

# Accessibility in heiCO



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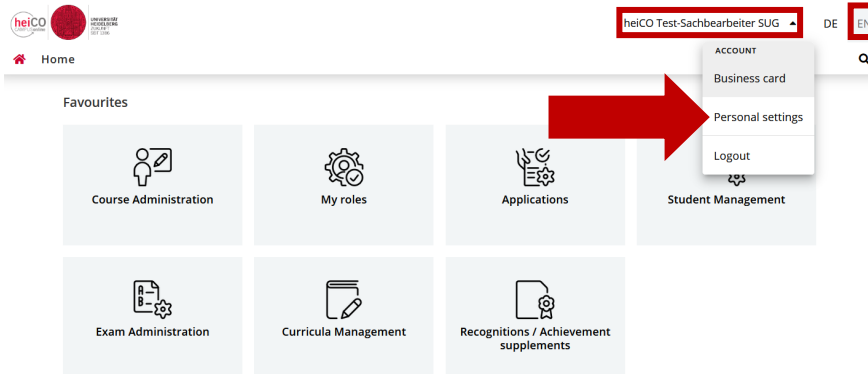
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# 1. Increase Contrast in heiCO



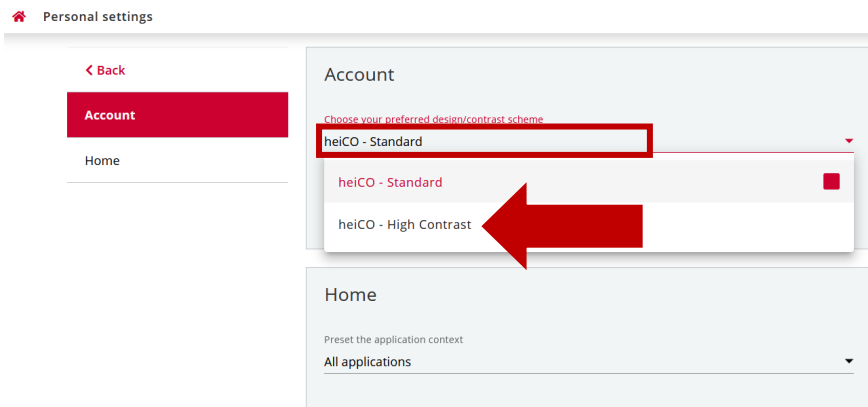
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1. Click on EN in the upper right corner to change the language to English.

After logging in to heiCO, click on your name at the top right of your personal start page and select "Personal settings" (see fig. 1).

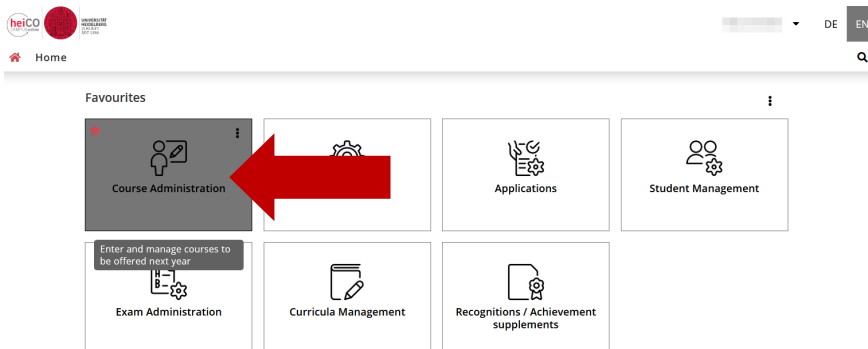
Fig. 1



2. Click on "heiCO - Standard" and select "HeiCO - High Contrast" (see fig. 2).

The contrast in heiCO is now enhanced.

Fig. 2



3. HeiCO with high contrast (see fig. 3).

You will find further customisation options below.

Fig. 3

## 2. Adjust Font Size in heiCO via Browser



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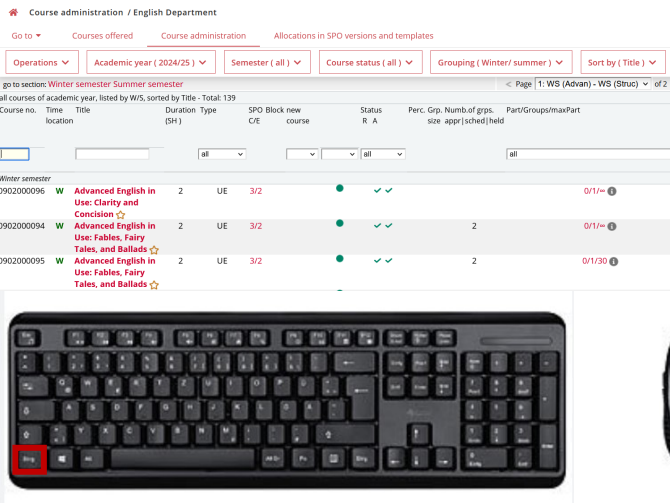


Fig. 4

4. If the font size of heiCO is too small, for example, you can enlarge the font. To do this, hold down the Ctrl key on your keyboard with the heiCO page open and turn the wheel of your mouse forwards (see fig. 4). Turn in the opposite direction to reduce the font size.

