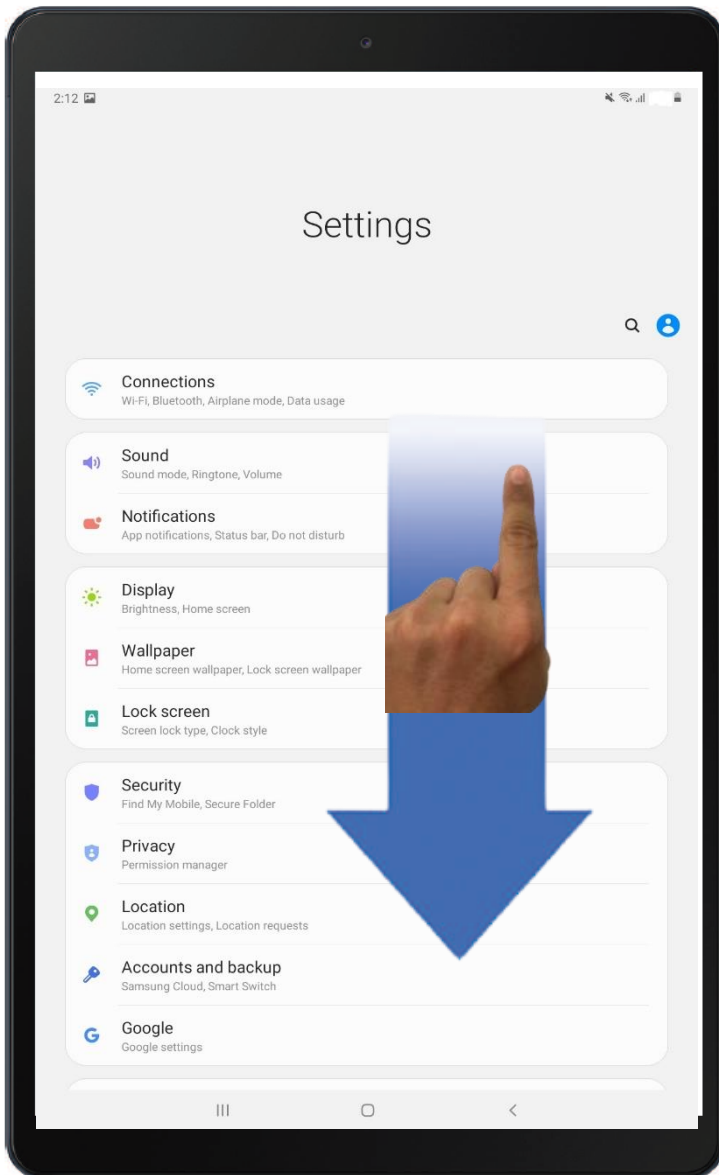
Step 1

From the settings page, **scroll** down. To **scroll**, touch the screen and slide your finger down.

You will see an option called



Click (tap) on it.



Opening Accessibility Settings

Step 2 – Main Menu

Great! Now you are in the **accessibility** main **menu** (list). Each option is a specific accessibility feature.

Screen reader – allows your tablet to provide spoken feedback for everything you touch and select.

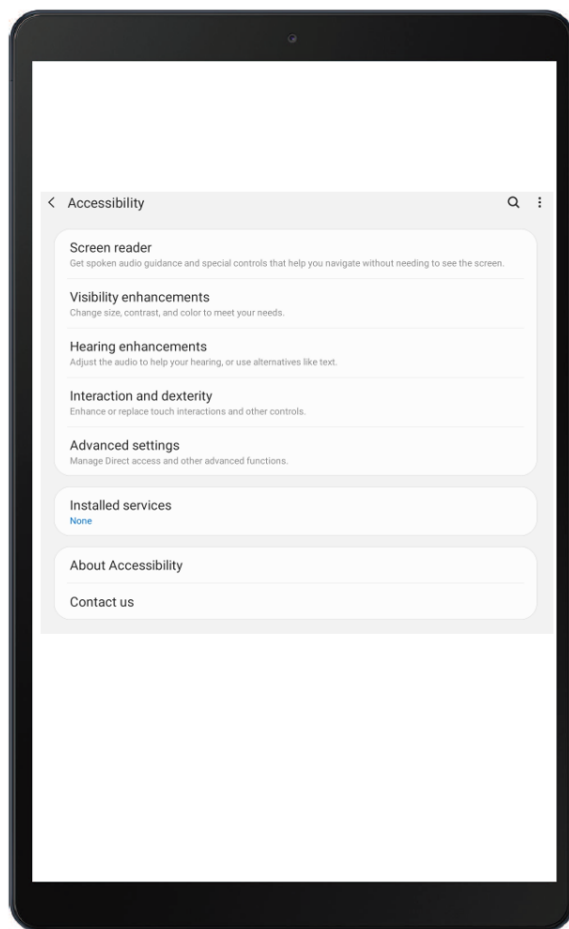
Visibility enhancements –allows you to increase your tablet font size and change contrast and color to meet your needs. **This option is covered in detail in this guide.**

Hearing enhancements – allows you to control and adjust the sound coming from your device.

Interaction and dexterity –allow you to change how you use your device’s interaction options (**swiping, clicking**).

Advanced settings – This feature allows you to change the functioning of the physical buttons on the device. We recommend you do not do this unless you are certain, as changing their functioning will affect how you navigate around your tablet.

With this guide, you will go over how to turn on and use certain **visibility enhancements**. If you are interested in the other **accessibility** features, your coach will be available to help you learn! Any feature you choose can always be turned off at any point in the future if you change your mind.

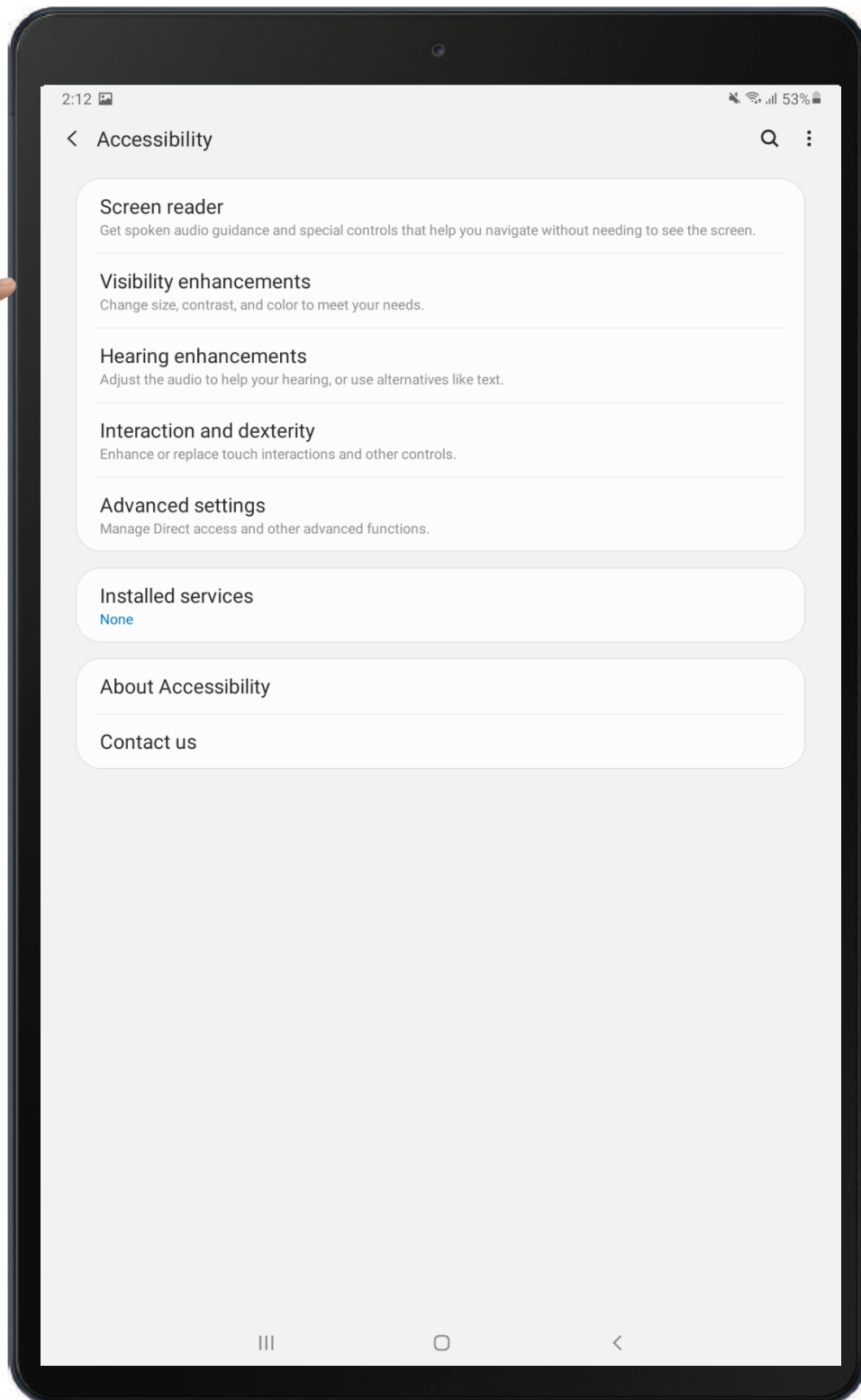


Visibility Enhancements - Introduction

Step 1 – Turning on Visibility Enhancements

Click (tap) on

Visibility enhancements
Change size, contrast, and color to meet your needs.

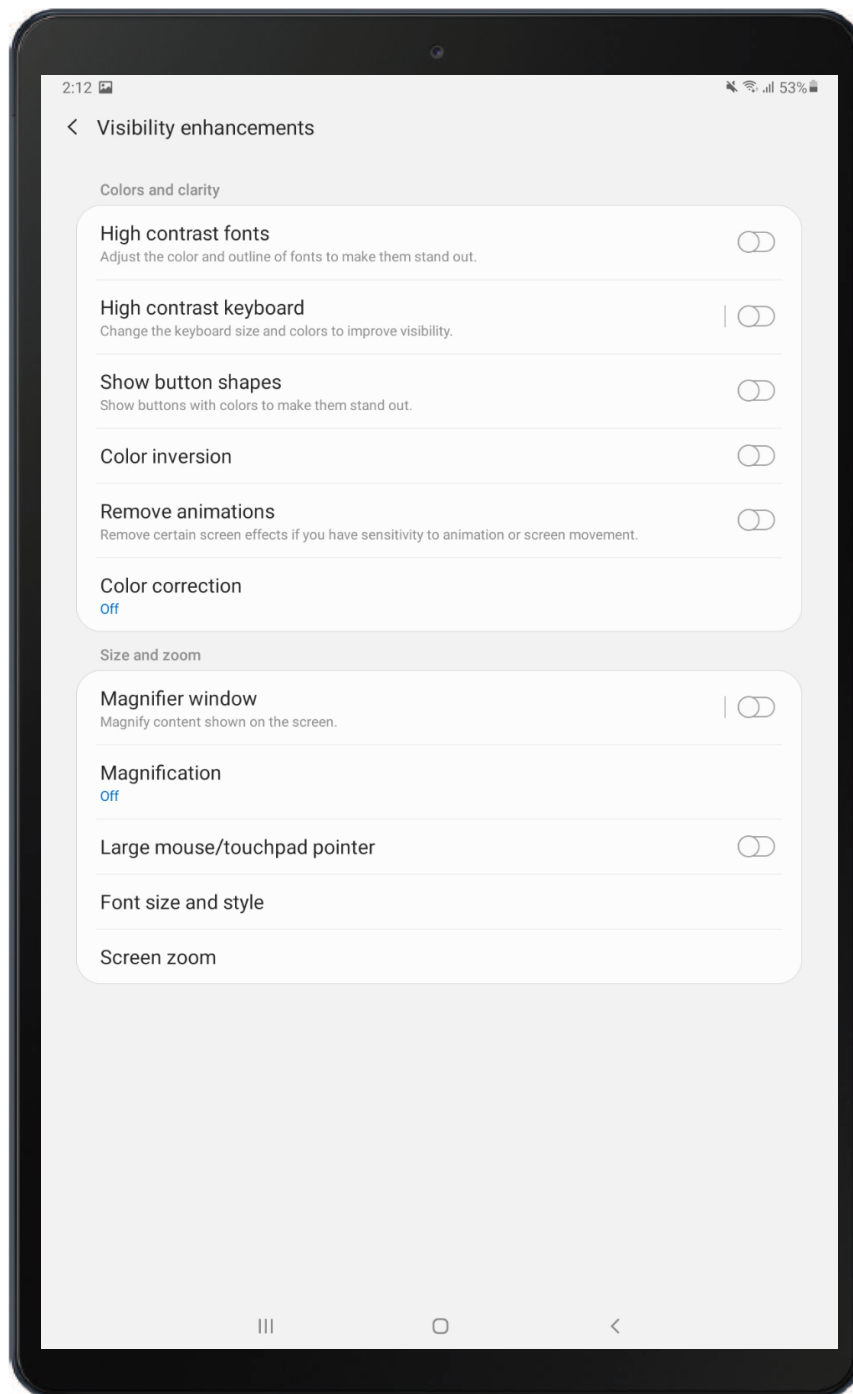


Visibility Enhancements - Introduction

Step 2 – Turning on Visibility Enhancements

You will see all the **visibility enhancements** available on your tablet.

In the following pages, you will review what certain options do. At the end of this section, you can choose which enhancements to turn on.




Visibility Enhancements – High Contrast Fonts

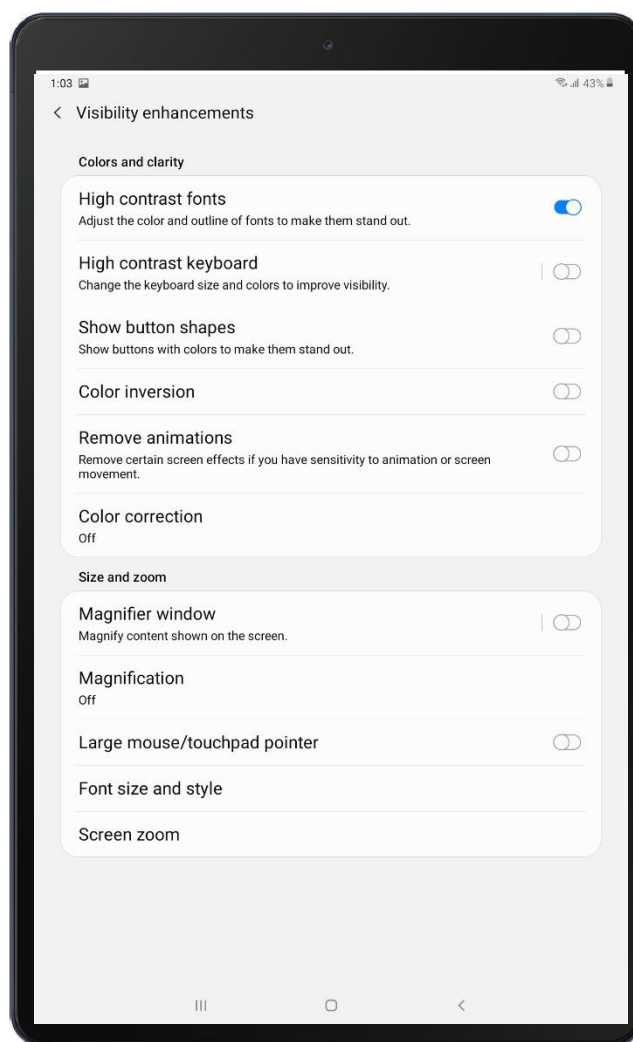
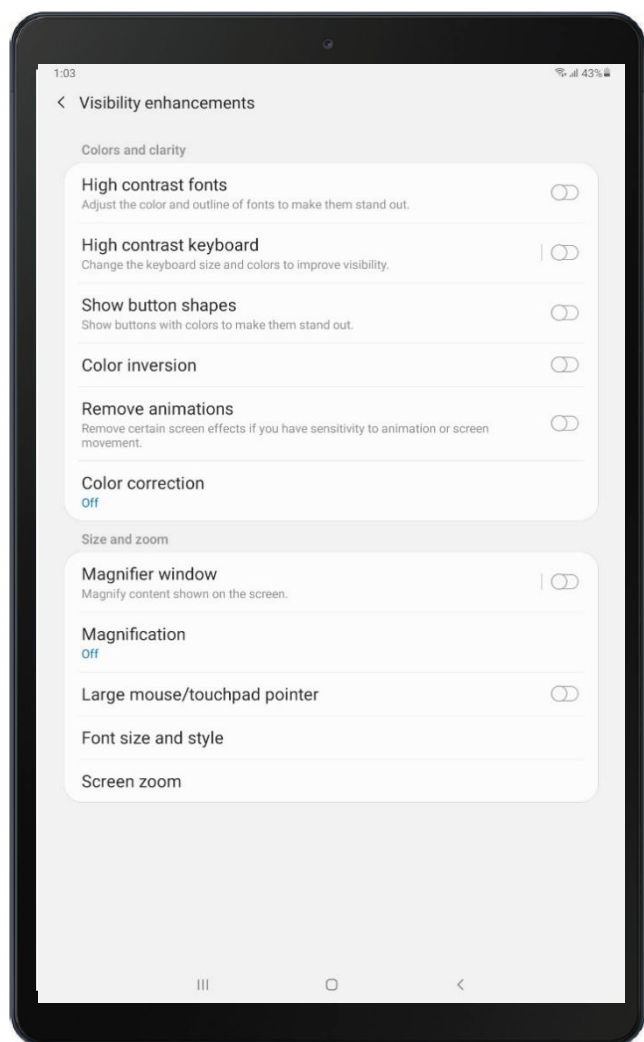
High Contrast Fonts

High contrast fonts allow you to increase the contrast of the text on your tablet. That means that the words appear darker.

