

How to Make Digital Content Easier to See (Windows 11)

NOTE: These settings are recommended. Please adjust for your specific needs!

Display Settings:

- Press **Windows Key + I** to display the Windows Settings window.
- Select **System** (if it is not already selected).
- Select **Display**.
- If only using a laptop monitor or a single external monitor:
 - * Scroll down to **Scale and layout**.
 - * If **Scale** is set to:
 - ◆ 100% (Recommended), change this to 125% or 150% depending on your needs. (The higher the percentage, the larger the size of text, apps, icons, images, charts, graphs, etc.)
 - ◆ 125% (Recommended), change this to 150%.
 - ◆ 150% (Recommended), keep at 150% for laptop and external monitor.
 - * **Leave the Display resolution at the recommended setting for both laptop screen and external monitor.**
- If using multiple external monitors:
 - * For each external monitor:
 - ◆ Select the external monitor.
 - ◆ Scroll down to **Scale and layout**.
 - ◆ Set the **Scale** to 125% or 150% depending on your needs. (The higher the percentage, the larger the size of text, apps, icons, images, charts, graphs, etc.)
- NOTES:**
 - **It is recommended that each external monitor be the same size.**
 - **Set the Scale for each external monitor to the same percentage.**
- **(Optional) Night Light** – Use warmer colors to help block blue light.
 - * Turn this On if you would like to show warmer colors on your display.
 - * Expand the Night Light Settings by selecting the **>** to the right of the Off/On toggle to access the Night Light Settings.
 - ◆ Move the sliders to adjust the Strength of the Night Light.
 - ◆ **(Optional)** Schedule night light
 - ❖ Toggle Schedule night light On
 - ❖ Select Sunset to sunrise to have Night Light on from sunset to sunrise
 - OR**
 - ❖ Select Set hours to have Night Light turn on and off at specific times during the day/night.
- Close the Windows Settings window.

Accessibility Settings:

- Press *Windows Key + U* to display the Accessibility Settings window.

NOTE: All the following settings will be found under the Vision section of the Accessibility Settings.

- Select **Text size**.

- * Use the slider to increase the size of text to meet your needs. Make sure to select the *Apply* button to apply the new settings.
- * Select **Accessibility** or press *Alt + Left Arrow* to go back to the main Accessibility Settings window.

- Select **Visual effects**.

- * Turn on Always show scroll bars.
- * Turn off Transparency effects.
- * Turn off Animation effects.
- * Select **Accessibility** or press *Alt + Left Arrow* to go back to the main Accessibility Settings window.

- Select **Mouse pointer and touch**.

- * Select a Mouse pointer style that meets your visual needs.
 - ◆ White with a black outline.
 - ◆ Black with a white outline.
 - ◆ Inverted
 - ◆ Custom color
- * Use the slider to increase the size of the mouse pointer to meet your needs.
- * Select **Accessibility** or press *Alt + Left Arrow* to go back to the main Accessibility Settings window.

- Select **Text cursor**.

- * Turn on Text cursor indicator. This will display an indicator above and below the text cursor which will move with the text cursor to help you locate and track the text cursor.
(Optional)
 - ◆ Use the slider to increase or decrease the size of the text cursor indicator.
 - ◆ Choose a color for the text cursor indicator to meet your visual needs.
- * Under **Text cursor thickness**, use the slider to increase the thickness of the text cursor to help you locate and track the text cursor.
- * Select **Accessibility** or press *Alt + Left Arrow* to go back to the main Accessibility Settings window.

- Select **Magnifier** (optional if you need to magnify content displayed on your screen)

- * Change the initial Zoom level to meet your visual needs.
- * Change the Zoom increment to 10% or 25% to allow smaller incremental increases or decreases in the Zoom level when using Magnifier.

- * **Select View**
 - ♦ Change the View of the Magnifier when it initially runs.
 - ❖ **Lens** – displays a rectangular shaped box which displays magnified content and moves with your mouse cursor. This is like holding a small magnifying glass over your display.
 - ❖ Use the sliders to adjust the horizontal and vertical lengths of the Lens.
 - ❖ **Docked** – displays a horizontal window at the top of your primary display which displays magnified content and (by default) follows your Mouse pointer, Keyboard focus, Text cursor, and Narrator cursor (if Narrator is running).
 - ❖ **Full screen** – magnifies your entire display across all monitors and (by default) follows your Mouse pointer, Keyboard focus, Text cursor, and Narrator cursor (if Narrator is running).
- * Keystrokes to operate Magnifier.
 - ♦ **Turn on Magnifier** – *Windows Key plus +/-*
 - ♦ **Increase magnification** (when Magnifier is running) – *Windows Key plus +/-*
 - ♦ **Decrease magnification** (when Magnifier is running) – *Windows Key plus -*
 - ♦ **Switch to Lens view** – *Ctrl + Alt + L*
 - ♦ **Switch to Docked view** – *Ctrl + Alt + D*
 - ♦ **Switch to Full screen view** – *Ctrl + Alt + F*
 - ♦ **Cycle through the views** – *Ctrl + Alt + M*
 - ♦ **Invert colors displayed in the magnified window** – *Ctrl + Alt + I*
 - ♦ **Exit Magnifier** – *Windows Key + Esc*
- * Select **Accessibility** to go back to the main Accessibility Settings window.
- Select **Color filters** (optional if you have challenges seeing colors).
 - * Turn on Color filters.
 - * Choose a Color filters theme that meets your vision needs.
 - ♦ Red-green (green weak, deutanopia)
 - ♦ Red-green (red weak, protanopia)
 - ♦ Blue-yellow (tritanopia)
 - ♦ Grayscale (all content is displayed in black, white, and shades of gray)
 - ♦ Grayscale inverted (all content is displayed in black, white, and shades of gray, but inverted)
 - ♦ Inverted (all content is displayed in color, but the colors are inverted)
 - * Turn on Keyboard shortcut for color filters (optional)
 - ♦ Enables the use of *Windows Key + Ctrl + C* to turn color filters on and off.
 - * Select **Accessibility** to go back to the main Accessibility Settings window.
- Select **Contrast themes** (optional if you need higher contrast to see content).
 - * Choose one of the default themes to meet your vision needs and then select Apply.
 - ♦ Aquatic – very dark gray background.

- ♦ Desert – bright background.
- ♦ Dusk – dark gray background.
- ♦ Night sky – black background.

NOTES:

- ❖ Previews of the default themes are displayed to show what the display will look like when the theme is applied.
- ❖ Once the default theme has been applied, you can select the *Edit* button to change the colors of the following items. When done making changes, select the *Save as* button to save your custom color theme.
 - ❖ Background
 - ❖ Text
 - ❖ Hyperlink
 - ❖ Inactive text
 - ❖ Selected text (foreground and background)
 - ❖ Buttons (button color and text color)

* Select **Accessibility** to go back to the main Accessibility Settings window.

● Close the Settings window.