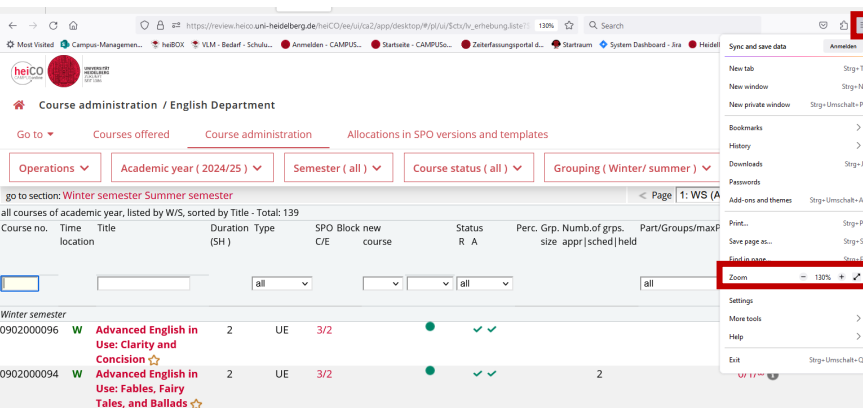


Fig. 5

5. Alternatively, you can also use your browser to enlarge or reduce the view (see fig. 5). Depending on the browser, the display may vary and be labelled differently, e.g. "Application menu" in Firefox. In this example (Firefox browser), the button that opens the settings menu is located at the top right. Click on the button and change the view using the plus and minus icons under "Zoom".

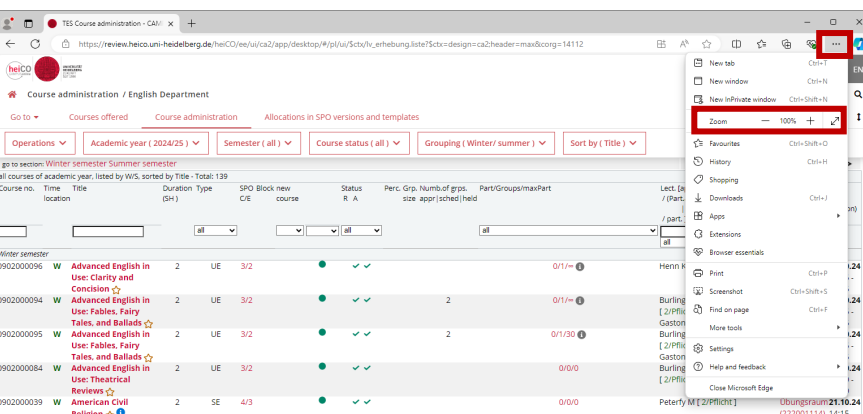


Fig. 6

6. In this example (Microsoft Edge browser), the "Settings and more" button, which opens the settings menu, is also located at the top right. Click on the button and change the view using the plus and minus icons under "Zoom" (see Fig. 6).

### 3. Change Settings in Windows

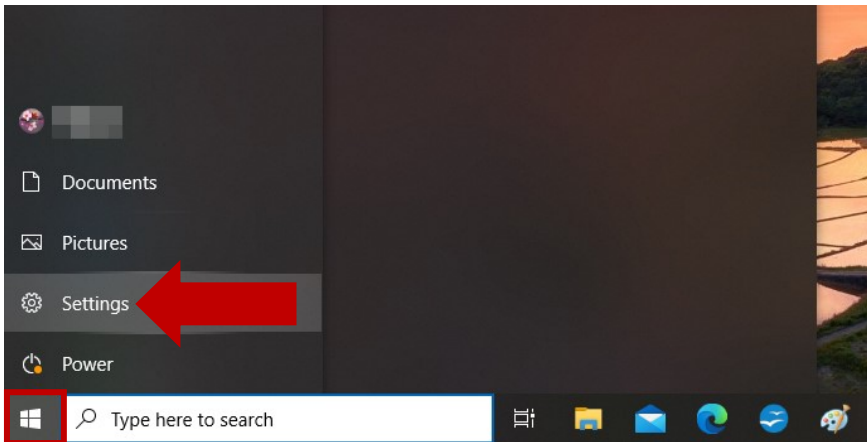


Fig. 7

7. You can also use your computer settings to make changes, e.g. to text size and contrast, use a screen magnifier or voice output.

Depending on your operating system, the following procedure may vary. In this example, the operating system is Windows 10.

Click on the Windows icon and select "Settings" (see fig. 7).