Click (tap) on the symbol  next to “*High contrast fonts.*”

You will see it turn blue. 

You will notice that images and words on your page now appear **darker**.



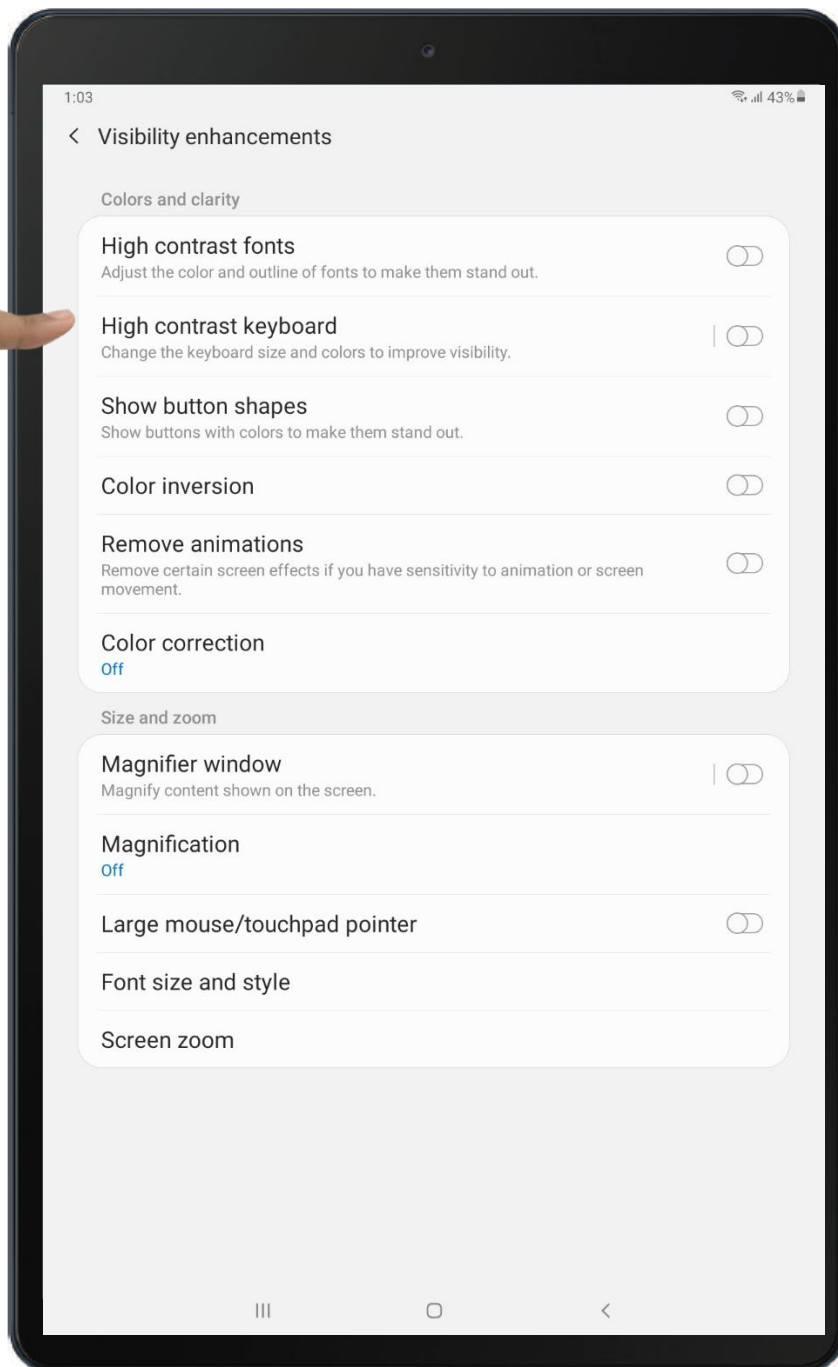
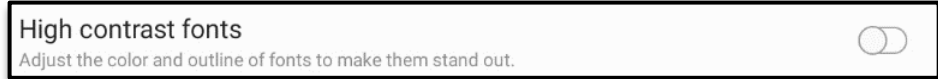
To turn off **High Contrast fonts**, **click** (tap) on the symbol next to “*High contrast fonts.*” You will see it revert to white. 

Visibility Enhancements – High Contrast Keyboard

High Contrast Keyboard

High contrast keyboard allows you to change the size and color of the keyboard you use to **enter** (type) information across your tablet.

Click (tap) on



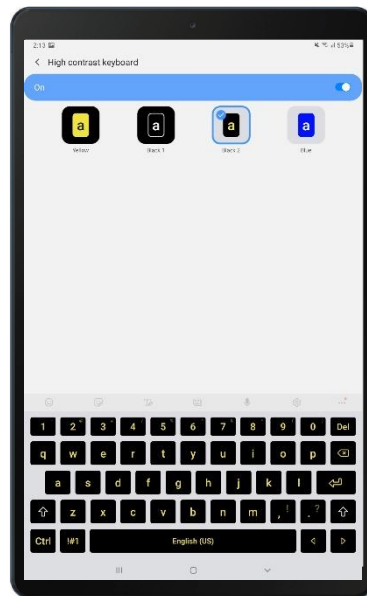
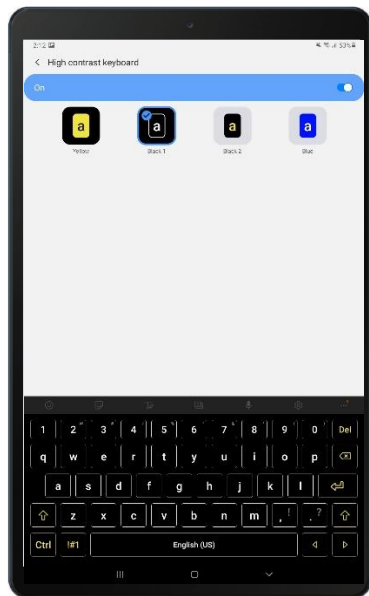
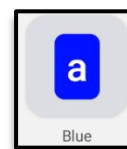
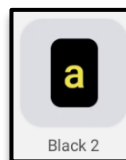
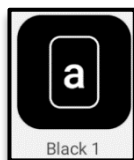
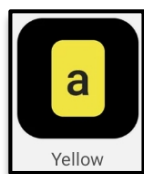
Visibility Enhancements – High Contrast Keyboard

High Contrast Keyboard

This screen will bring up the keyboard, however you will not be able to **enter** (type) any information. Do not worry, this is normal.

Click (tap) on the symbol next to “Off.”

You will see the **shape** turn blue and “Off” will change to “On”. Your keyboard will also change in color!



To turn off **High Contrast keyboard**, **click** (tap) on the symbol next to “Off.” You will see it revert to white . Your keyboard will also revert to white.

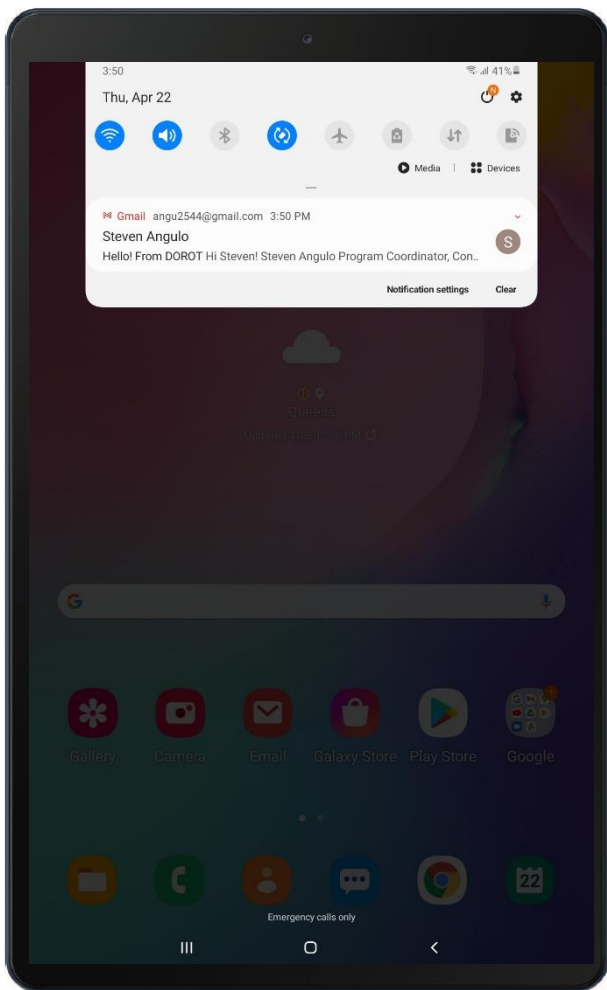
Click (tap) the “back arrow” on your navigation bar, (located at the bottom right corner) to go back to the previous screen.

Visibility Enhancements – Show Button Shapes

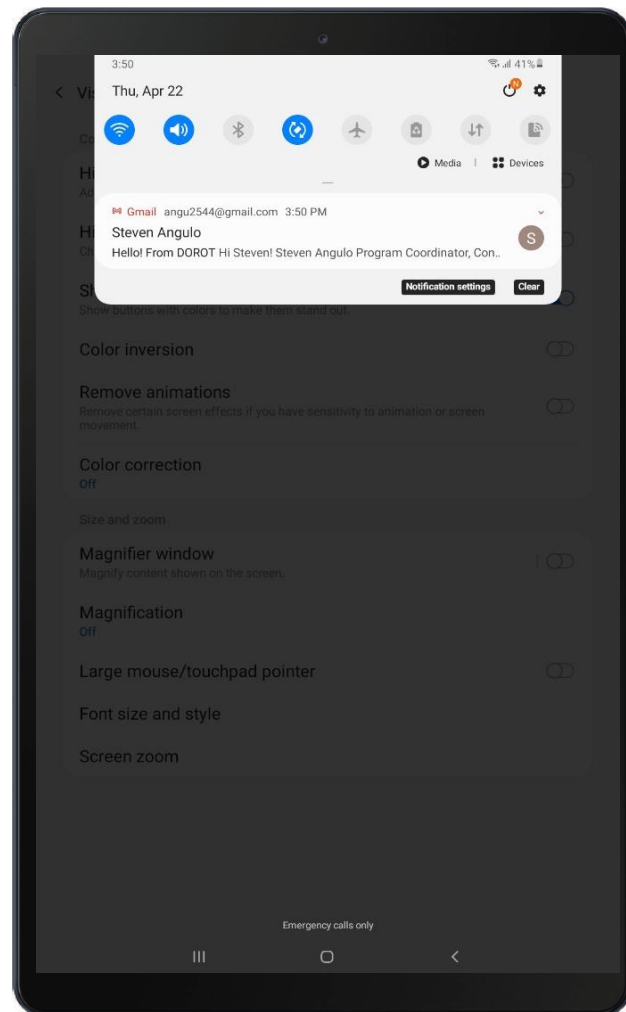
Show Button Shapes

The next visibility enhancement, **show button shapes** creates a black outline around certain **buttons** (pictures) on your tablet to make them stand out.

On the left is an example of the visibility enhancement turned off.



On the right, **show button shapes** visibility enhancement is turned on. Notice the difference in the lower right corner of the highlighted space.



If you'd like to turn on this visual enhancement, **click** (tap) on the symbol next to “*Show Button Shapes.*”

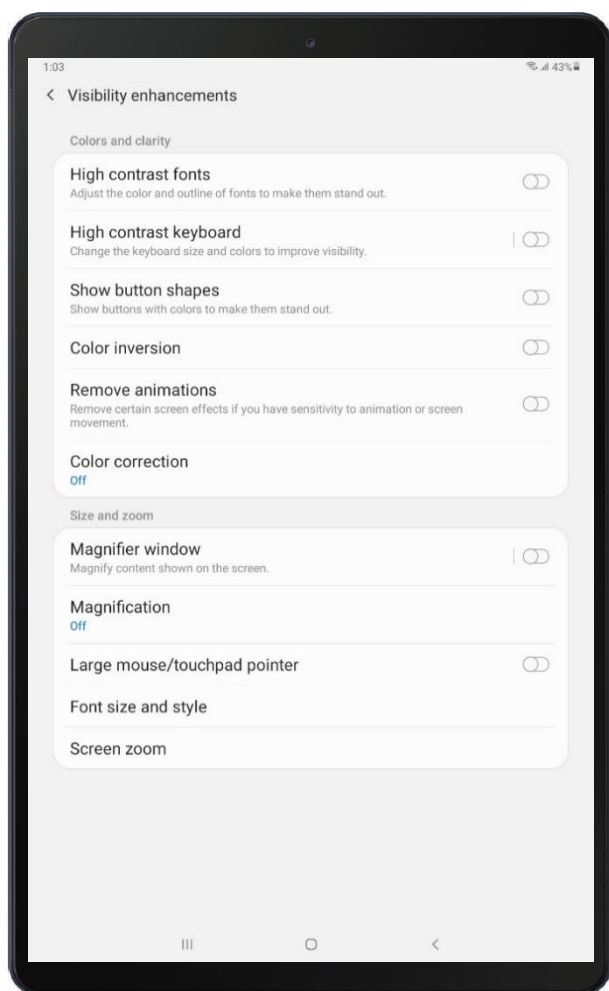
You will see it turn blue. You can **click** (tap) again to turn off this visual enhancement.

