

# A Step-by-Step Guide to Set Up and Use Magnifier in Windows 11

## Set Up Magnifier

### ○ Launch Magnifier:

- \* Open the Magnifier app in one of two ways:
  1. Press **Windows Key plus “+/-”**.
  2. Open Magnifier Settings by pressing **Windows Key + Ctrl + M**.
    - ◆ Turn on Magnifier by toggling the switch to On.
    - ◆ Optionally, open the drop-down next to the On-Off switch and select one or both of the following to enable Automatic startup for users with low vision.
- NOTE:** This requires administrative access.

### ○ Adjust Zoom Level:

- \* Use the + and - buttons to adjust the Zoom Level percentage.

### ○ Change the Zoom Increment

- \* Open the drop-down box to adjust the Zoom Increment percentage which controls how much the screen zooms in or out when the Zoom Level is increased or decreased.

### ○ Change the Magnifier View:

- \* Magnifier has 3 view options:

- ❖ **Lens (Ctrl + Alt + L)** - Magnifier will display in a small window which acts like holding a magnifying glass over a portion of the screen. The Magnifier Lens moves with the mouse pointer and the mouse pointer is active through the Magnifier Lens.

**NOTE:** both the horizontal and vertical length of the Magnifier Lens can be changes in the Magnifier View options.

- ❖ **Docked (Ctrl + Alt + D)** - Magnifier will display in a docked window that sits across the top of the screen and shows a magnified view of the portion of the screen. By default, Magnifier will follow the:

- ◆ Mouse pointer
    - ◆ Keyboard focus
    - ◆ Text cursor
    - ◆ Narrator cursor

**NOTE:** These options can be changed by expanding the Magnifier View options.

- ❖ **Full-screen (Ctrl + Alt + F)** - Magnifier will magnify the entire screen. However, because the entire screen is magnified, not all screen content will be viewable at the same time. To see content not currently viewable, the mouse must be moved in the direction of the part of the screen you want to see.

- ◆ With Full-screen, options are available to keep the mouse pointer and text cursor:
      - ❖ Within the edges of the screen
      - ❖ Centered on the screen

- **Appearance:**

- \* Invert colors to invert the colors of the magnified window.

**NOTE:** Press **Ctrl + Alt + I** to toggle Invert colors when Magnifier is running.

- \* Smooth edges of images and text for a clearer view.

- **Reading (text-to-speech):**

- \* Reading shortcut: Open the drop-down box to select the Reading shortcut key. The choices are:
  - ❖ Ctrl + Alt
  - ❖ Caps Lock
  - ❖ Insert
  - ❖ Caps Lock or Insert

**NOTE:** Reading shortcut keys perform the following functions:

- ◆ Start, pause, and resume reading: **Reading shortcut + Enter**
- ◆ Stop reading: **Any key**
- ◆ Read from mouse pointer: **Reading shortcut + Left mouse click**
- ◆ Read previous sentence: **Reading shortcut + H**
- ◆ Read next sentence: **Reading shortcut + K**

- \* Choose a voice: Open the drop-down box to choose a voice for the Magnifier Reading (text-to-speech) feature. Default English (United States) choices include:

- ❖ Microsoft David
- ❖ Microsoft Zira
- ❖ Microsoft Mark

- \* Add natural voices: Select the **Add** button to open the Add a voice window where you can select, download, and install additional voices for text-to-speech functionality.

## Using Magnifier in Windows 11

Once you get Magnifier set up the way you want, you only need to remember 3 keystrokes to open Magnifier, increase the zoom level, decrease the zoom level, and close Magnifier. This provides a simple, yet powerful tool for individuals who have difficulties seeing digital content on the computer display.

- To open Magnifier, press **Windows Key plus “+/-”**
- To increase the zoom level, press **Windows Key plus “+/-”** (while Magnifier is running)
- To decrease the zoom level, press **Windows Key plus “-”** (while Magnifier is running)
- To close Magnifier, press **Windows Key plus Esc**

**NOTE:** A more detailed description of setting up and using Magnifier can be found at [How to use Magnifier in Windows-11.](#)