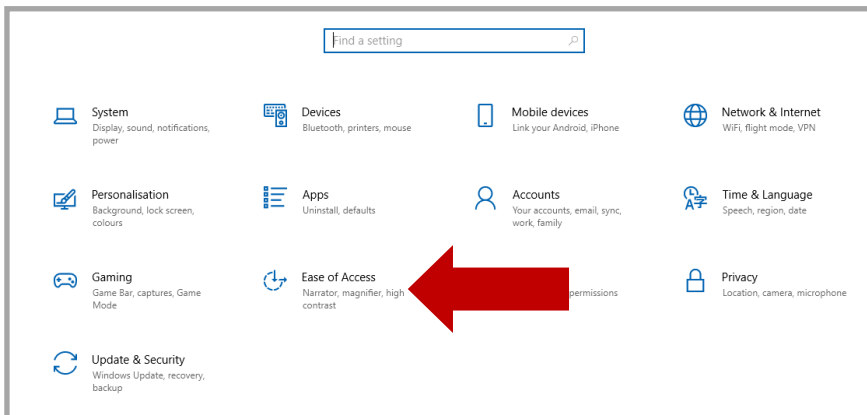


Fig. 8

8. Click on "Ease of Access" in the Windows settings (see fig. 8).

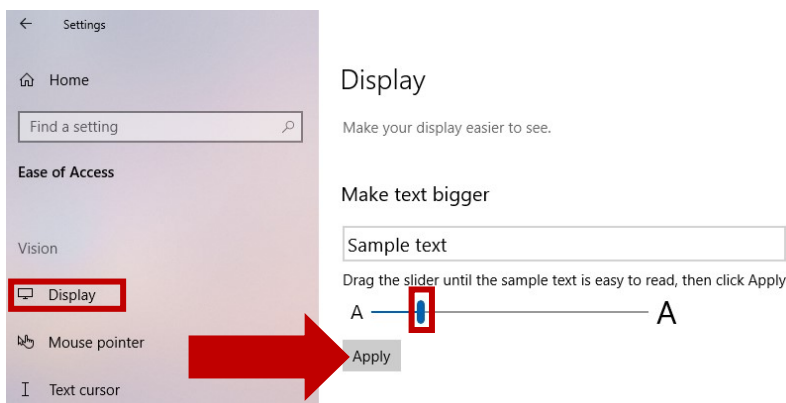


Fig. 9

9. Under "Display" you can enlarge the text display (see fig. 9). Then click on "Apply".

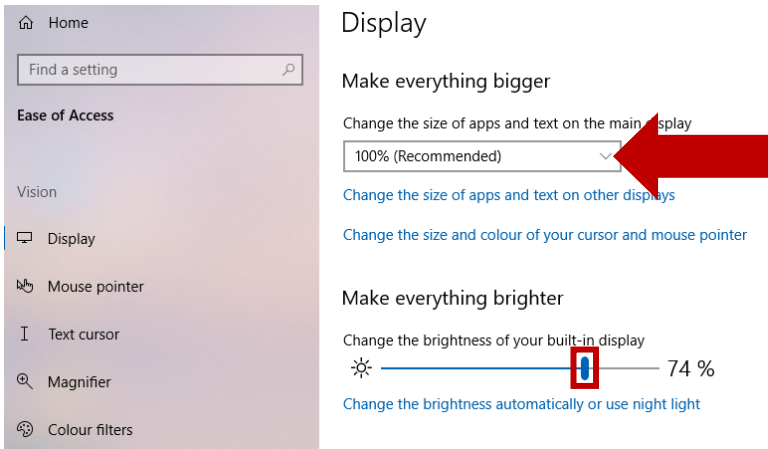


Fig. 10

10. You can also change the size of apps and text on the screen via a drop-down menu or adjust the brightness of the display (see fig. 10).