Visibility Enhancements – Color Inversion

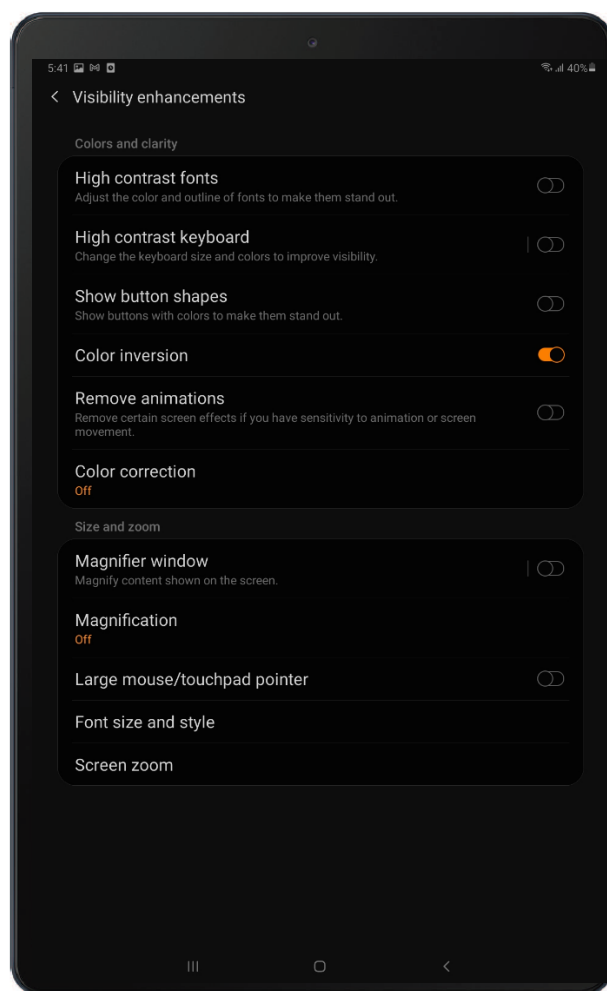
Color Inversion


Color Inversion will change the colors displayed on your tablet. White colors will become black, black colors will become white, and orange colors will become blue and so on. If you have a light sensitivity, this may be a beneficial option for you.


On the left is an example of the visibility enhancement turned off.



On the right, the **color inversion** is turned on. Notice the difference in colors from both screens.



If you would like to turn on this visual enhancement, **click** (tap) on the  symbol next to “*Color Inversion.*”

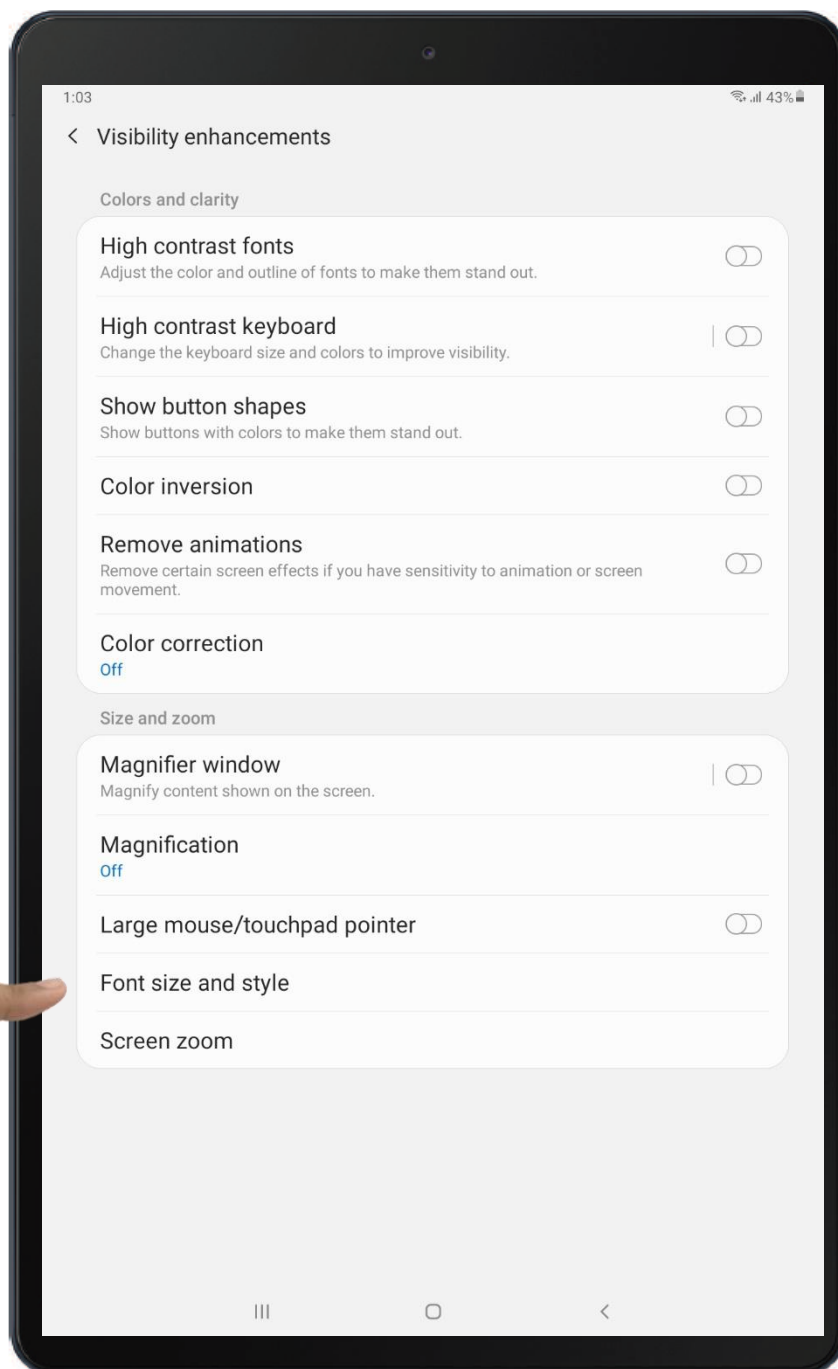
You will see it turn  blue. You can **click** (tap) again to turn off this visual enhancement.

Visibility Enhancements – Font Size & Style

Font Size & Style – Step 1

The **font** (letter) **size and style** visibility enhancement allow you to change the size of the letters on your tablet. You can make the letters bold, smaller, or bigger. You can even change the **font** (letter style).

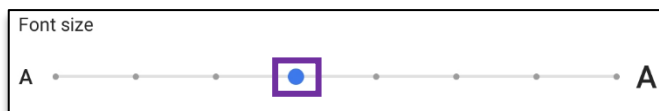
From the visual enhancement screen, **click** (tap) on Font size and style



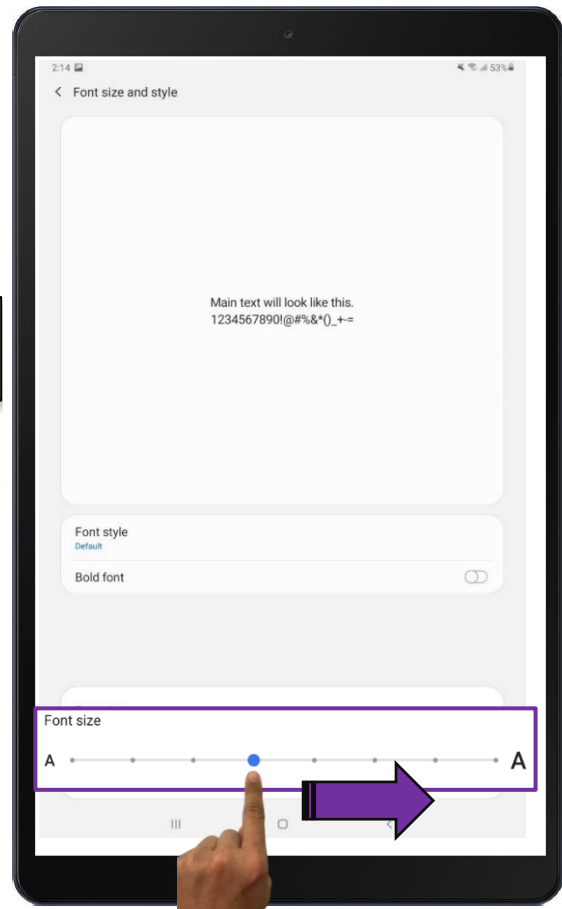
Visibility Enhancements – Font Size & Style

Font Size & Style – Step 2

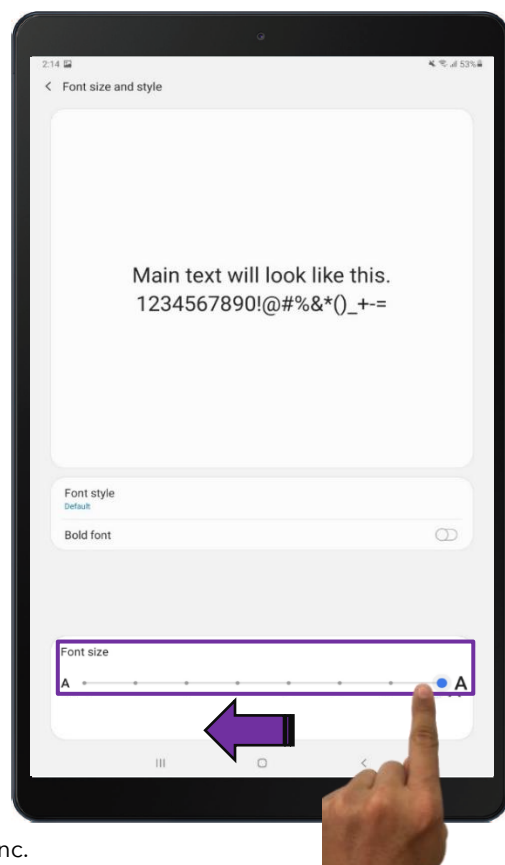
First, change the **font size**. To change the **font size**, **click** (tap) on the **blue** circle located on the bottom of the screen.



While **clicking** (tapping) on the **blue** circle, drag your finger to the right.



Notice how the words get larger the further you go to the right? Adjust by moving your finger and the **blue** dot left or right until you are satisfied with the text size.



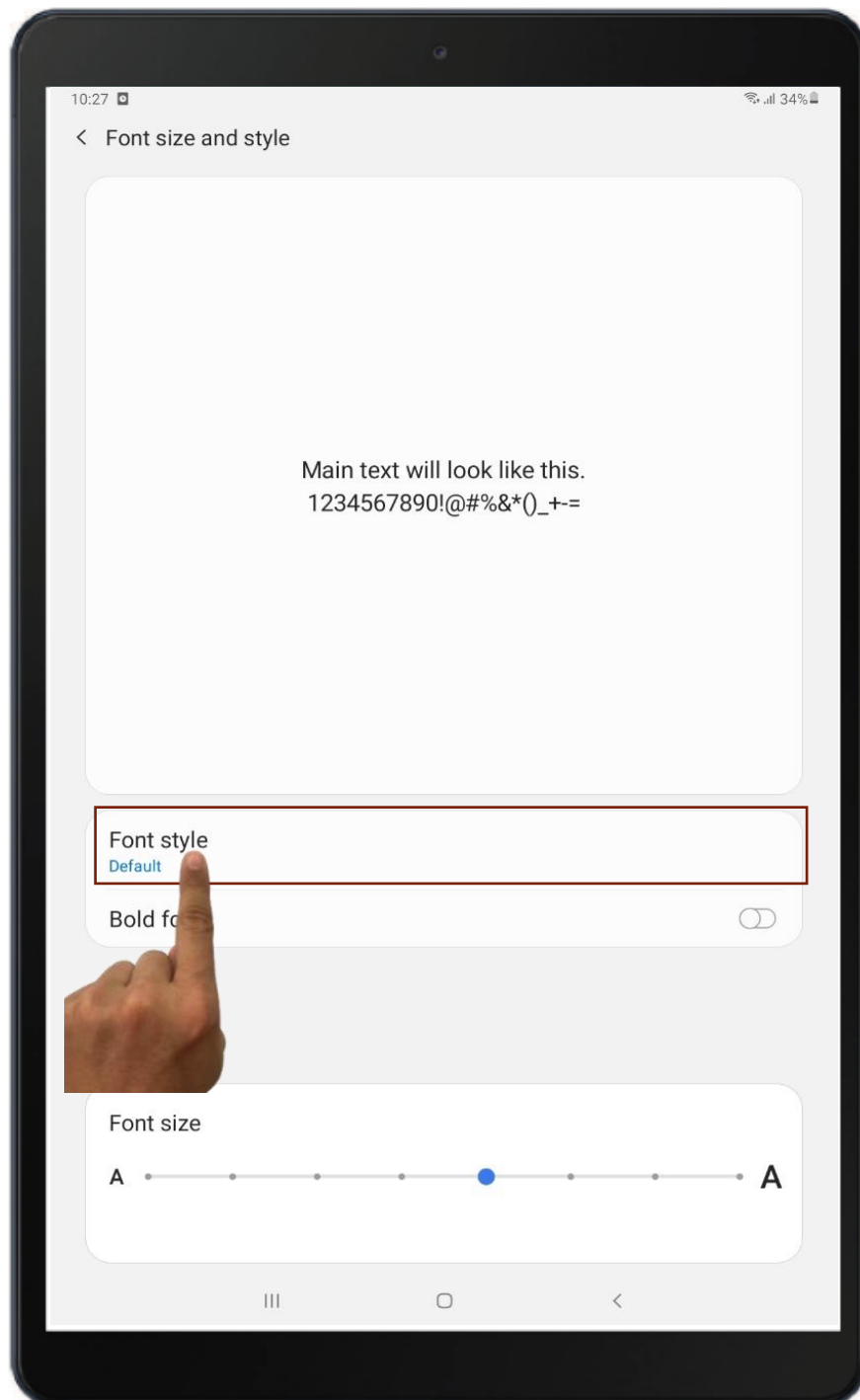
Visibility Enhancements – Font Size & Style

Font Size & Style – Step 3

Once you have a font size you are comfortable with, you can also change the style of the font.

To do so **click** (tap)

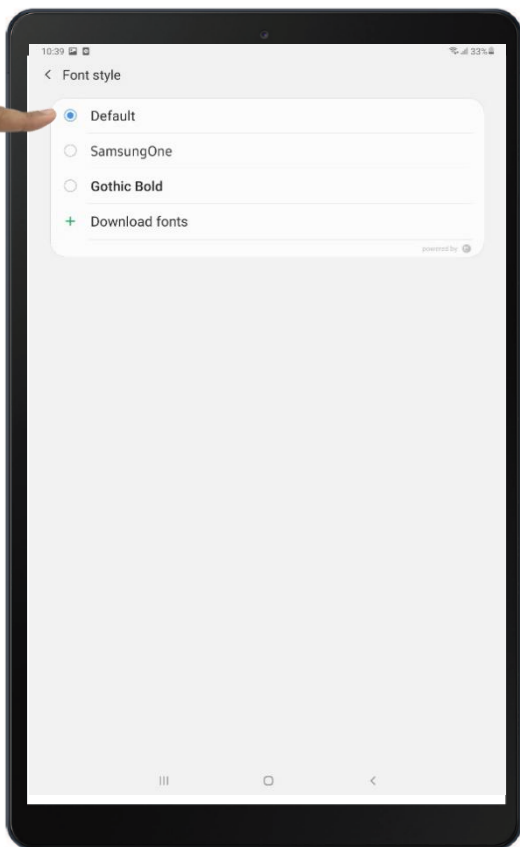
Font style
Default



Visibility Enhancements – Font Size & Style


Font Size & Style – Step 4

On this screen you can select the different **font** styles. You can only choose from 3-- *Default*, *SamsungOne*, and *Gothic Bold*.



Click (tap) on the symbol next to “*SamsungOne*.”

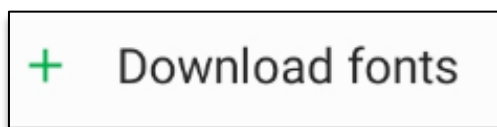
You will see it turn **blue**.

Click (tap) on the back  arrow located at the top left corner.

