

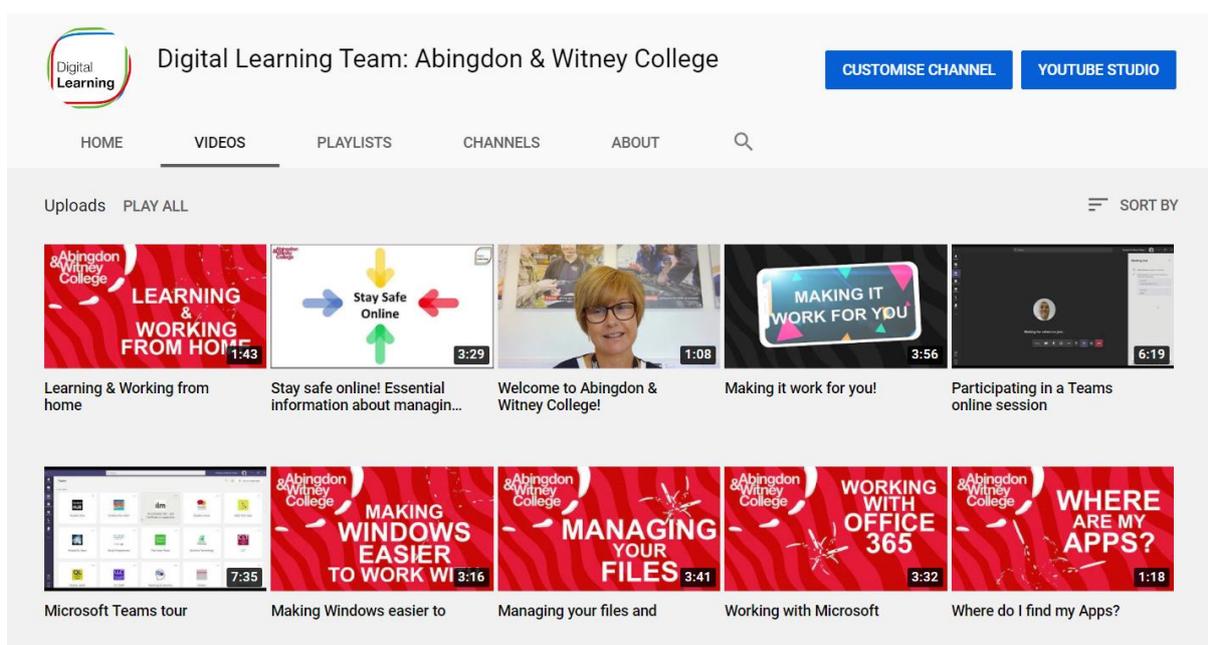
# MAKING WINDOWS EASIER TO USE

This guide covers the following topics:

- How to make text bigger
- Make icons and buttons bigger
- Change the mouse pointer and cursor
- Magnify an area of the screen
- Change the colour scheme
- Use the narrator

This guide is part of a series created to help you to make the most of the IT apps available to you. For help with the content of this guide please speak with your tutor.

**THIS DOCUMENT RELATES TO THE 'MAKING WINDOWS EASIER TO WORK WITH' VIDEO ON THE COLLEGE'S DIGITAL LEARNING YOUTUBE CHANNEL:**



The screenshot shows the YouTube channel page for the Digital Learning Team at Abingdon & Witney College. The channel name is "Digital Learning Team: Abingdon & Witney College". There are two buttons: "CUSTOMISE CHANNEL" and "YOUTUBE STUDIO". The navigation menu includes HOME, VIDEOS, PLAYLISTS, CHANNELS, and ABOUT. The "VIDEOS" tab is selected. The page shows a grid of video uploads. The first row includes: "Learning & Working from home" (1:43), "Stay safe online! Essential information about managin..." (3:29), "Welcome to Abingdon & Witney College!" (1:08), "Making it work for you!" (3:56), and "Participating in a Teams online session" (6:19). The second row includes: "Microsoft Teams tour" (7:35), "Making Windows easier to" (3:16), "Managing your files and" (3:41), "Working with Microsoft" (3:32), and "Where do I find my Apps?" (1:18).