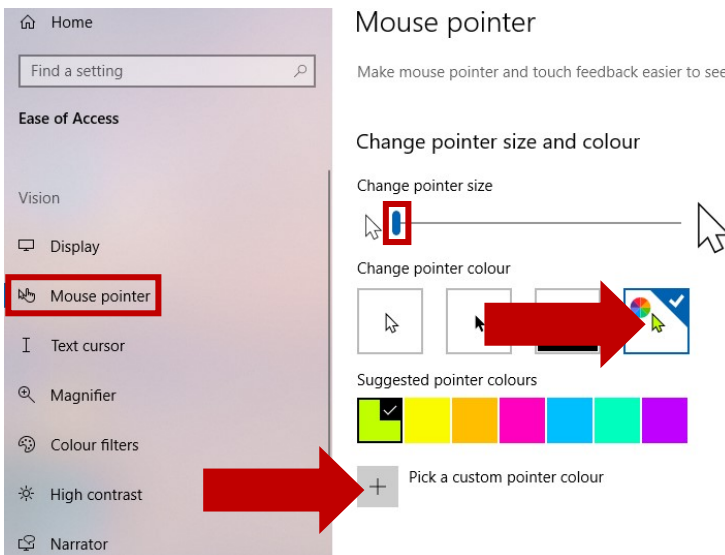
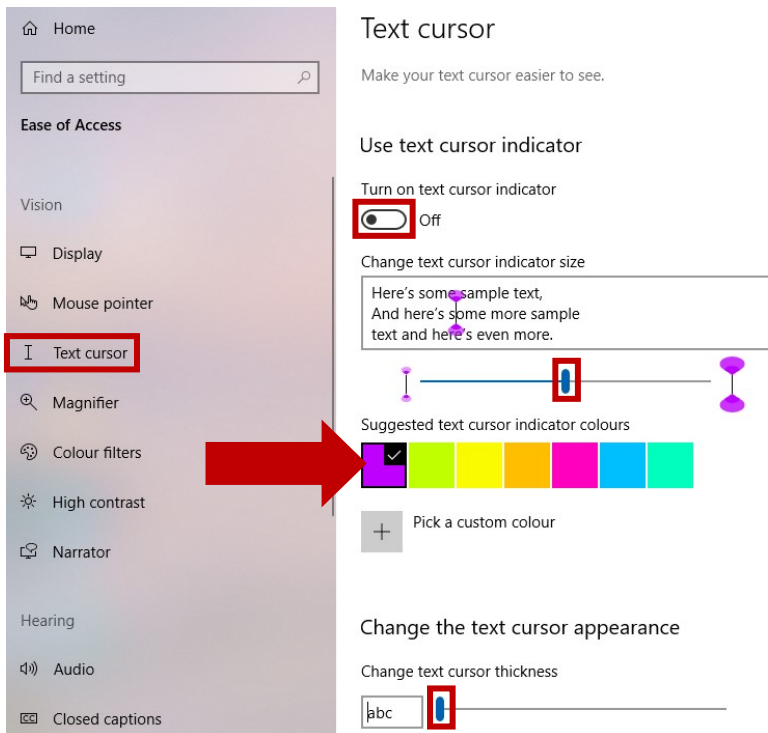


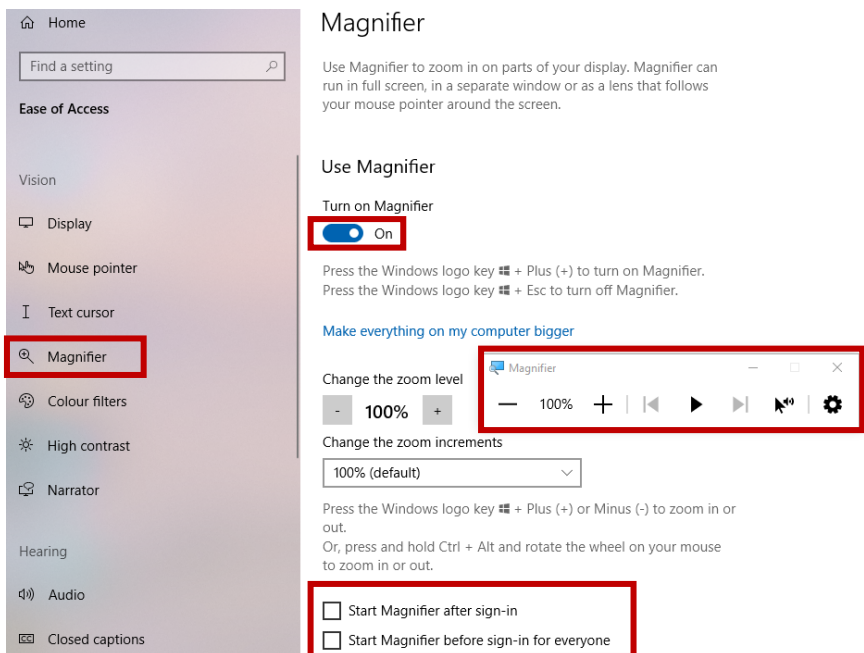
Fig. 11

11. Under "Mouse pointer" you can change the pointer size and colour (see fig. 11). You can select a suggested pointer colour or define an individual colour via "Pick a custom pointer colour".



12. If desired, you can also activate a text cursor indicator and adjust its colour and size (see fig. 12).

Fig. 12



13. You can also activate the magnifier to enlarge the view (see fig. 13). As soon as the magnifier is activated, it will appear as a floating window. You can also specify whether it should be started immediately after logging in by ticking the relevant boxes.