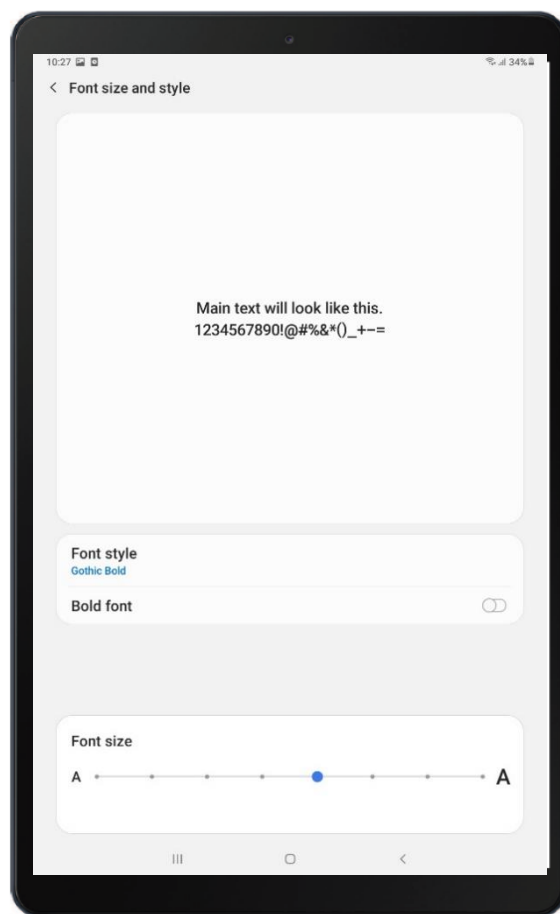
That will bring you back to the previous screen, so you can see how the style has changed.

Repeat this process if you would like to see what the other font styles look like.

You may have noticed an option called:




This allows you to download additional font styles to your tablet. That is not covered in the guide, but you can ask your coach for more information if you are interested!




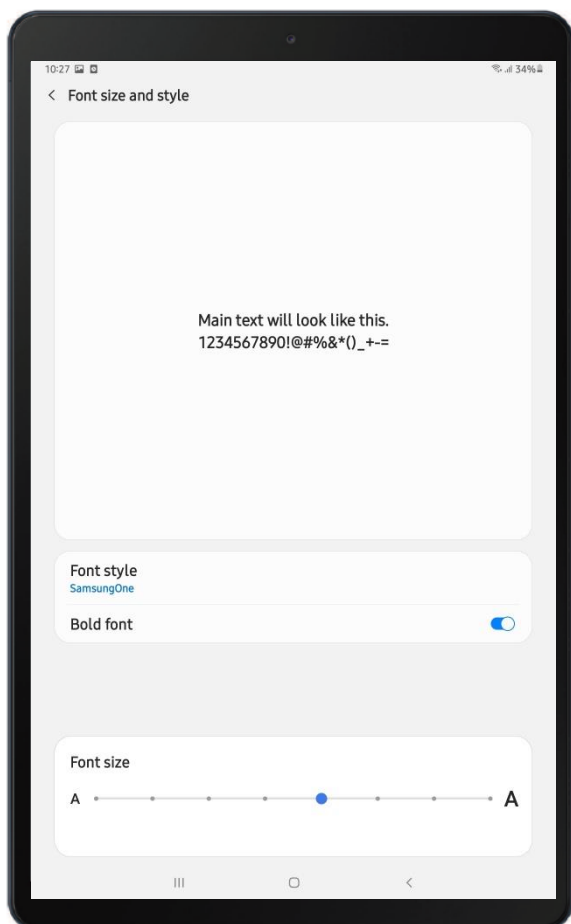
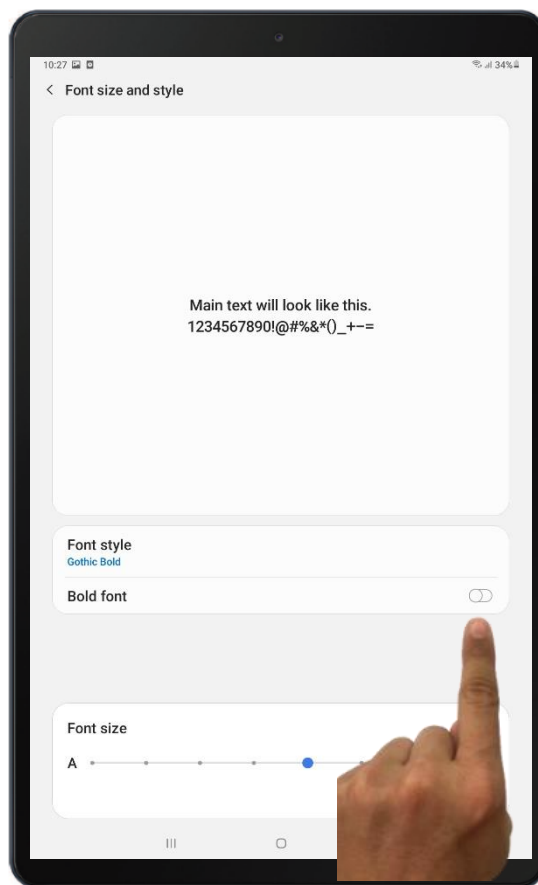
Visibility Enhancements – Font Size & Style

Font Size & Style – Step 5


So, you have selected a font size and style that you are comfortable with. The last option is the **bold** setting. Turning on the **bold** setting will make the words on your tablet **darker**.

From the **font size and style** screen (the image to the right), **click** (tap) on the symbol next to “*Bold.*” 

You will see it turn blue. 



Notice how the words are now **darker**. If you are comfortable with this setting, great! If you would like to change it back, simply **click** (tap) on the symbol next to “*Bold.*” It will revert back to white. This will only affect **text and not images**.

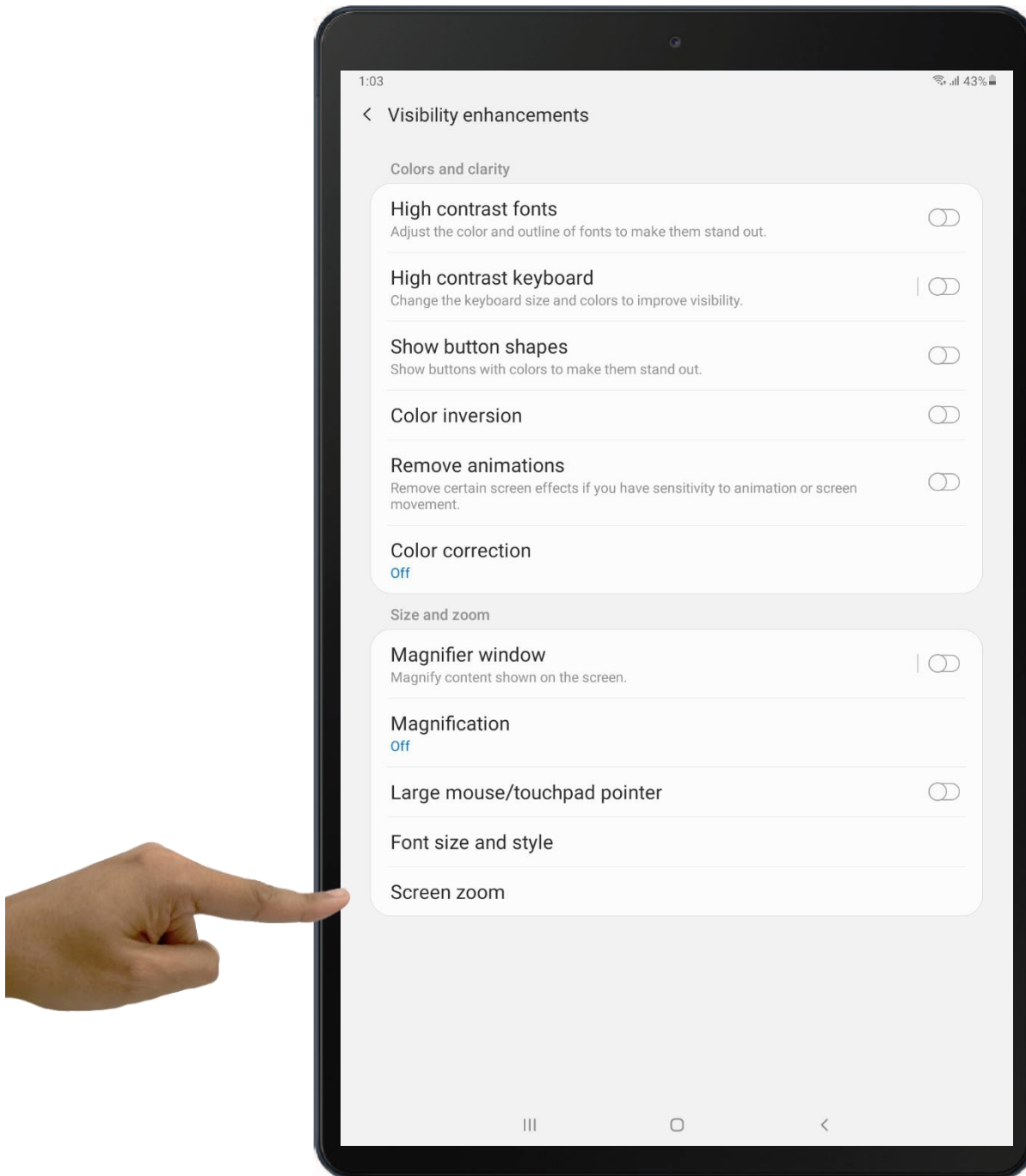
Click (tap) on the back arrow  located at the top left corner.

Visibility Enhancements – Screen Zoom

Screen Zoom – Step 1

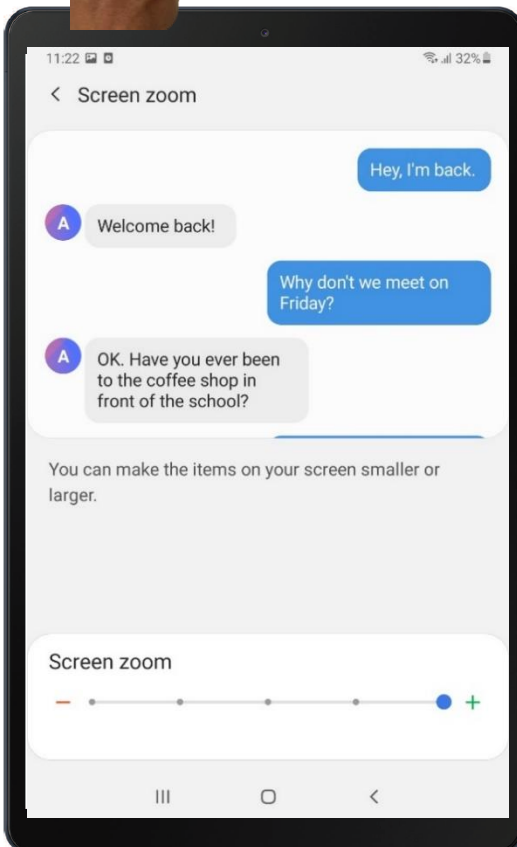
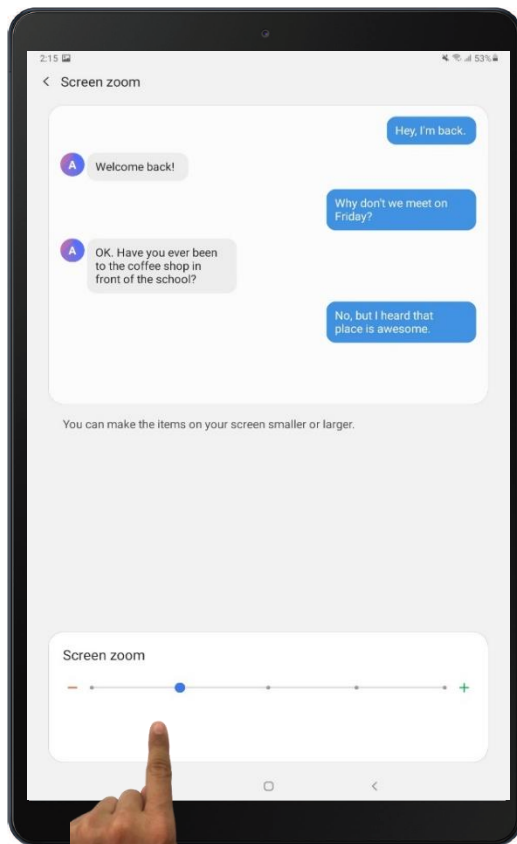
You can make the **icons** (pictures) on your tablet smaller or bigger.

From the visual enhancement screen, **click** (tap) on Screen zoom



Visibility Enhancements – Screen Zoom

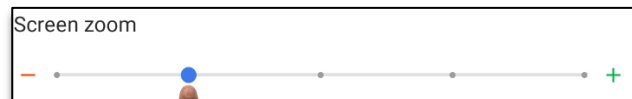
Screen Zoom – Step 2



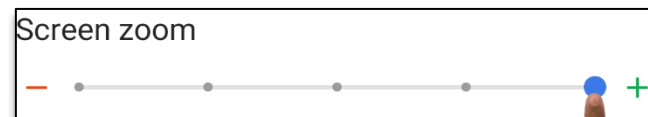
To adjust the **icon** (picture) size, **click** (tap) on the **blue circle** located on the bottom of the screen.



While **clicking** (tapping) on the **blue circle**, drag your finger to the **right**.



Notice how the **icons** (pictures) get larger the further you go to the right? Adjust by moving your finger and the blue dot left or right until you are satisfied.




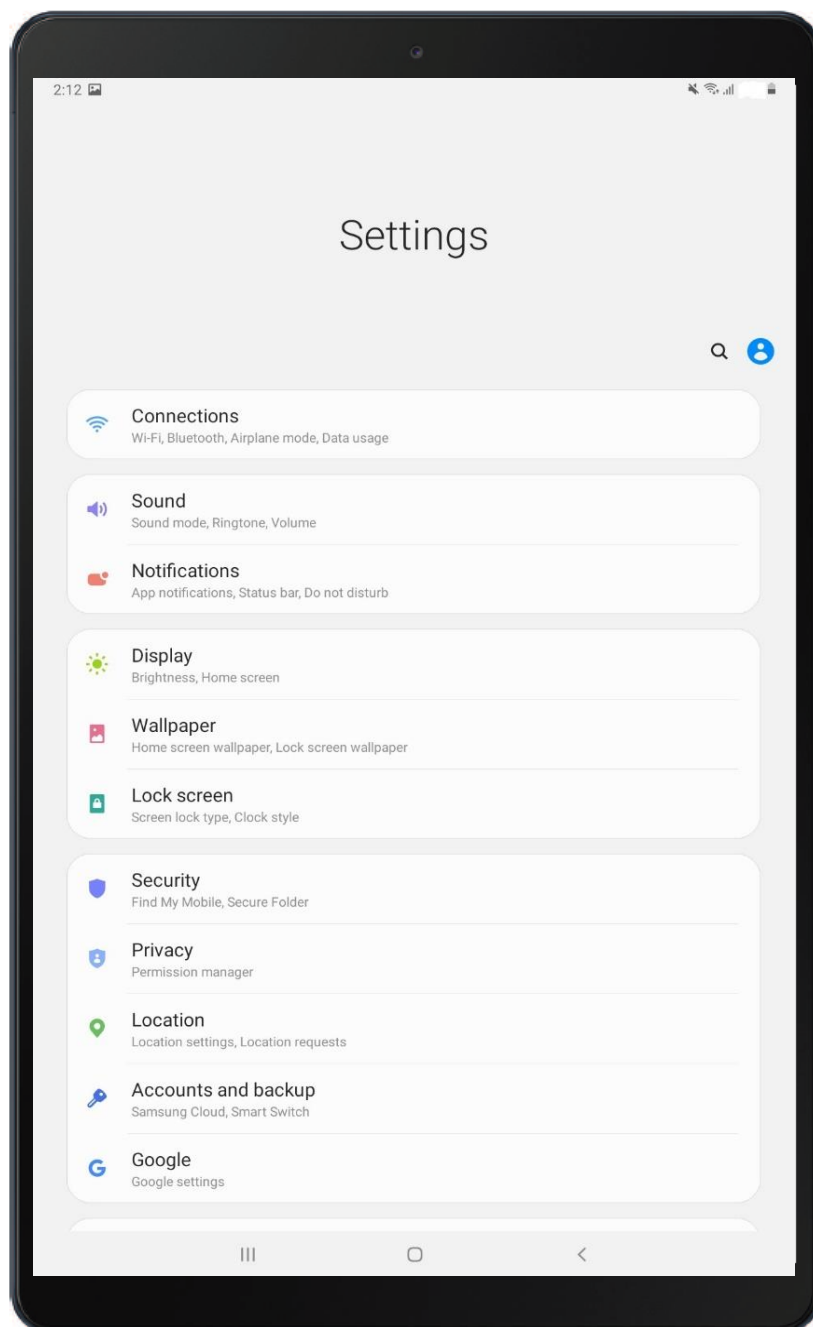
Find a **screen zoom** setting that works best for you.