**This guide applies to working with a full copy of WINDOWS on a laptop or desktop computer.**



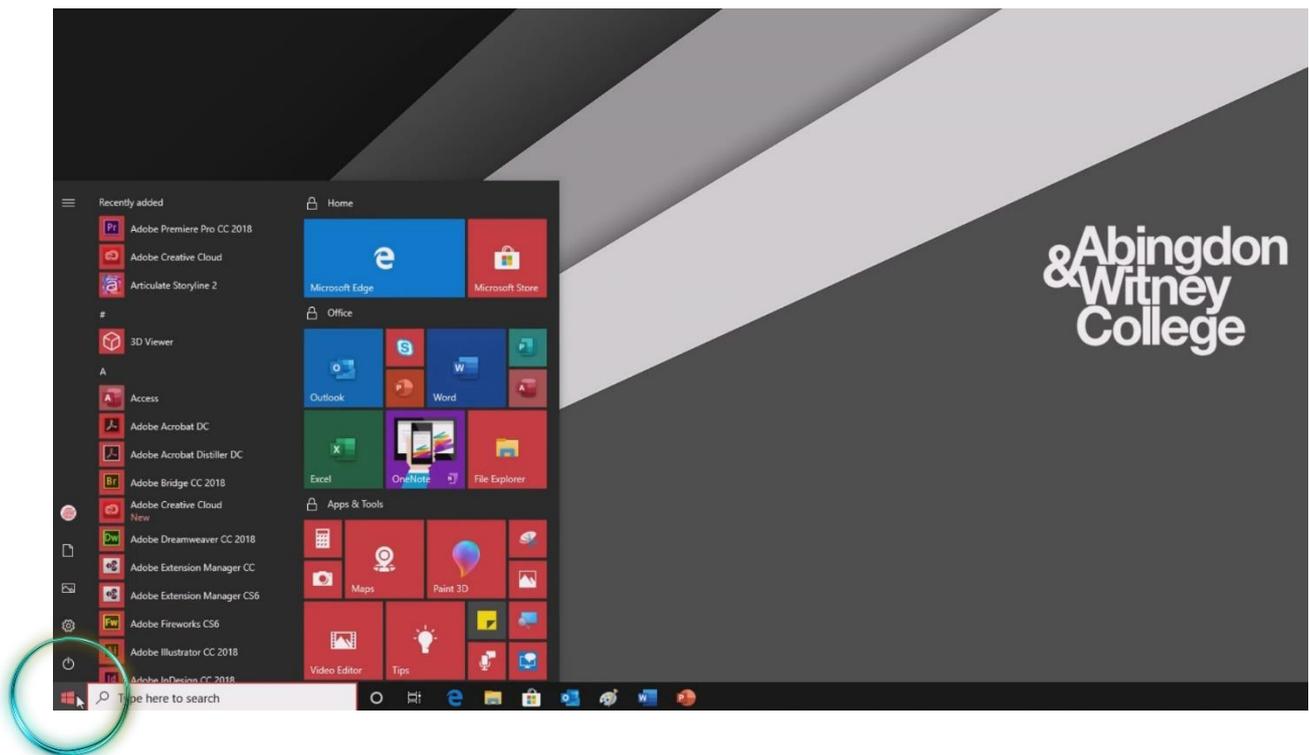
For help with accessibility options for recent **ANDROID** devices please see the Android accessibility help centre:

<https://support.google.com/accessibility/android#topic=6007234>

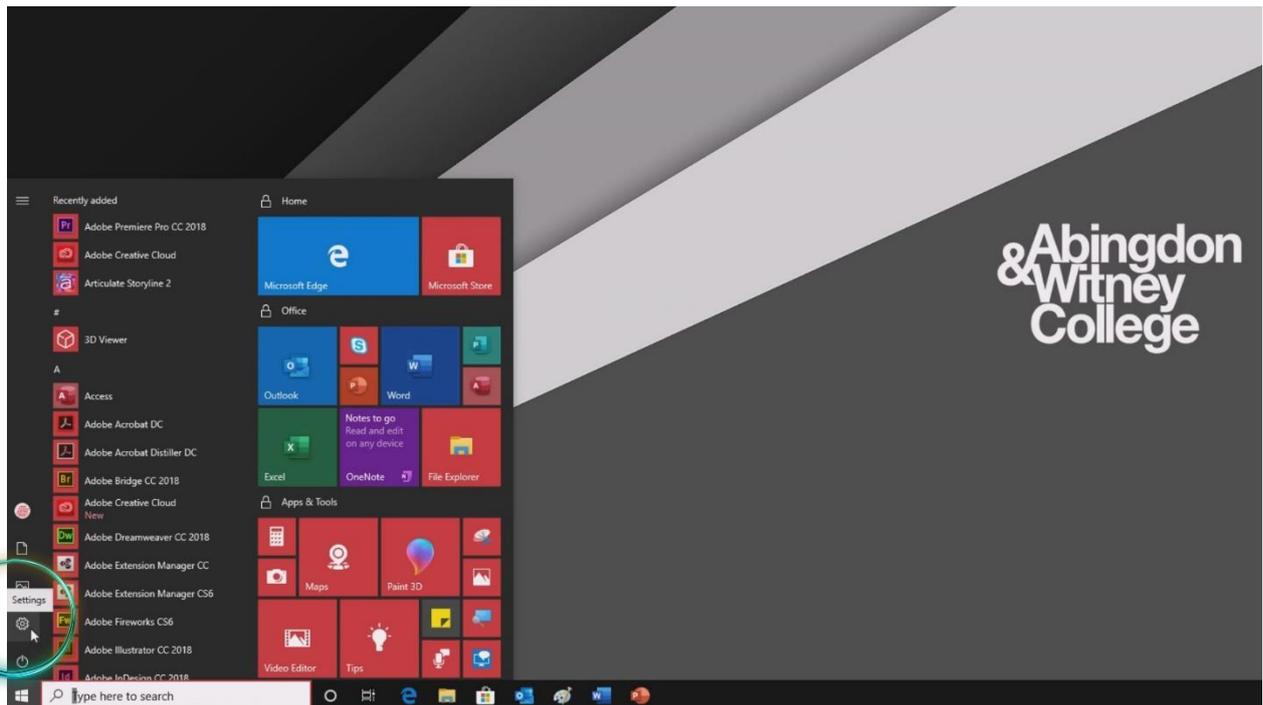


For help with accessibility options for recent **APPLE** devices please see <https://www.apple.com/uk/accessibility/>