Fig. 13



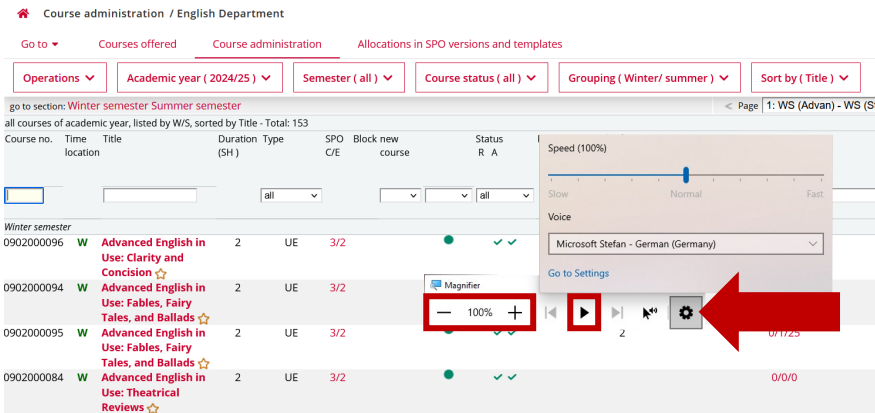


Fig. 14

14. You can use the plus and minus icons to enlarge or reduce the view (see fig. 14). You can also have parts of the page read aloud by clicking on the play button. You can change the voice and reading speed using the cogwheel.

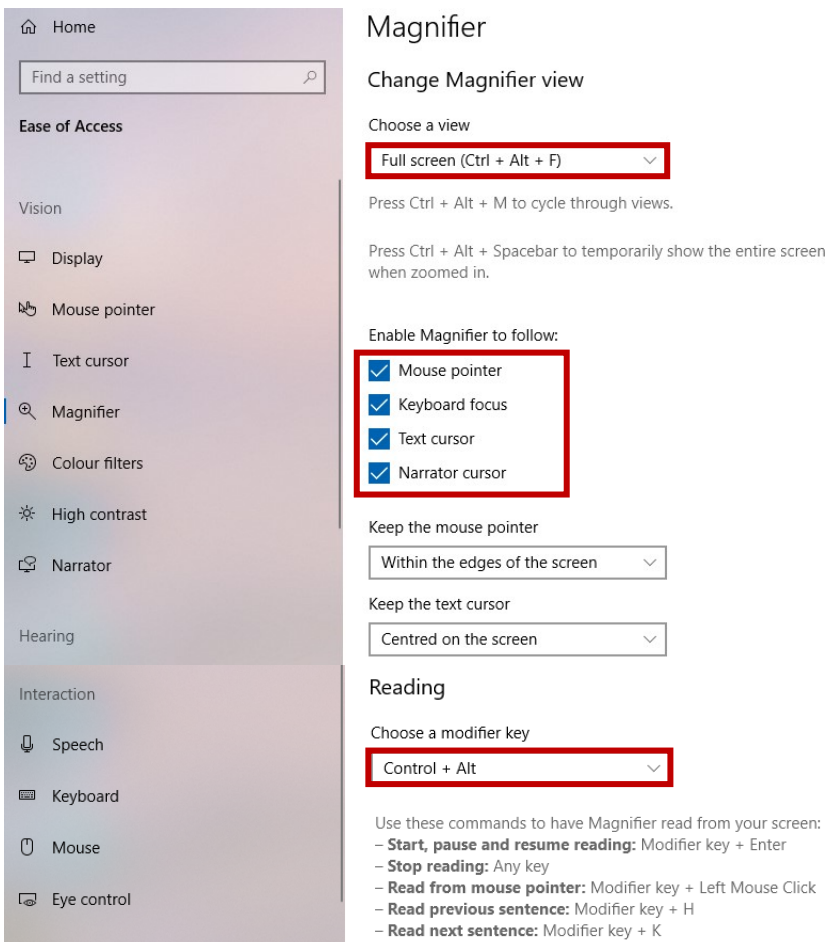


Fig. 15

15. If desired, you can make further changes to the magnifier, such as selecting the view or key commands for reading aloud (see fig. 15).