Visibility Enhancements – End

Back to the Settings

This completes the walkthrough of the **visibility enhancements** for your tablet. If there are any additional settings you would like to go through, please let your coach know and they will be able to guide you through more settings.

Click (tap) on the back arrow located at the right corner  three times until you reach the general settings screen.

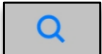


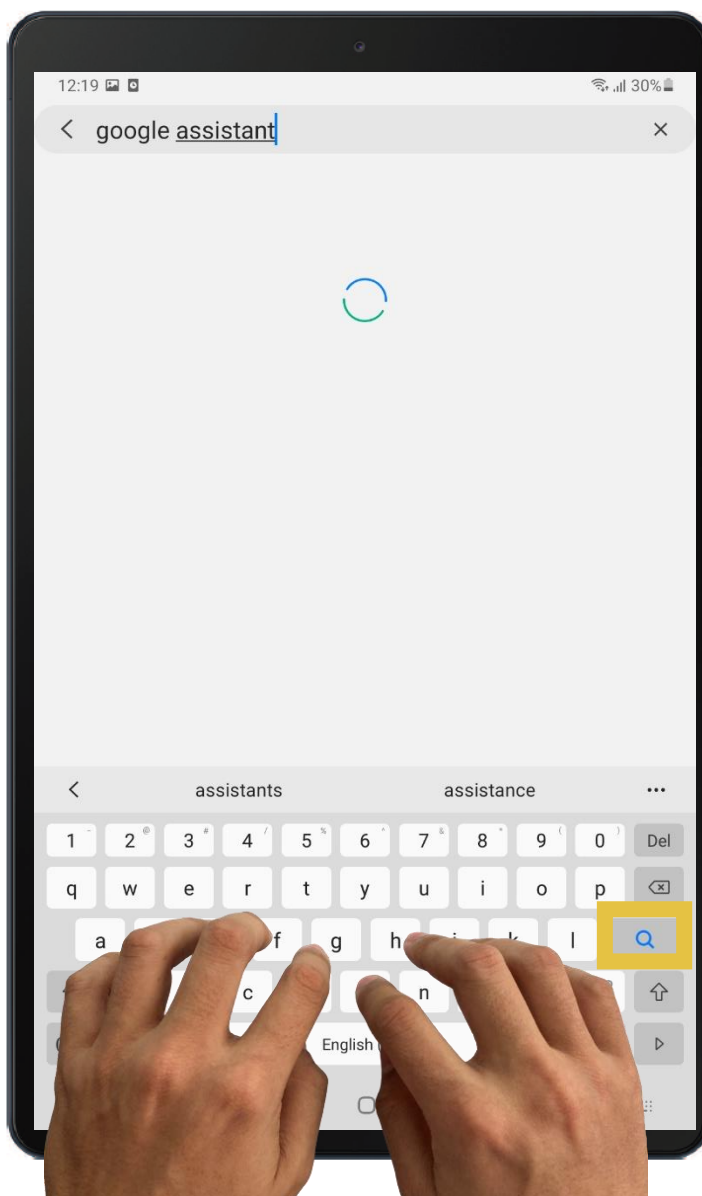
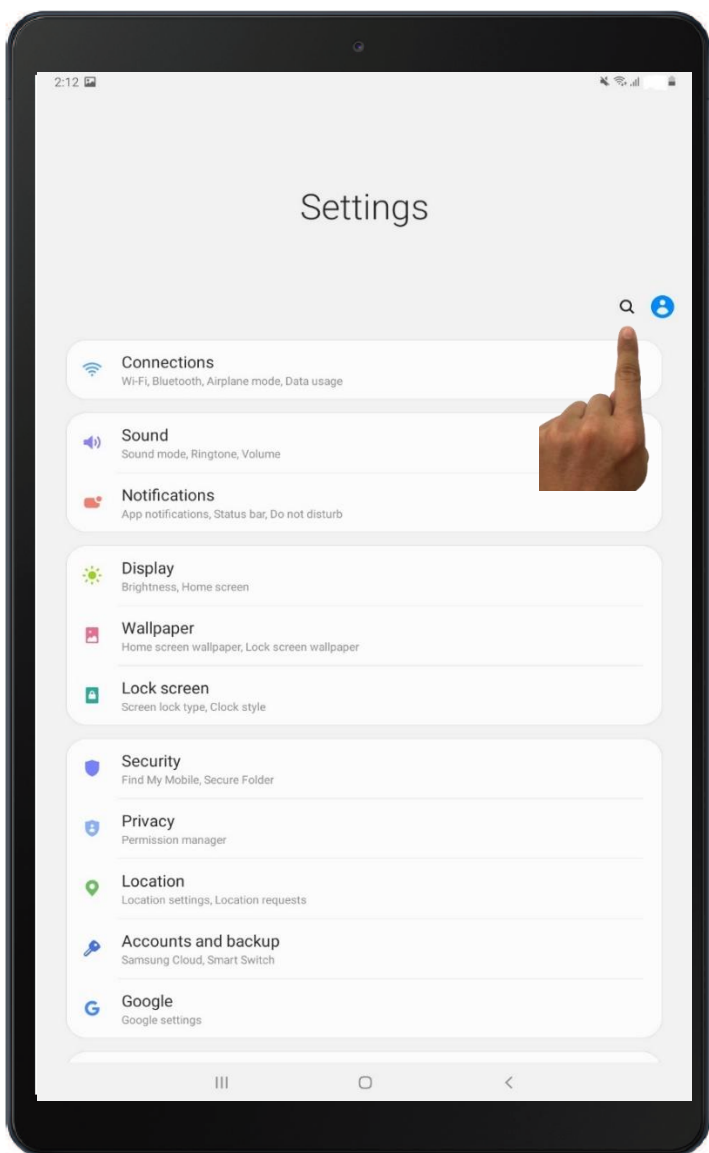
Google Assistant

Setting up Google Assistant – Step 1

Our next topic will be **Google Assistant**. This feature allows you to control your device using just your voice!

Begin on the **Settings** screen **click** (tap) on  located on the top right.

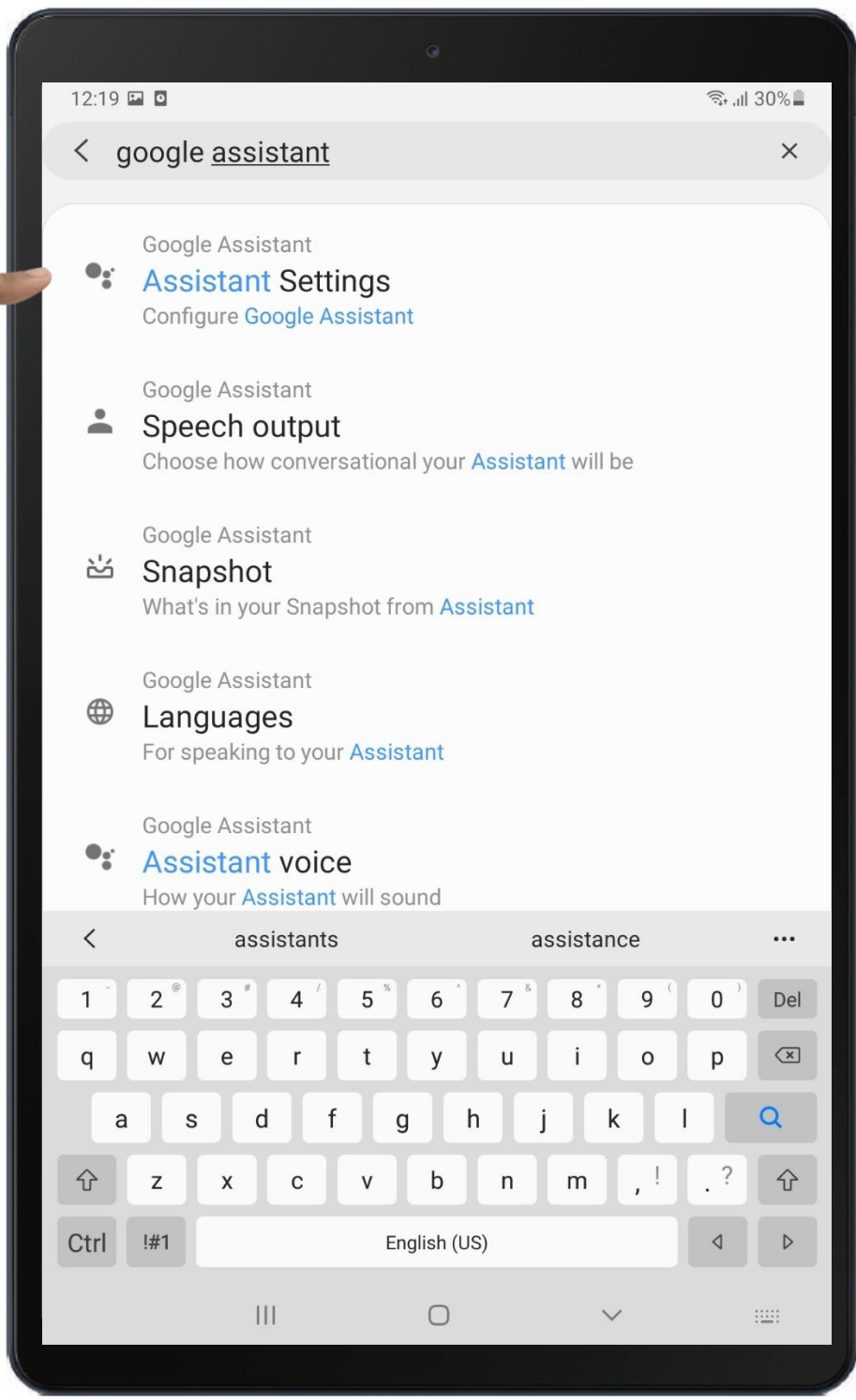
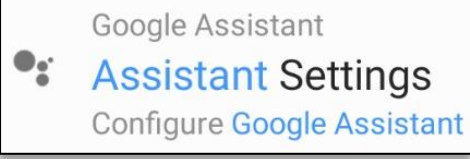
The keyboard will come up on the screen. **Enter** (type) “**Google Assistant**” using the keyboard. Then **click** (tap) on 



Google Assistant

Setting up Google Assistant – Step 2


Click (tap) on

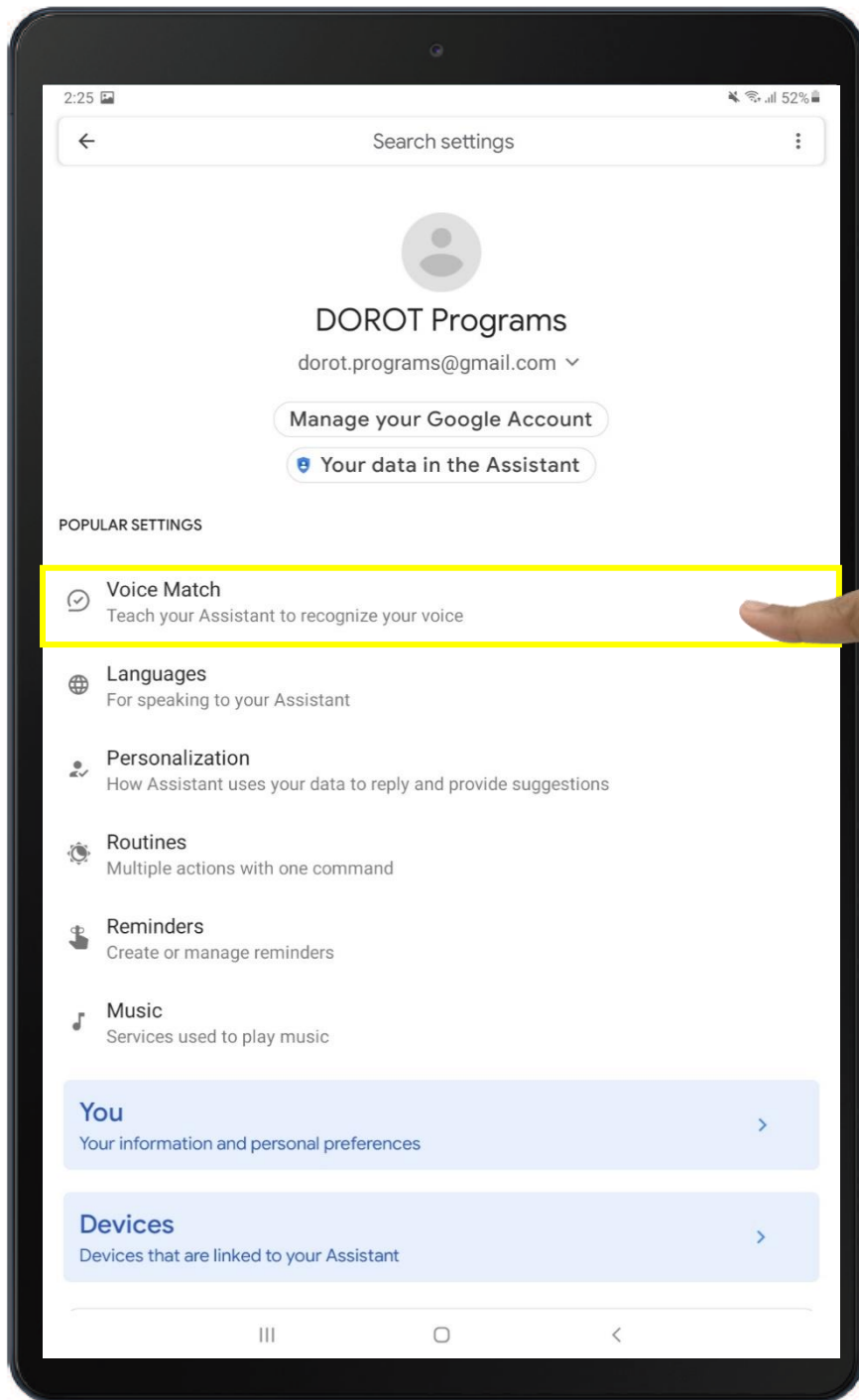


Google Assistant

Setting up Google Assistant – Step 3


Click (tap) on

 **Voice Match**
Teach your Assistant to recognize your voice

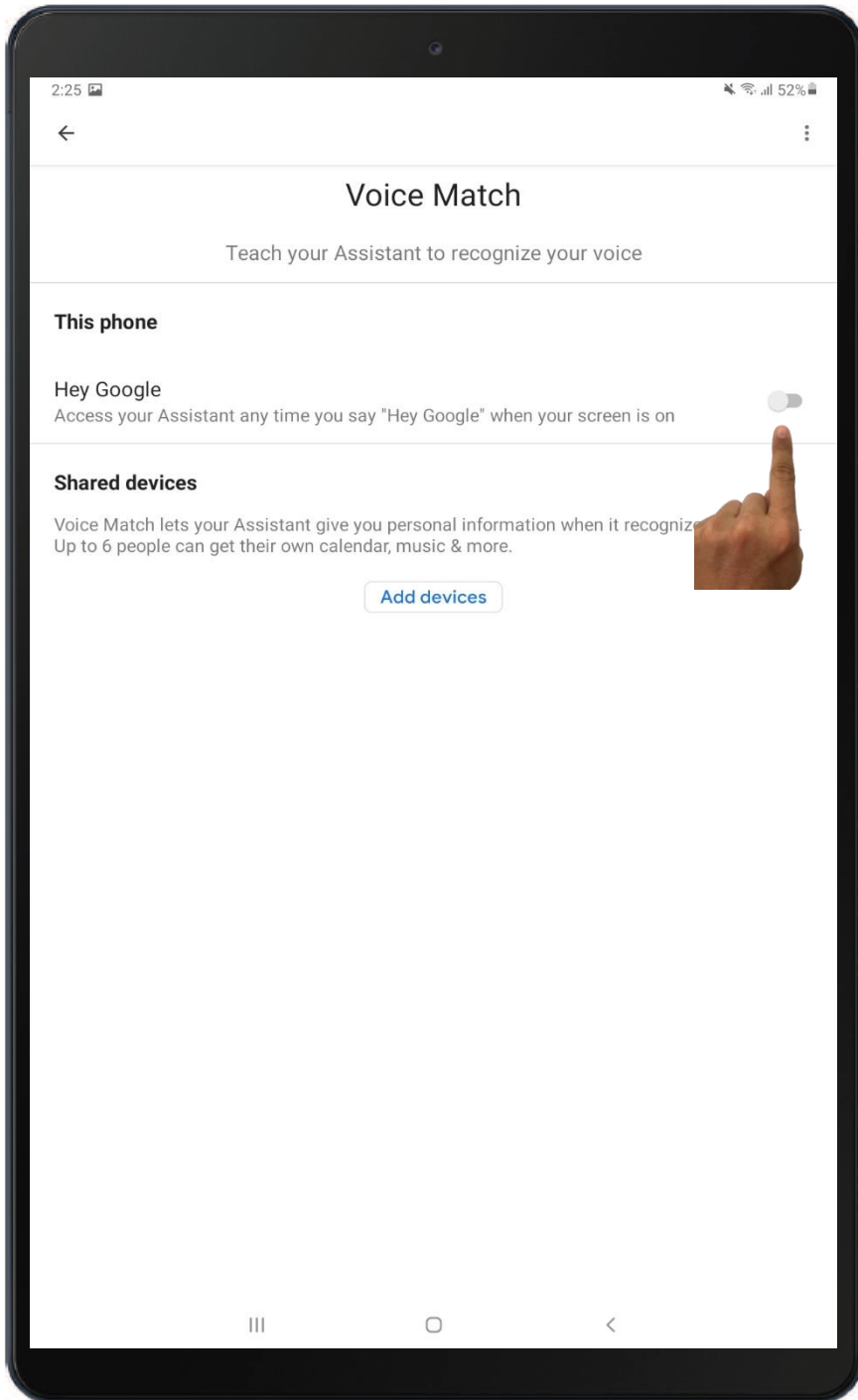


Google Assistant

Setting up Google Assistant – Step 4

Click (tap) on  Hey Google
Access your Assistant any time you say "Hey Google" when your screen is on

This will activate the set-up for **Google Assistant** set-up.