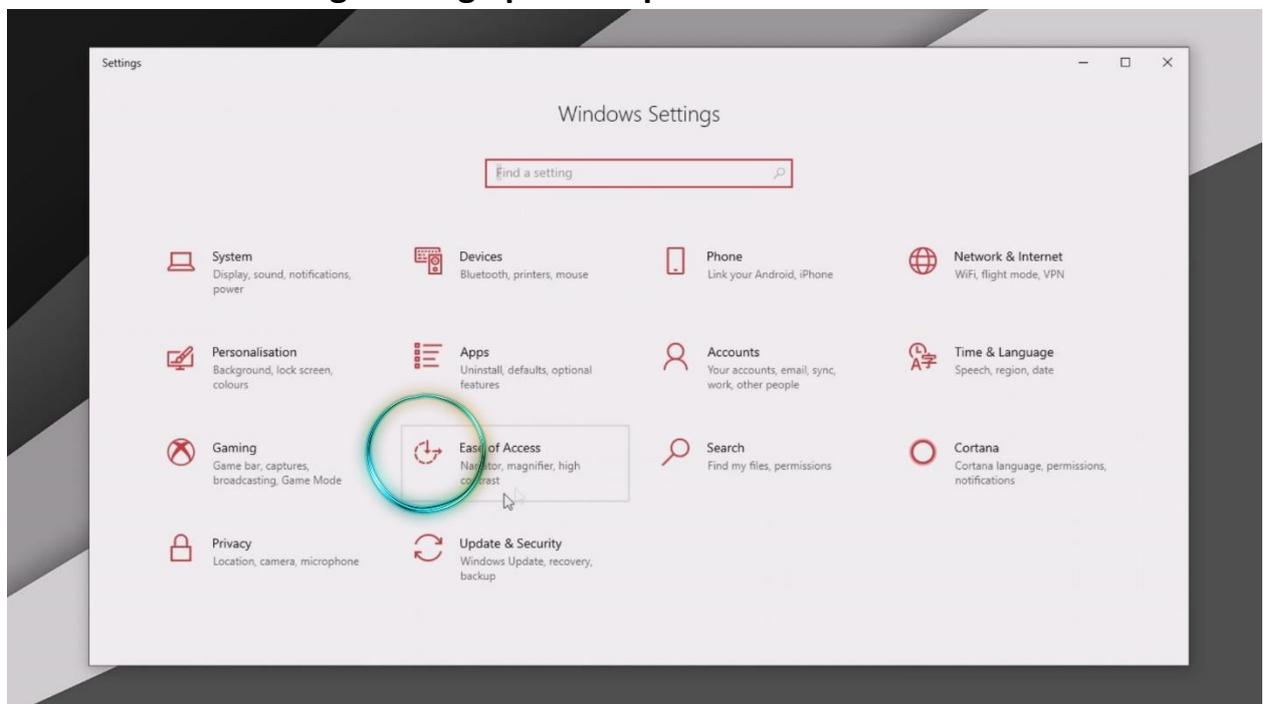
**On your Desktop, tap the Windows icon at the bottom left of the screen:**



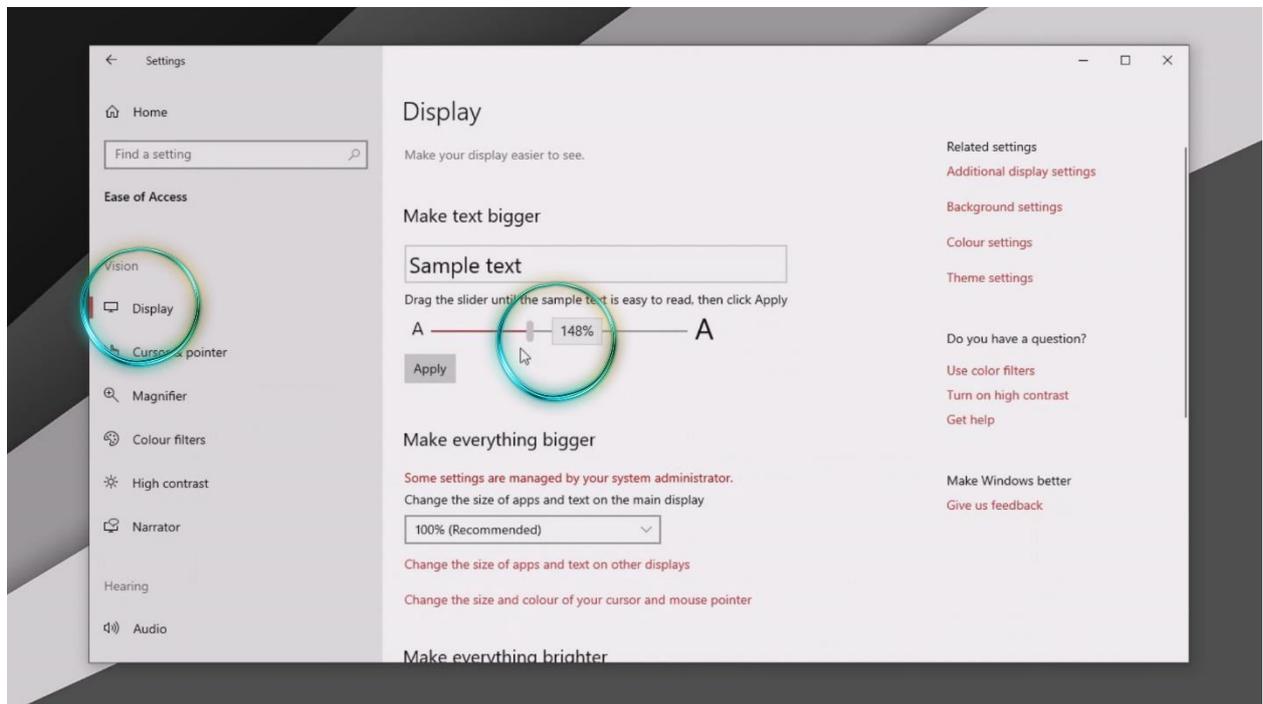
Tap the 'Settings' cog:



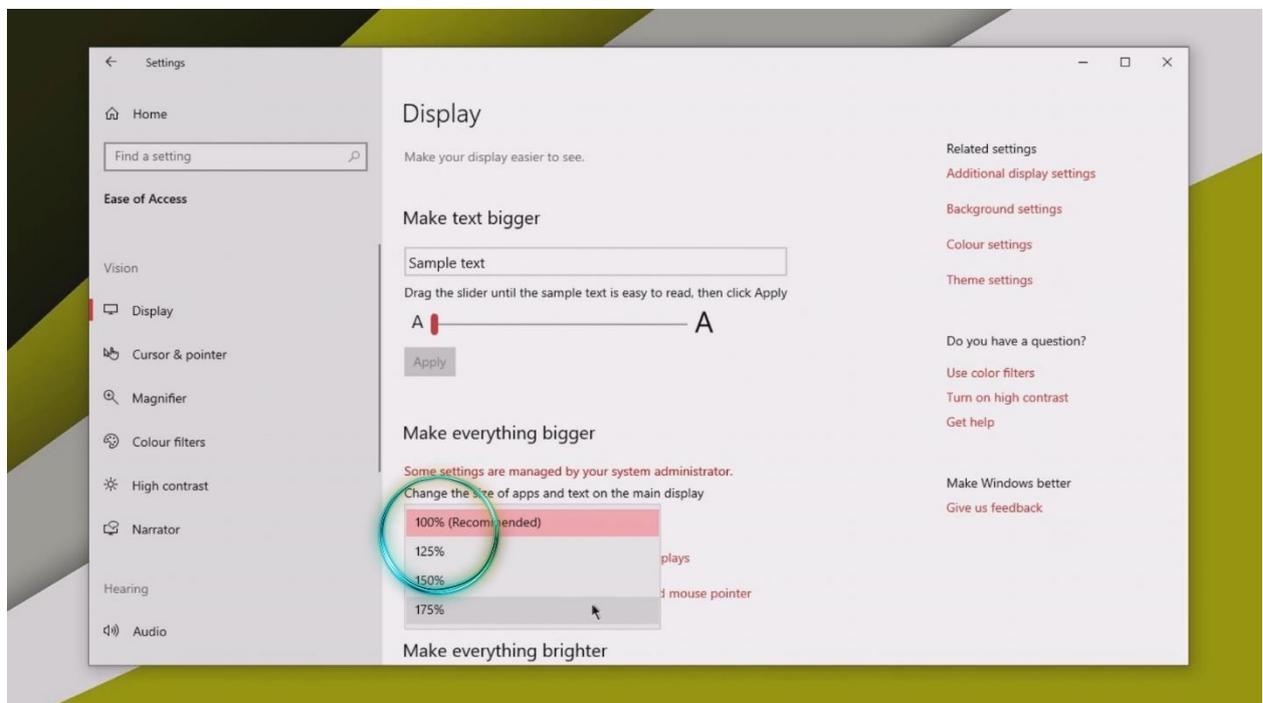
The 'Windows Settings' dialog opens. Tap 'Ease of Access':