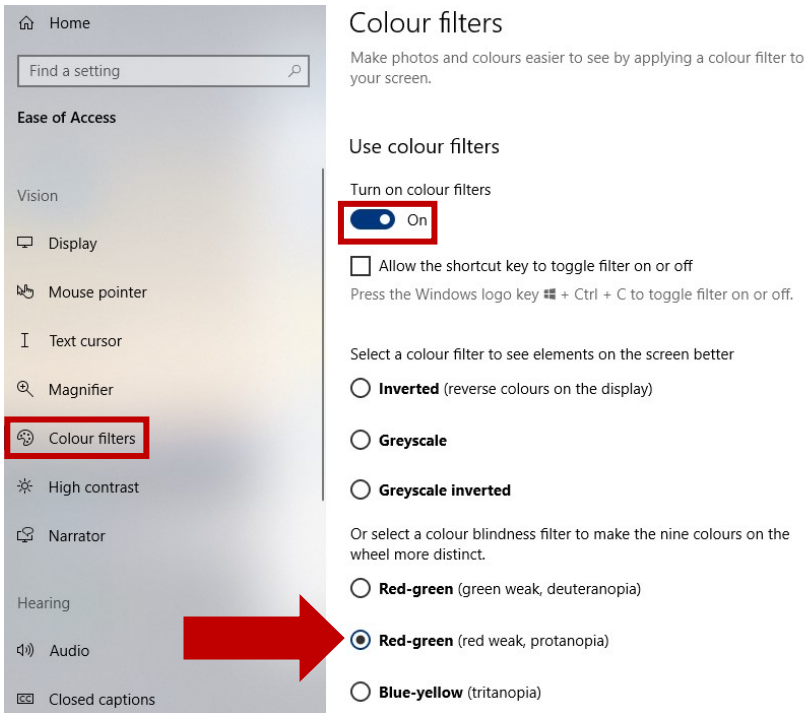


Fig. 16

16. Under "Colour filters", you have the option of selecting a colour filter, e.g. "Red-green" if you have red vision problems, in order to see elements on the screen better (see fig. 16). You can also specify whether you want to allow the selected filter to be activated and deactivated with a key combination so that you do not have to return to the settings.

Course administration / English Department

Go to: Operations | Courses offered | Course administration | Allocations in SPO versions and templates

Academic year (2024/25) | Semester (all) | Course status (all) | Grouping ( Winter/ summer ) | Sort by ( Title )

go to section: Winter semester Summer semester

all courses of academic year, listed by WS, sorted by Title - Total: 139

| Course no. | Time location | Title   | Duration (SH) | Type | SPO Block new C/E | Status R A | Perc. Grp. size | Numb. of grps. appr sched held | Part/Groups/maxPart |
|------------|---------------|---|---------------|------|-------------------|------------|-----------------|--------------------------------|---------------------|
| 0902000096 | W             | Advanced English in Use: Clarity and Concision ☆            | 2             | UE   | 3/2               | ● ✓ ✓      |                 |                                | 0/1/∞ ⓘ             |
| 0902000094 | W             | Advanced English in Use: Fables, Fairy Tales, and Ballads ☆ | 2             | UE   | 3/2               | ● ✓ ✓      | 2               |                                | 0/1/∞ ⓘ             |
| 0902000095 | W             | Advanced English in Use: Fables, Fairy Tales, and Ballads ☆ | 2             | UE   | 3/2               | ● ✓ ✓      | 2               |                                | 0/1/30 ⓘ            |
| 0902000084 | W             | Advanced English in Use: Theatrical Reviews ☆               | 2             | UE   | 3/2               | ● ✓ ✓      |                 |                                | 0/0/0               |

Fig. 17

17. The view in heiCO changes automatically without you having to make any further changes (see fig. 17).





Fig. 18

18. Under "High contrast", you can also activate a high contrast and select a different contrast theme (see fig. 18).

You can also adjust the individual colours of the theme to suit your needs by clicking on the respective colour, selecting a new one and then clicking on "Apply".

Course administration / English Department

Go to: Courses offered | Course administration | Allocations in SPO versions and templates

Operations | Academic year (2024/25) | Semester (all) | Course status (all) | Grouping (Winter/ summer) | Sort by (Title)

go to section: Winter semester Summer semester

all courses of academic year, listed by W/S, sorted by Title - Total: 139

| Course no. | Time location | Title   | Duration (SH) | Type | SPO C/E | Block new course | Status R A | Perc. size | Grp. appr | Num.of grps. [sched] | Part/Groups/maxPart [held] |
|------------|---------------|---|---------------|------|---------|------------------|------------|------------|-----------|----------------------|----------------------------|
| 0902000096 | W             | Advanced English in Use: Clarity and Concision            | 2             | UE   | 3/2     |                  | ● ✓✓       |            |           |                      | 0/1/                       |
| 0902000094 | W             | Advanced English in Use: Fables, Fairy Tales, and Ballads | 2             | UE   | 3/2     |                  | ● ✓✓       |            | 2         |                      | 0/1/                       |
| 0902000095 | W             | Advanced English in Use: Fables, Fairy Tales, and Ballads | 2             | UE   | 3/2     |                  | ● ✓✓       |            | 2         |                      | 0/1/30                     |
| 0902000084 | W             | Advanced English in Use: Theatrical Reviews               | 2             | UE   | 3/2     |                  | ● ✓✓       |            |           |                      | 0/0/0                      |
| 0902000039 | W             | American Civil Religion                                   | 2             | SE   | 4/3     |                  | ● ✓✓       |            |           |                      | 0/0/0                      |