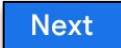
Google Assistant

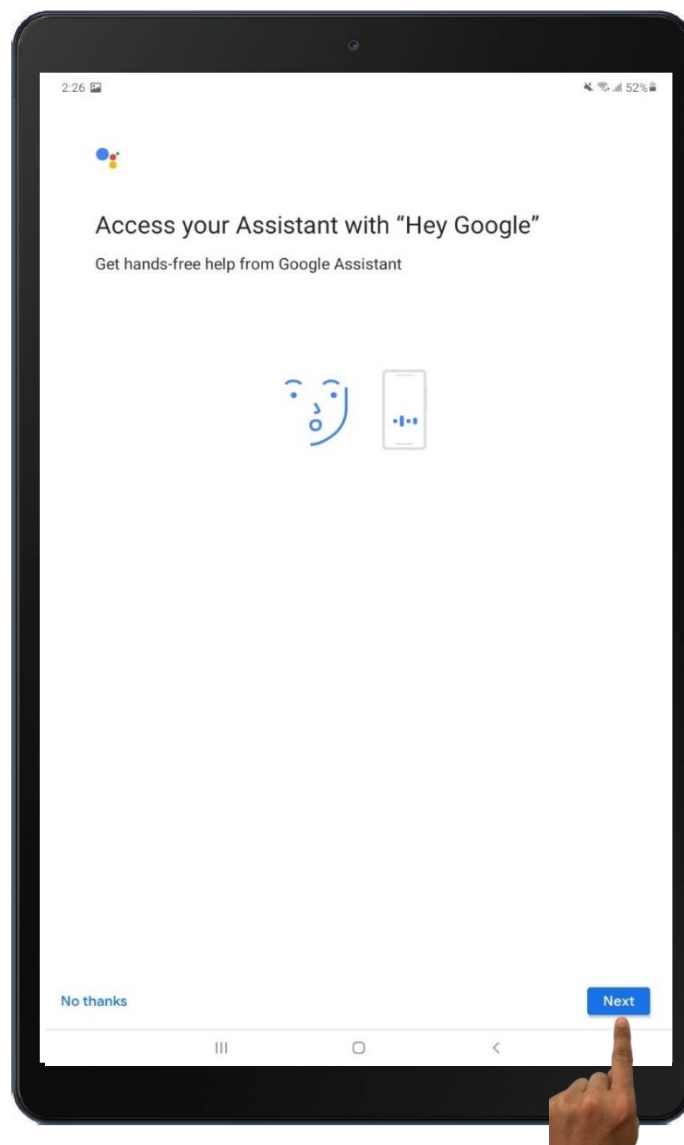
Setting up Google Assistant – Step 5

Great! You have started the **Google Assistant** set-up. **Google Assistant** is built to only recognize your voice. This set-up will teach it to detect and recognize only you. No one else will be able to use voice control on your tablet.

Google Assistant can be turned on by saying two phrases:

“Hey Google” or “Ok Google.” This set-up records your voice saying both phrases.

To begin, **click** (tap) on 



Google Assistant

Setting up Google Assistant – Step 6

On the next screen take a moment to read the disclaimer with your coach.

Agree to Voice Match

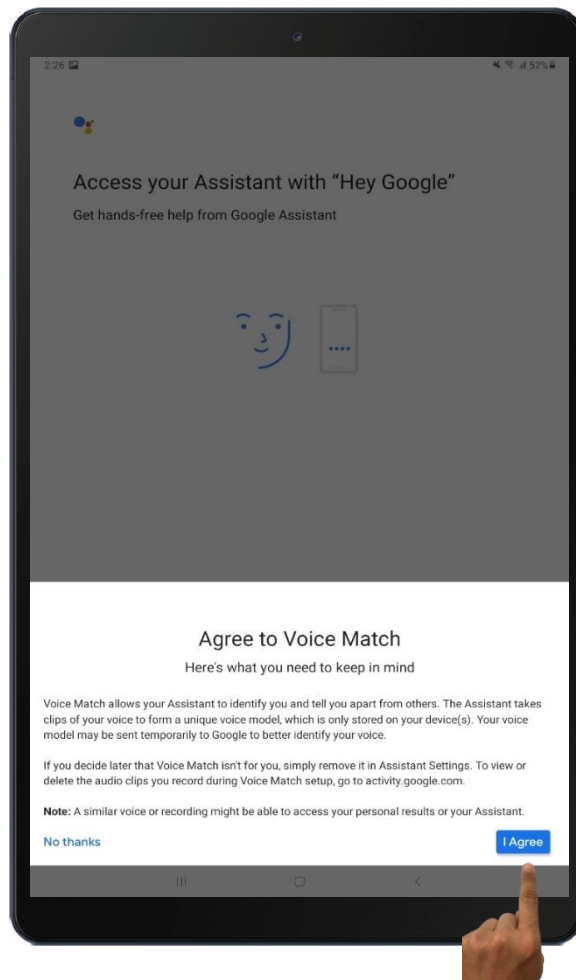
Here's what you need to keep in mind

Voice Match allows your Assistant to identify you and tell you apart from others. The Assistant takes clips of your voice to form a unique voice model, which is only stored on your device(s). Your voice model may be sent temporarily to Google to better identify your voice.

If you decide later that Voice Match isn't for you, simply remove it in Assistant Settings. To view or delete the audio clips you record during Voice Match setup, go to activity.google.com.

Note: A similar voice or recording might be able to access your personal results or your Assistant.

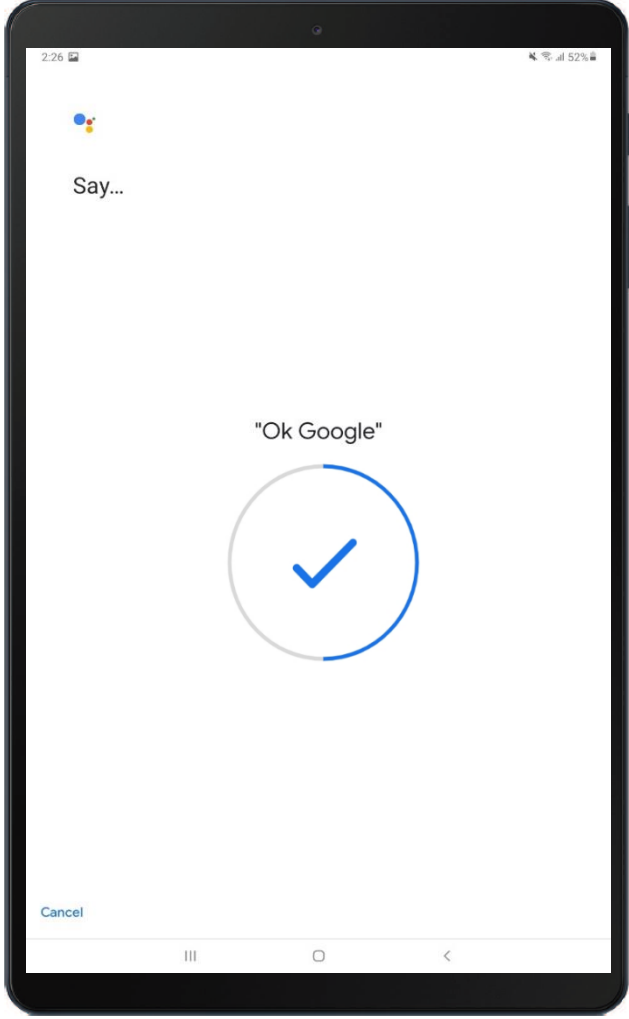
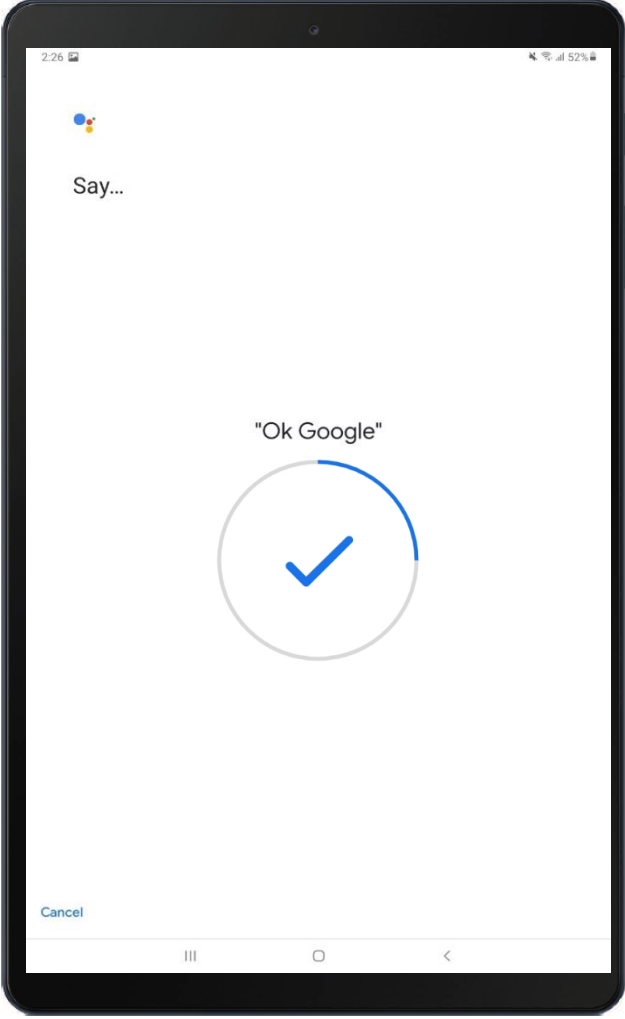
When ready, **click** (tap) on 



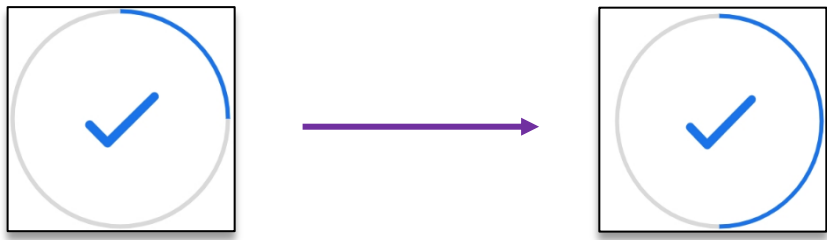
Google Assistant

Setting up Google Assistant – Step 7

To start recording your voice, say “Ok Google” aloud. You will notice a check mark on the screen when your tablet has recorded your voice saying this phrase.



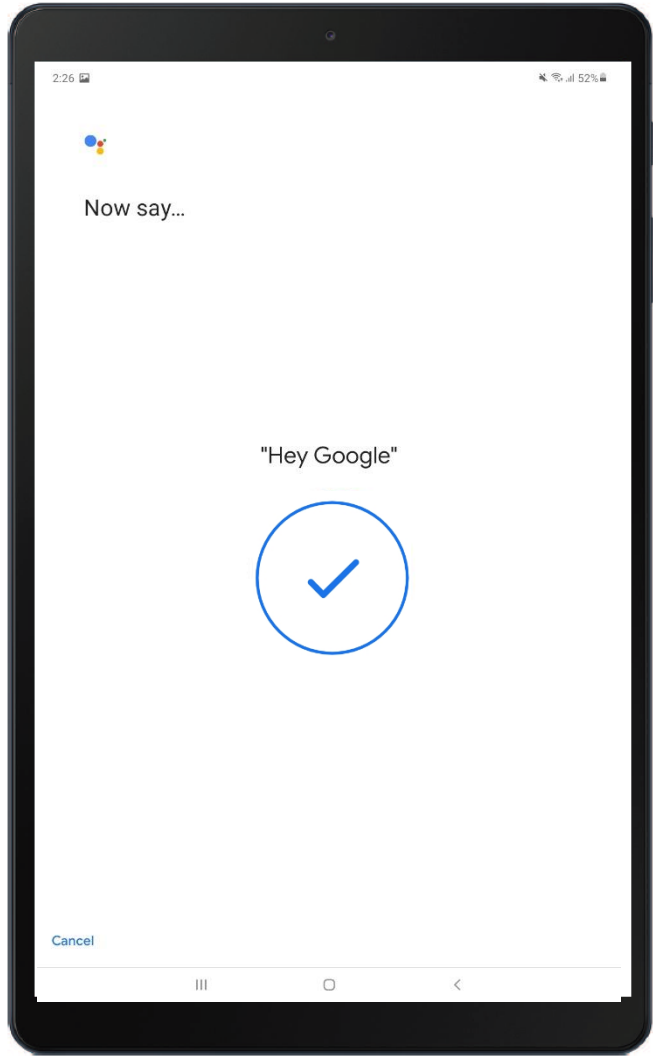
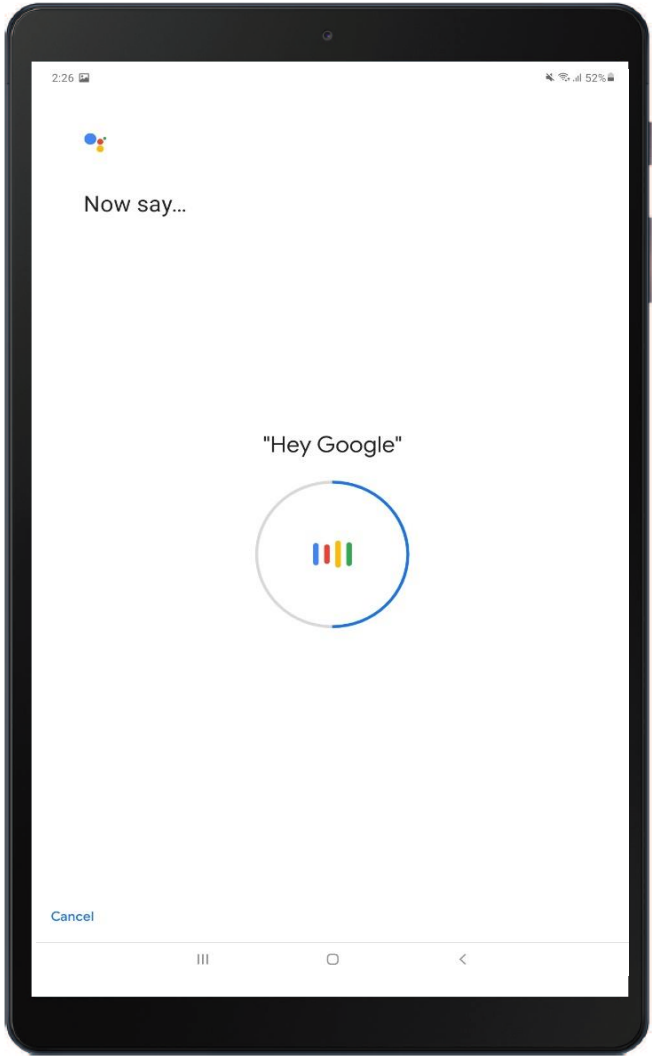
You'll need to say “Ok Google” aloud **twice** before moving on to the next section. The image in the middle of the screen will automatically change each time your tablet has recorded your voice saying “Ok Google”:



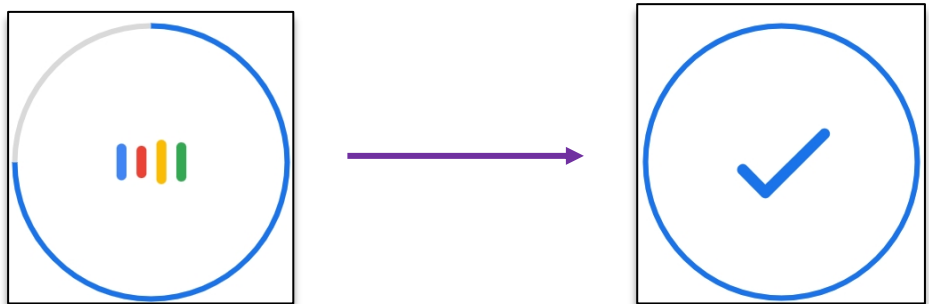
Google Assistant

Setting up Google Assistant – Step 8

On the next screen, you'll need to say "Hey Google" aloud **twice**, before moving on to the next section.




The image in the middle of the screen will change each time your tablet has recorded your voice saying "Hey Google":

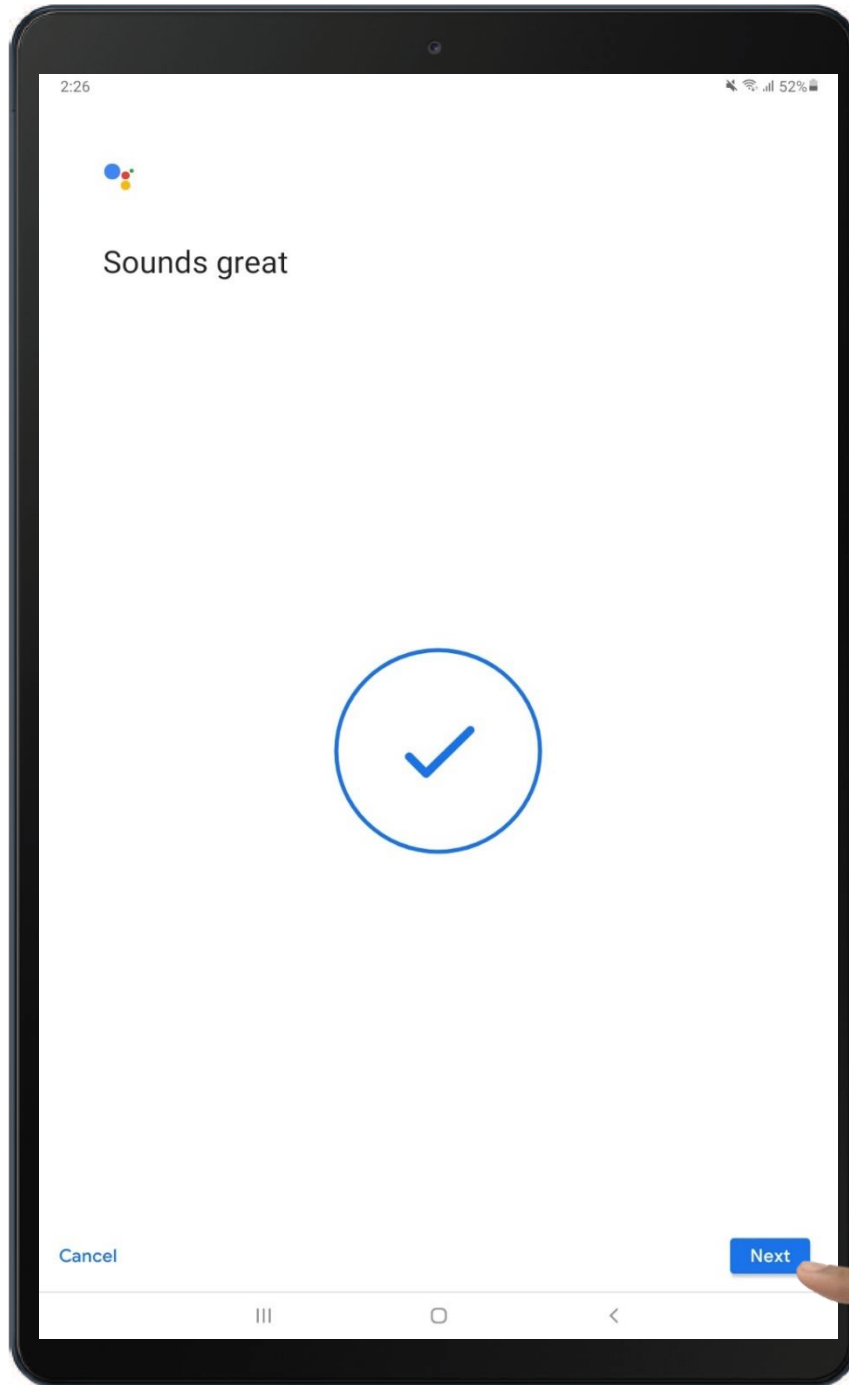


Google Assistant

Setting up Google Assistant – Step 9

Perfect! Your tablet has recorded your voice so it will recognize and only respond to you.

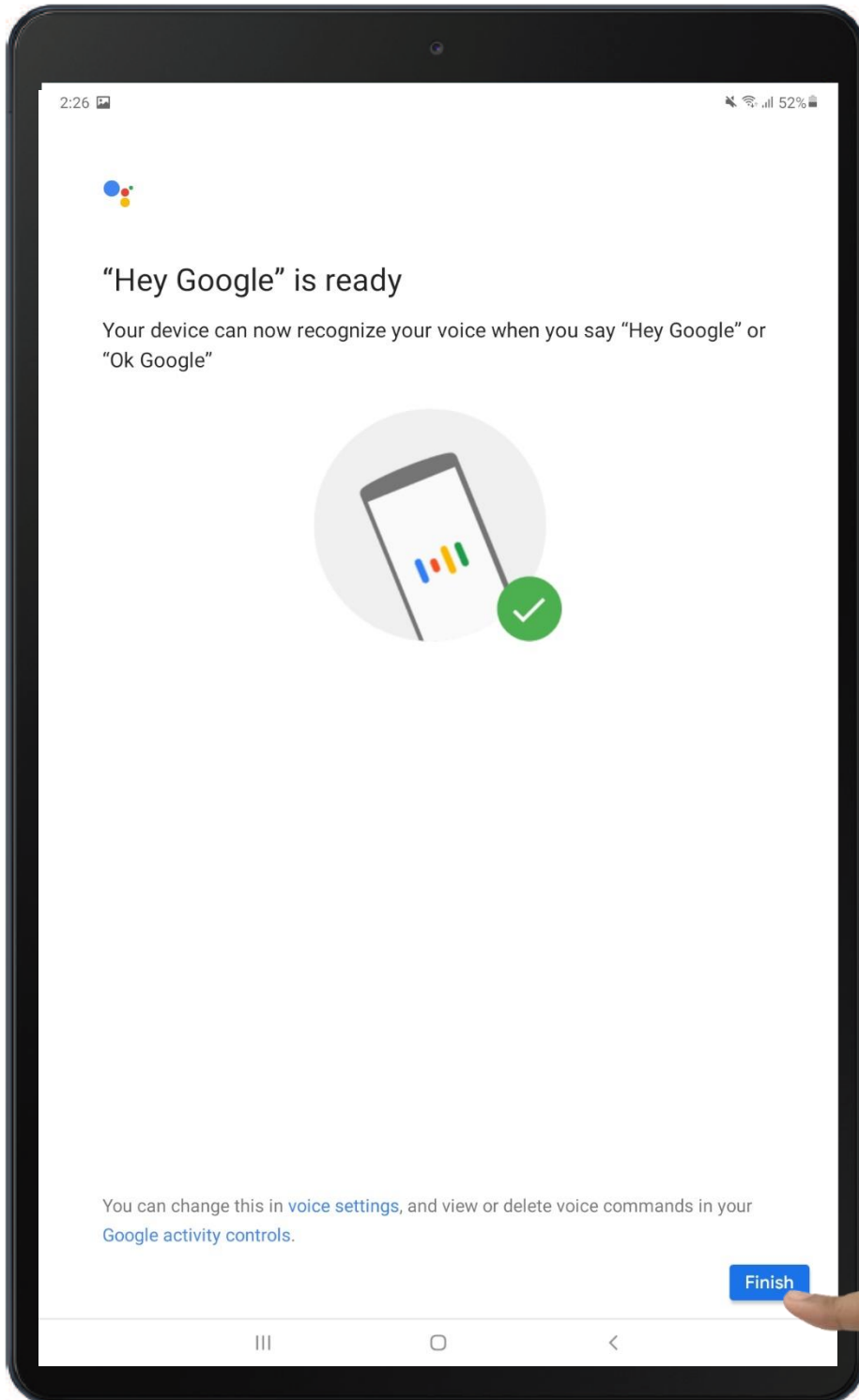
Click (tap) on 



Google Assistant

Setting up Google Assistant – Step 10

Click (tap) on **Finish**

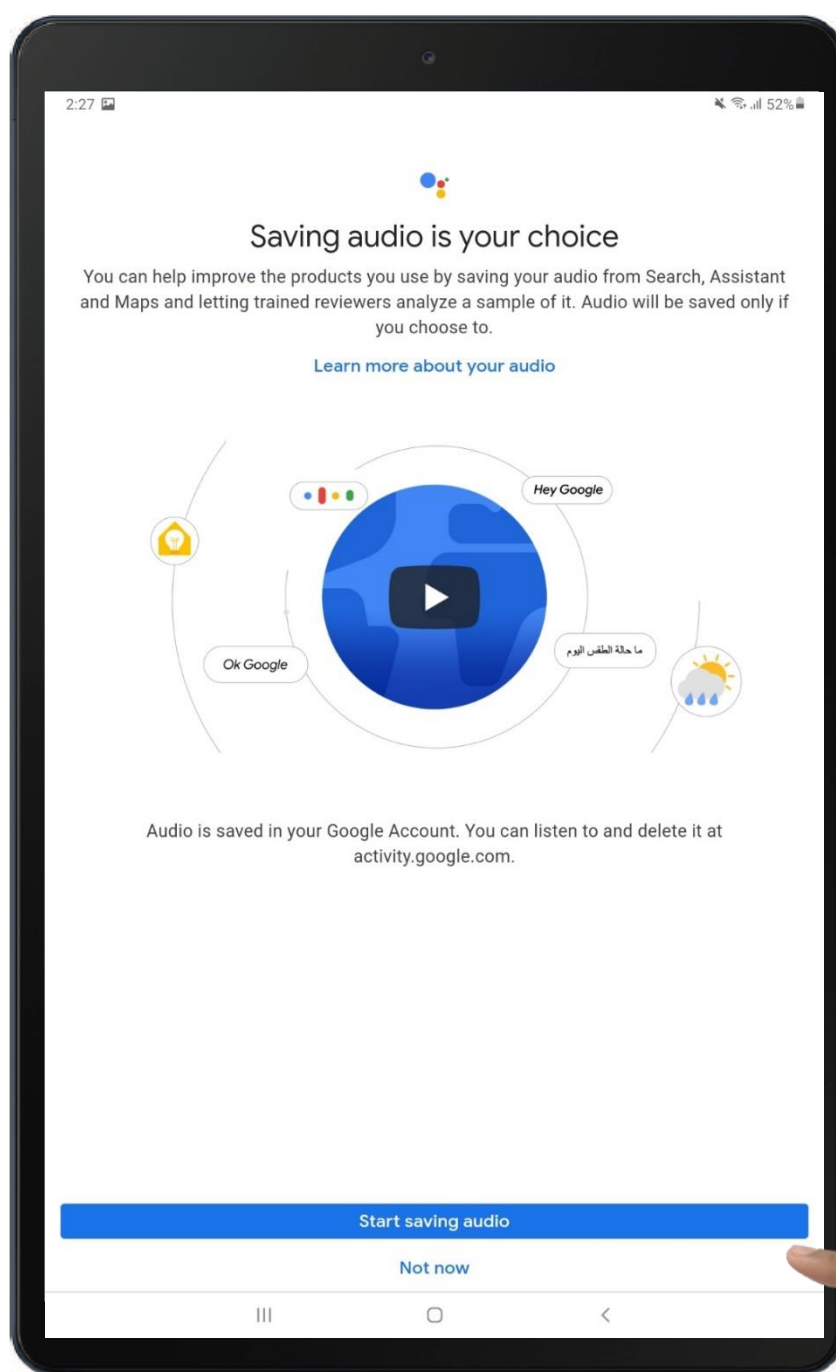


Google Assistant

Setting up Google Assistant – Step 11

On the last set-up screen, we recommend that you decline saving audio. Saving audio gives Google access to all the voice searches or commands you make to improve their services. However, it provides no added benefit to **you** when using the tablet.

Click (tap) on **Not now**



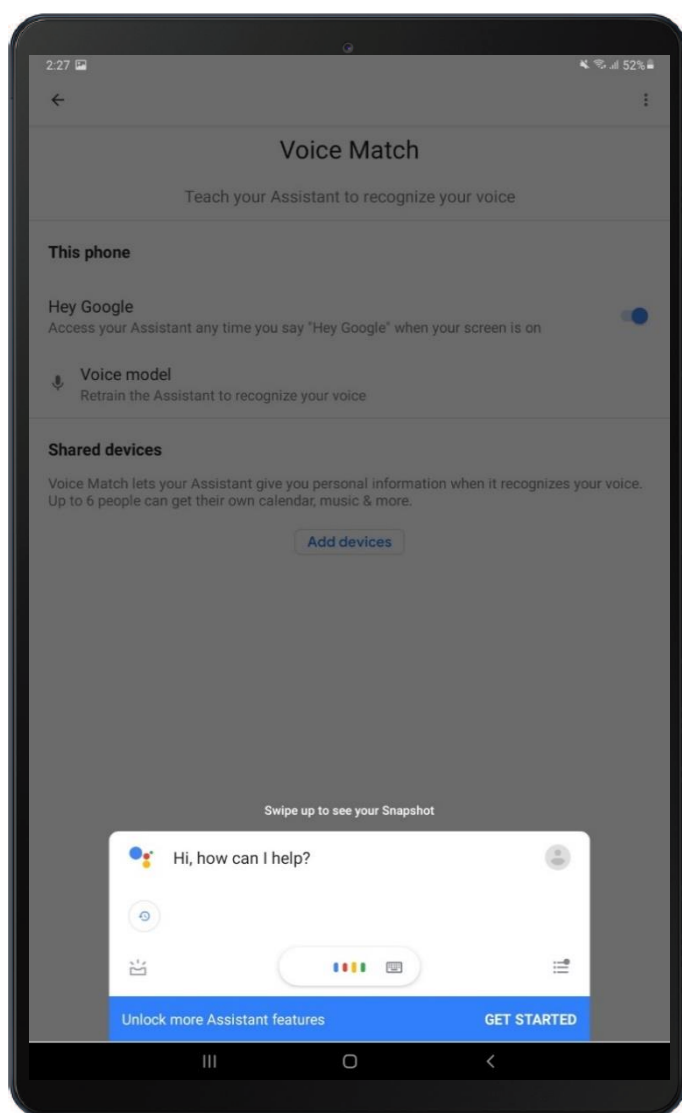
Google Assistant

Setting up Google Assistant – Step 12

You are done setting up **Google Assistant**.