Fig. 19

19. Here you can see an example of what heiCO with high contrast could look like (see fig. 19).

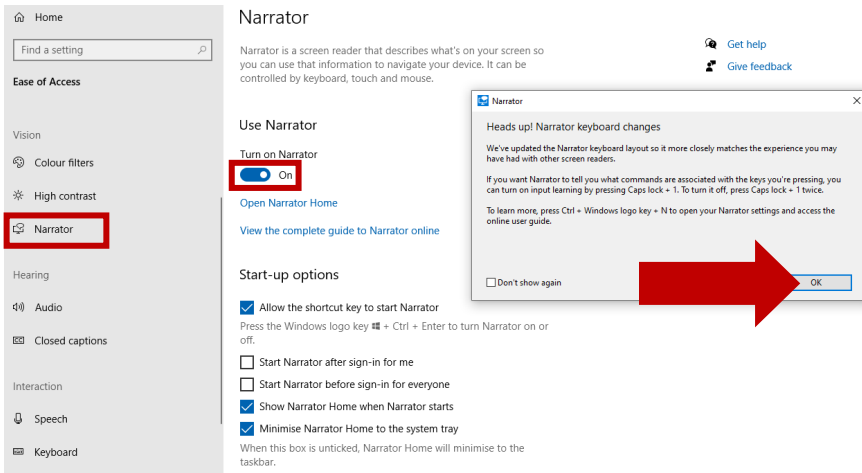


Fig. 20

20. Under "Narrator", you can activate the voice output and make settings for it, such as setting the start options (see fig. 20).

A small window for voice output and button arrangement opens when you activate it.

Click on "Ok".

## Welcome to Narrator

This is Narrator Home, where you can get help, access your settings, and learn about new features. Narrator is a screen reader that describes aloud what's on your screen, so you can use that information to navigate your device. To start or stop Narrator, press the **Windows logo key + Ctrl + Enter**. Explore the sections below to get started.

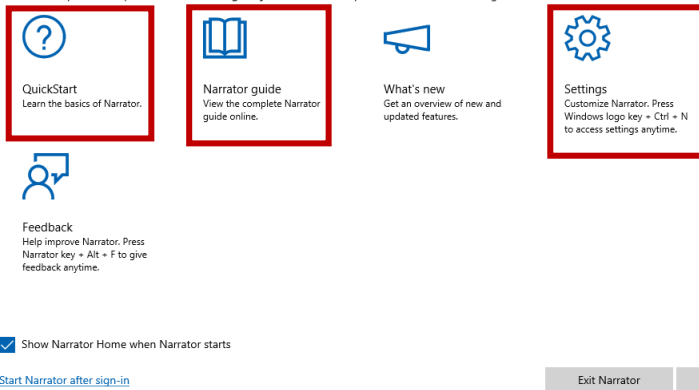


Fig. 21

21. You will now see the voice output start page, where you can, for example, familiarise yourself with the basics of the voice output, read online instructions for voice output or change settings (see fig. 21).

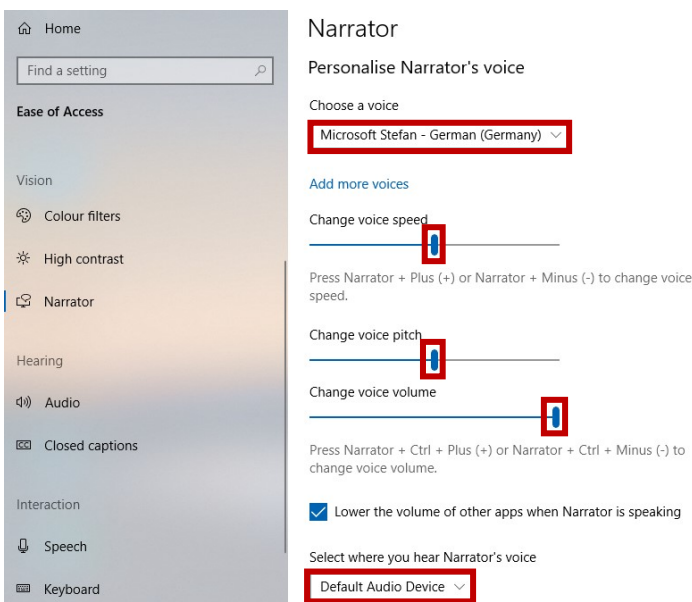
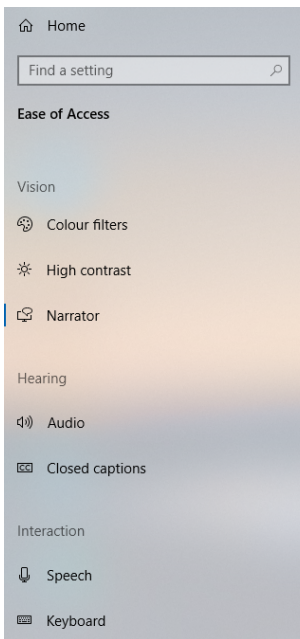


Fig. 22

22. You can also change the voice, voice speed, pitch, volume and audio device of the voice output (see fig. 22).



## Narrator

### Change what you hear when reading and interacting

Change the level of detail Narrator provides about text and controls

3 - All control details

Press Narrator + V to change how much detail Narrator provides about text and controls.

Change how capitalised text is read

Don't announce

Press Narrator + 4 to change how capitalised text is read.