Test it out. Say “Hey Google” aloud.

Your screen will get darker, and a message will appear at the bottom of your screen. When you see this message, you



can start asking aloud to your assistant anything you want.

Your coach can give you some suggestions on what to search and how to use your **Google assistant**. You can try asking anything you want – it’s fun and can’t cause any problems.


Finally, some things to know:

- You can only use **Google assistant** when your tablet is unlocked.
- **Google assistant** is not perfect! Sometimes you will need to change around what you are asking to get the


result you want. This is normal and does not mean you are doing it wrong. The tablet does not have the capability to think like you do.

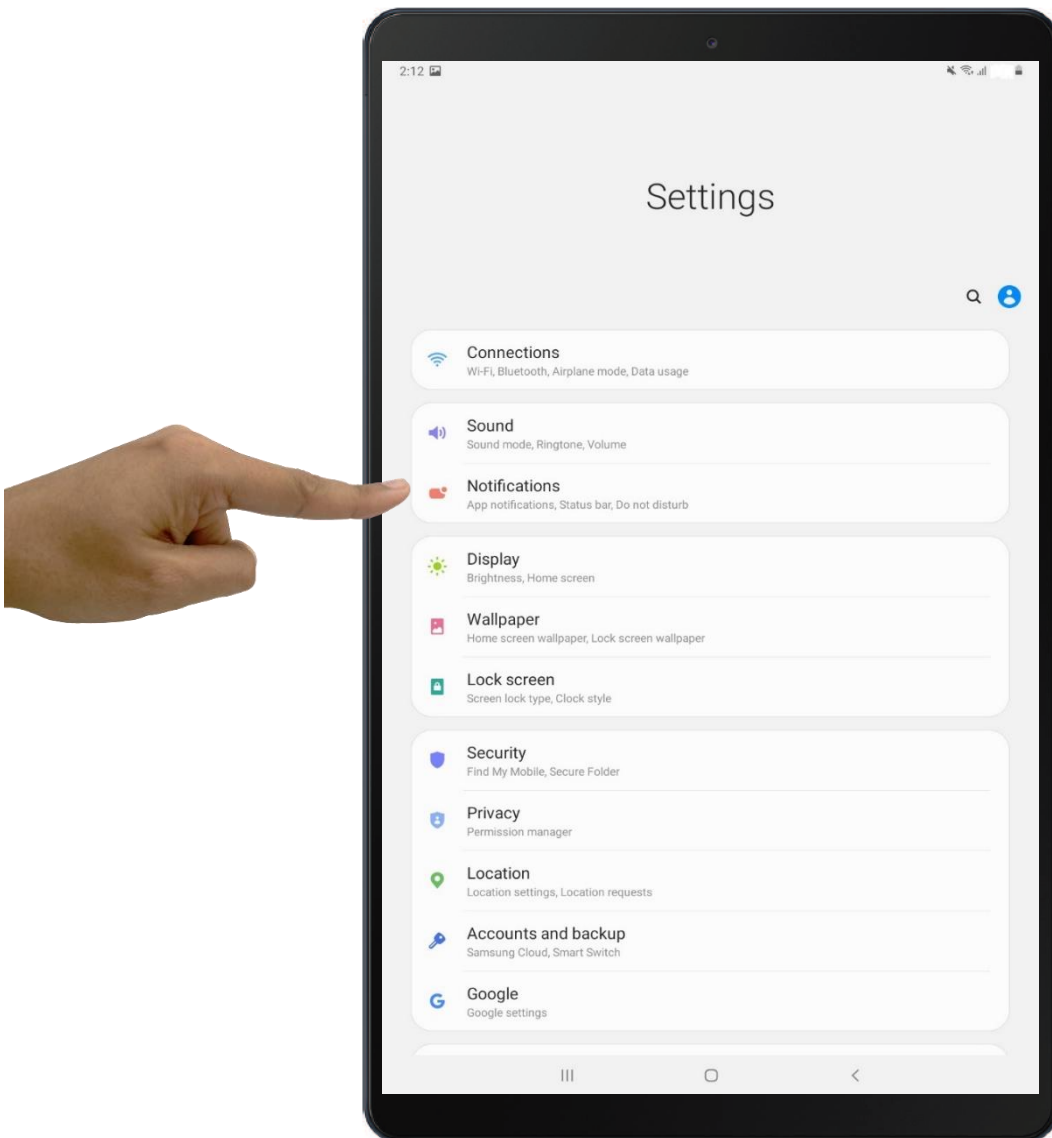
Battery Percentage

Step 1

Click (tap) on the back arrow located at the right corner  three times until you reach the general settings screen.

Your tablet by default does not give you the exact percentage your battery charge is at. It can be tedious to determine exactly how much battery charge you have left and you might unexpectedly find yourself out of power. You can change that!

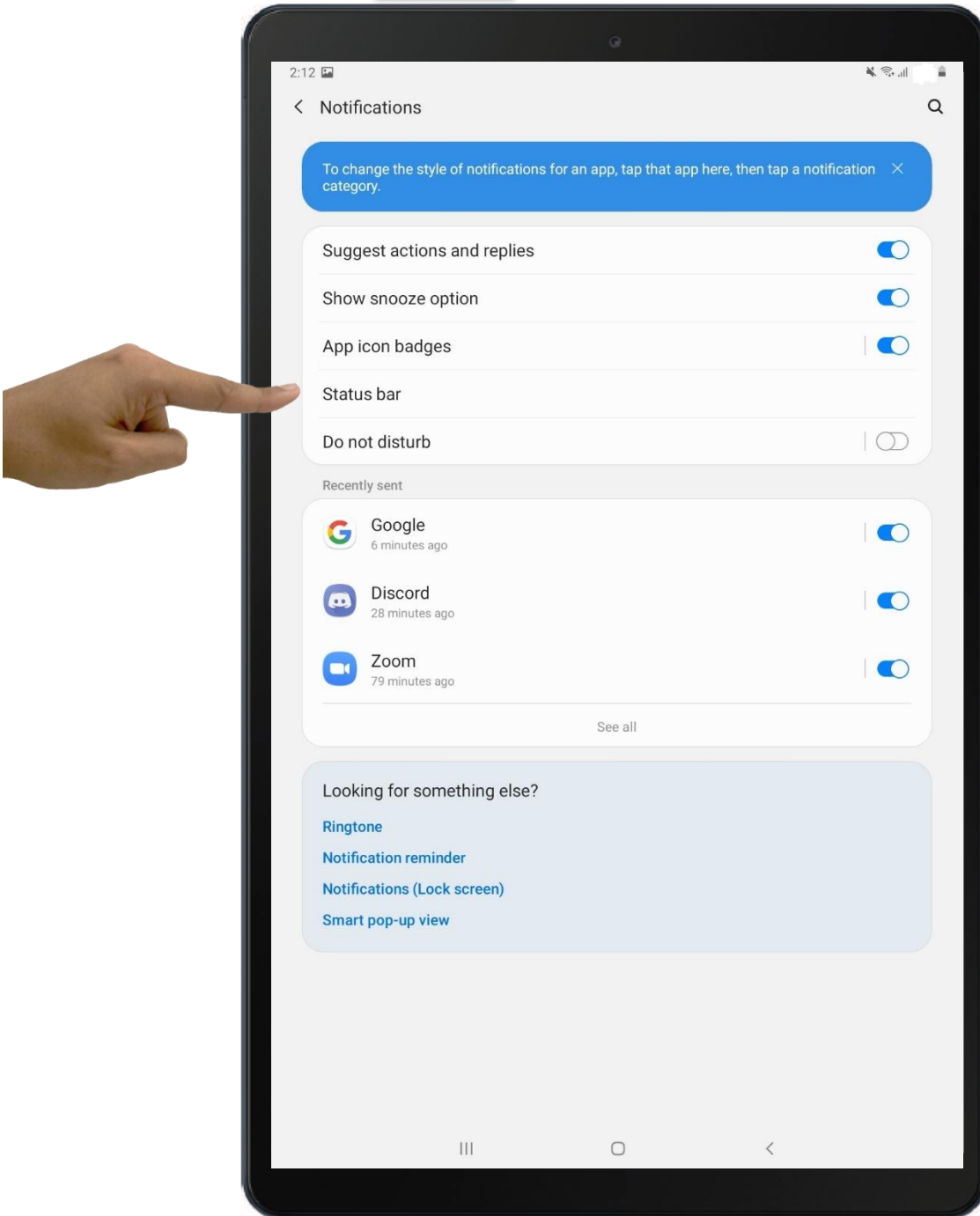
Start by **clicking** (tapping) on  **Notifications** App notifications, Status bar, Do not disturb from the **General Settings** screen



Battery Percentage

Step 2


Click (tap) on Status bar

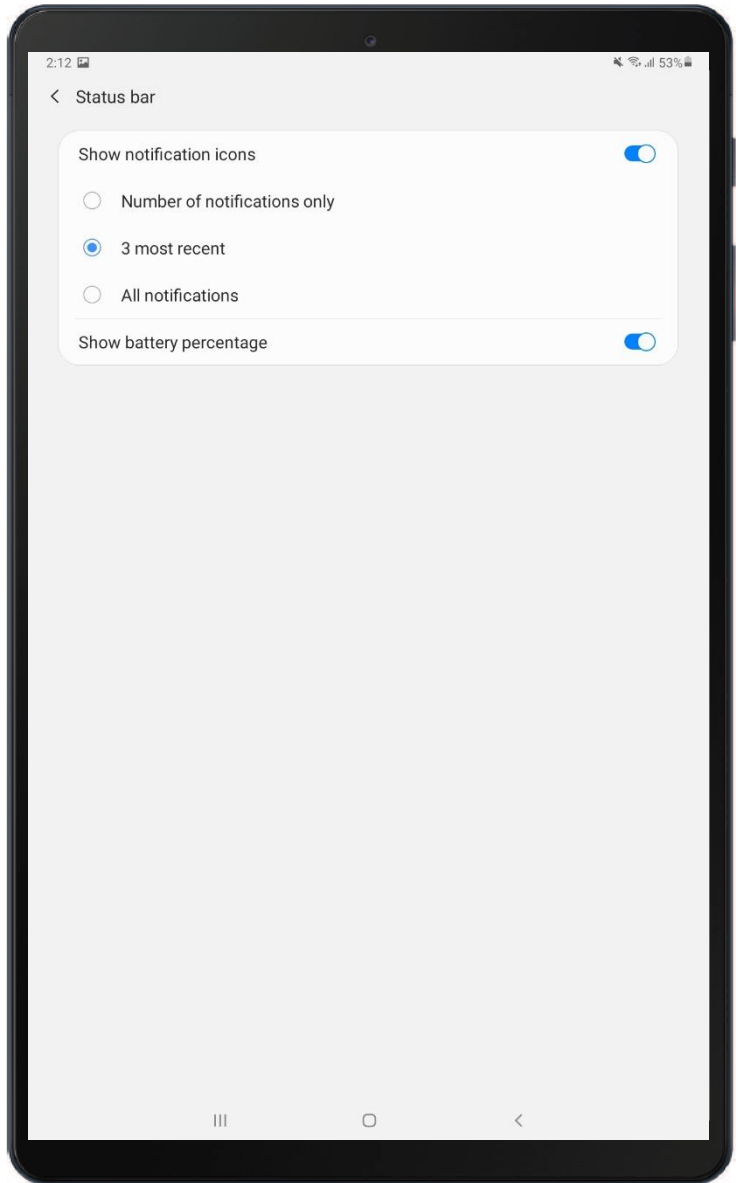
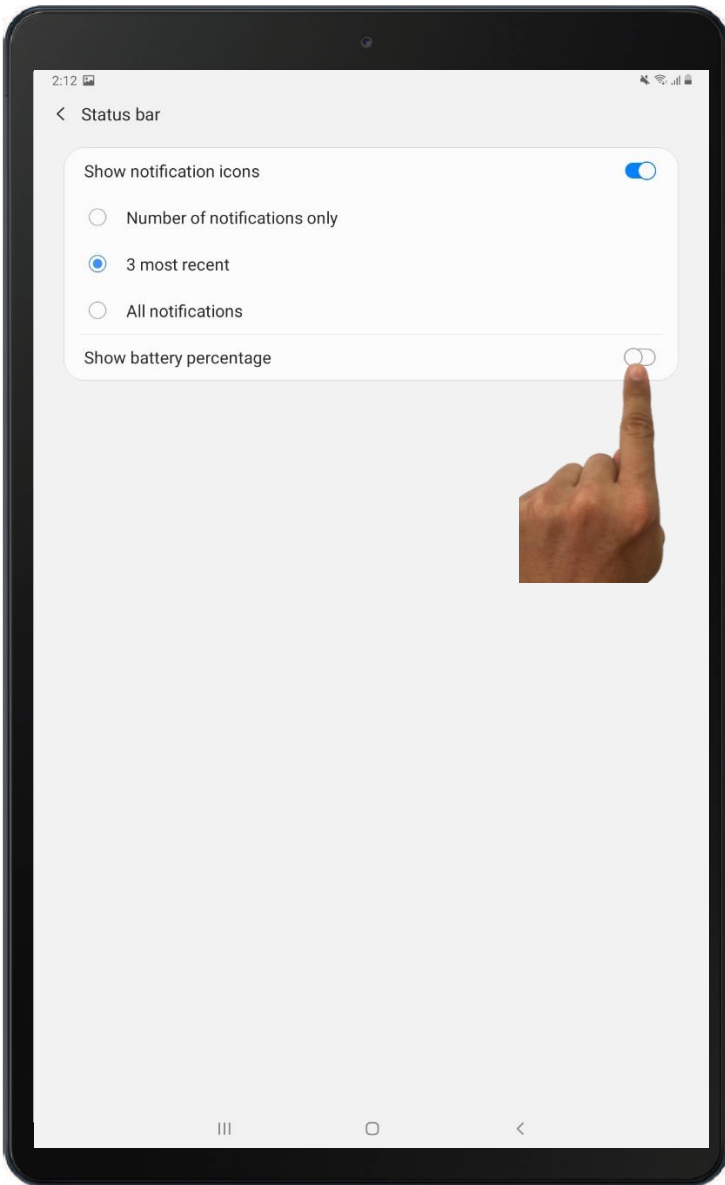


Battery Percentage

Step 3


Click (tap) on the symbol next to “*Show battery percentage.*”

You will see it turn blue. 



You will now see your battery percentage in the top right corner of your screen.



Click (tap) the back arrow  on your navigation bar, (located at the bottom right corner) twice to return to the main settings page.

NEXT STEPS

Now you know the basics of accessibility settings! Congratulations!

Tell your coach if you would like to have your next visit to focus on reviewing what you have learned today. If you feel confident with what has already been covered, you are ready to learn something new. If you have completed this entire guide, you may move on to the next guide in the series (see *New User Options* below). If you have completed the entire series, you may choose to delve deeper into this topic (see *Experienced User Options* below). Or you can work with your coach to decide on something else.

Next Visit Options:

New User Options
Zoom Basics
E-mail Basics
Pre-Installed Apps
How to Use Google

Experienced User Options
Text-to-Speech: Device converts written text into spoken words
Audio Descriptions of Videos: Device narrates video visuals
Audio Typing Feedback: Device speaks letters as you type
Magnifier: Use camera as magnifying glass
Reduce Screen Movement: Turn off motion effects on home screen

DOROT hopes that you have found this guide useful and that it has made technology more easily accessible to you.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org.