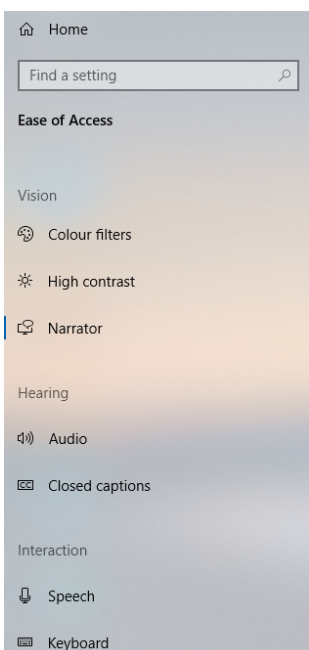
- Make the Narrator's voice emphasise formatted text
- Hear phonetics as you read by character
- Make the Narrator use punctuation to determine pauses when reading
- Hear advanced detail, like help text, on buttons and other controls

Change the level of context Narrator provides for buttons and other controls

2 - immediate context

23. You can also specify what you want to hear when you read and interact, e.g. text only, all control information, punctuation, immediate context etc., and how text in capital letters is read (see fig. 23).

Fig. 23



## Narrator

Adjust when Narrator provides details about buttons and other controls

Before controls

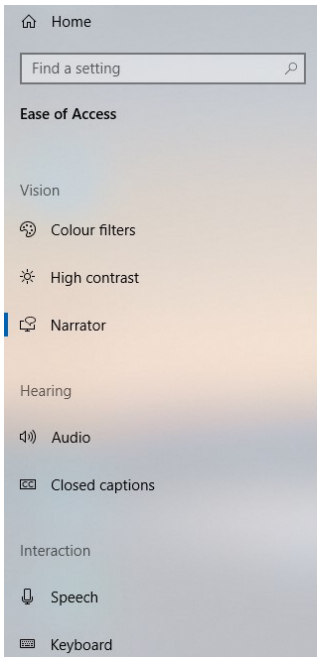
- Hear hints on how to interact with buttons and other controls
  - Hear Narrator announce why an action can't be performed
  - Hear only sounds for common actions
- Common actions include things like turning on and off scan mode and landing on a link.
- Make the Narrator be more efficient in Outlook (experimental)

### Change what you hear when typing

- Hear letters, numbers and punctuation as you type
- Hear words as you type
- Hear function keys as you type
- Hear arrow, Tab, and other navigation keys as you type
- Hear when toggle keys like Caps lock and Num lock are turned on or off
- Hear Shift, Alt, and other modifier keys as you type

24. Select the desired options and change what you want to hear when typing (see fig. 24).

Fig. 24



## Narrator

### Choose keyboard settings

Select keyboard layout

Standard

[Learn about the different Narrator keyboard layouts](#)

Select the Narrator key

Caps Lock or Insert

Lock the Narrator key so I don't have to press it for each command

On touch keyboards, activate keys when I lift my finger

[Create your own keyboard commands](#)

### Use Narrator cursor

The Narrator cursor is where Narrator is focused on your screen.

Show the Narrator cursor

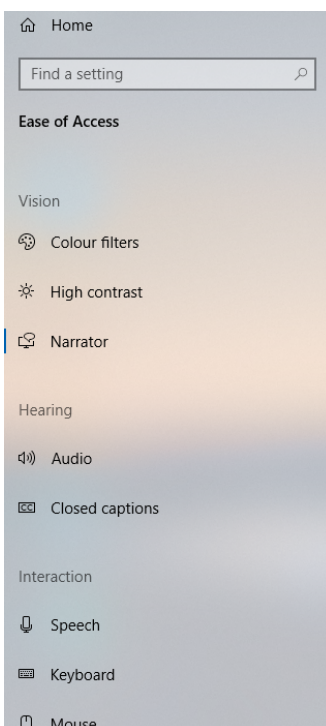
Move my cursor with the Narrator cursor as Narrator reads text

Sync the Narrator cursor and system focus

Read and interact with the screen using the mouse

25. Choose the desired keyboard settings and settings for the voice output cursor (see fig. 25).

Fig. 25



## Narrator

Select the Narrator cursor navigation mode

Normal

Normal mode is recommended.

### Use braille

To use your braille display with Narrator, you'll need to install software that lets your computer communicate with it. When you select the Download and install button below, you'll be installing the following software from BRLTTY and Liblouis:

[BRLTTY](#), distributed by the BRLTTY developers and licensed under the following terms: [GNU LGPLv2.1](#)

[Liblouis](#), distributed by the Liblouis team and licensed under the following terms: [GNU LGPLv2.1](#)

Download and install braille

### Manage your data and services

Sync my settings

Use current settings before sign-in

26. You can only use your Braille display with voice output if you download and install special software ("BRLTTY and Liblouis") (see fig. 26).

Fig. 26