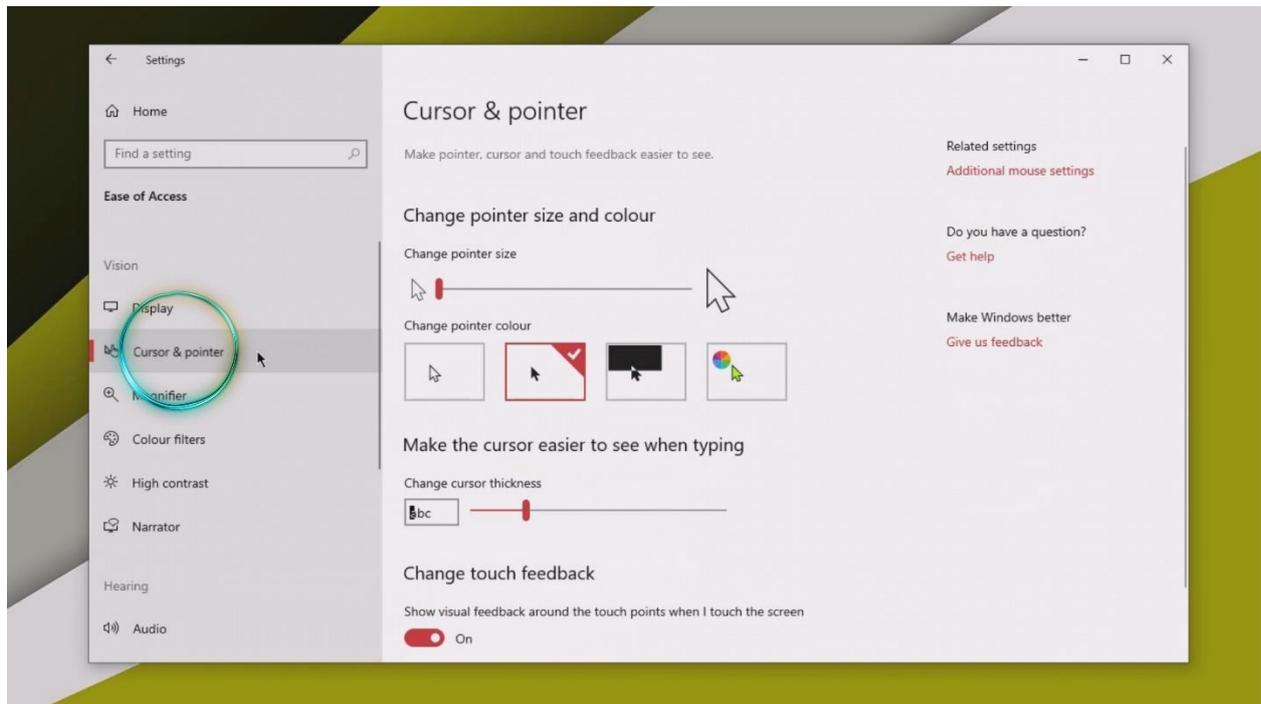
Tap the 'Display' menu item on the left of the window. From here it is possible to change how the Windows interface looks. For example, you can change the default text size using the slider:



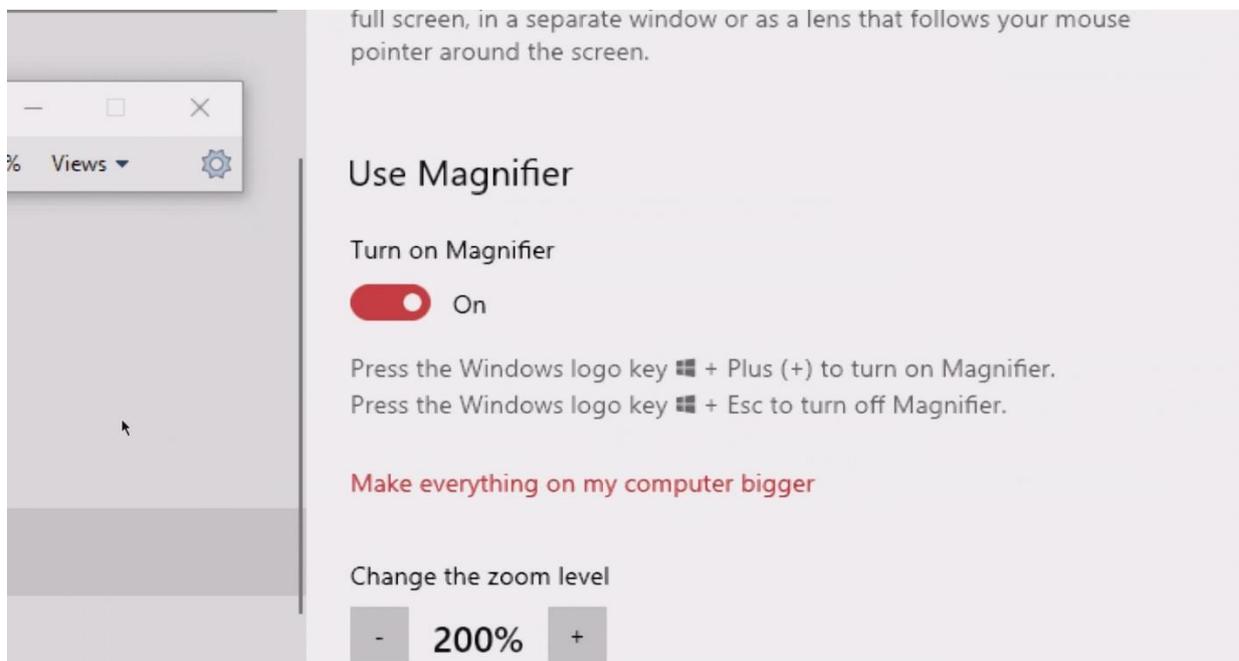
You can also make *everything* bigger by increasing the default size from 100%:



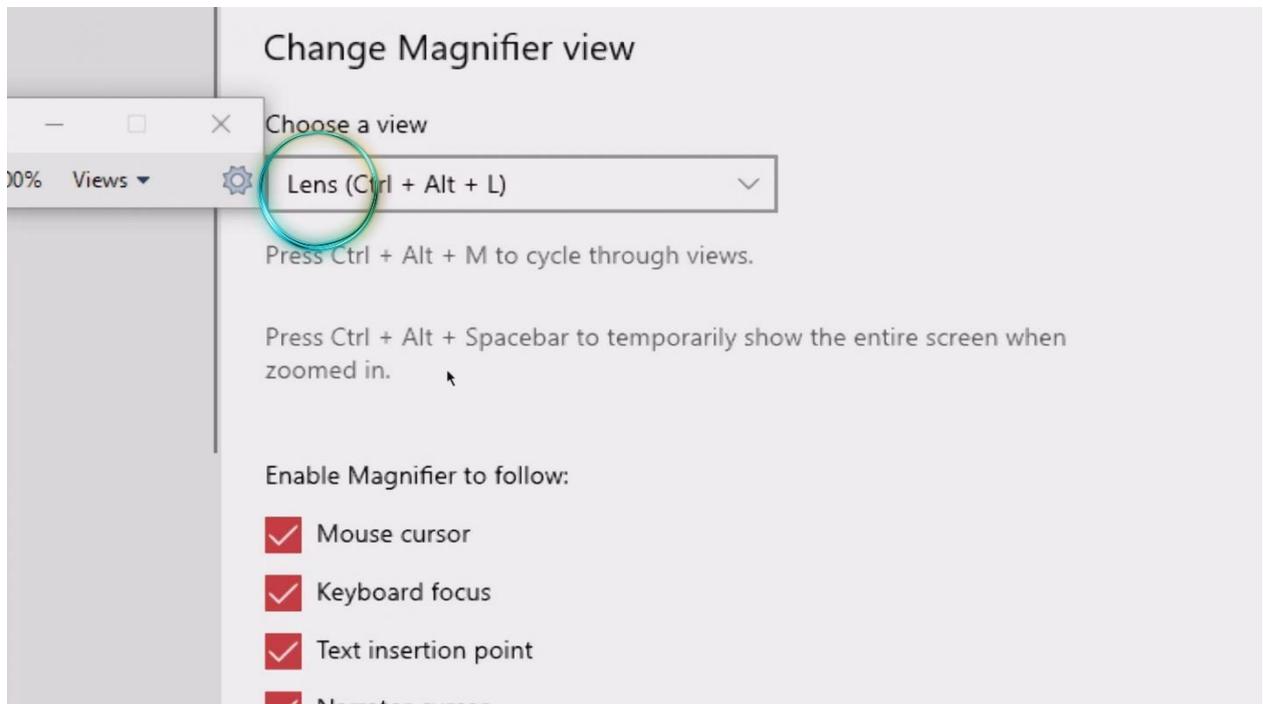
Tap 'Cursor & pointer' on the menu. From here you can increase the size and look of the mouse pointer:



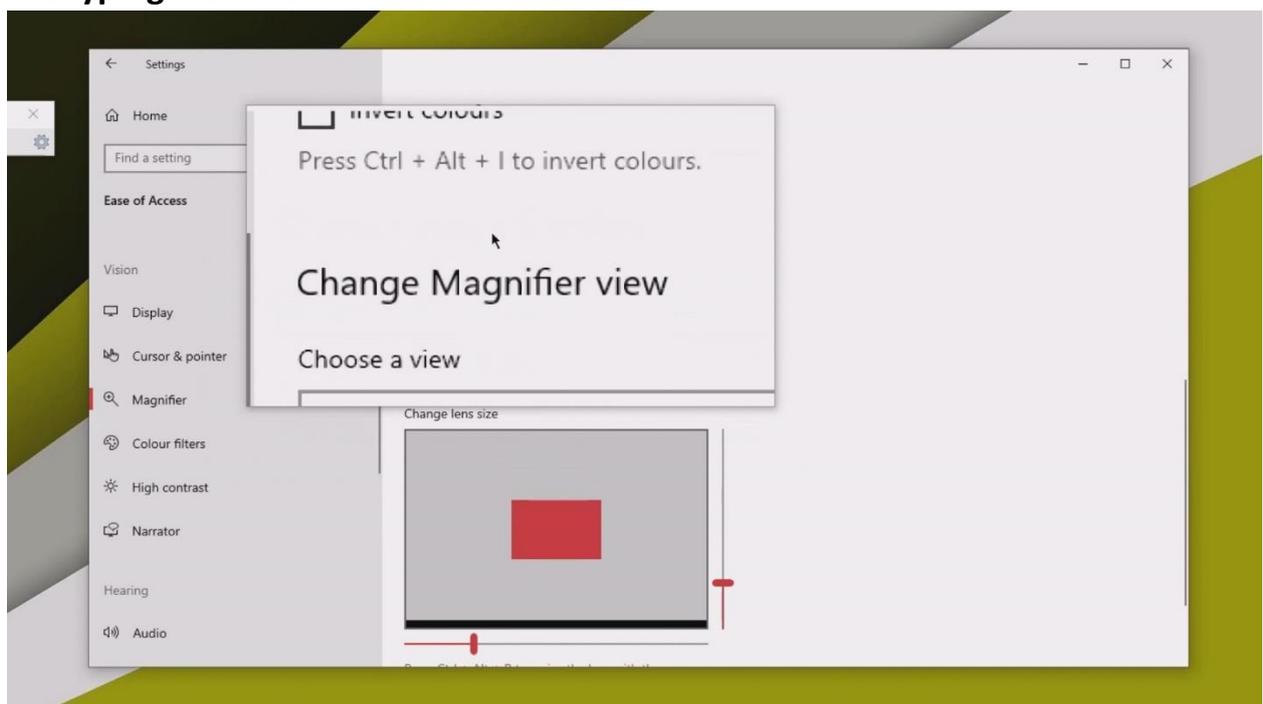
Windows includes a built-in screen magnifier. Start by tapping 'Magnifier' on the menu. From here, turn on the magnifier:



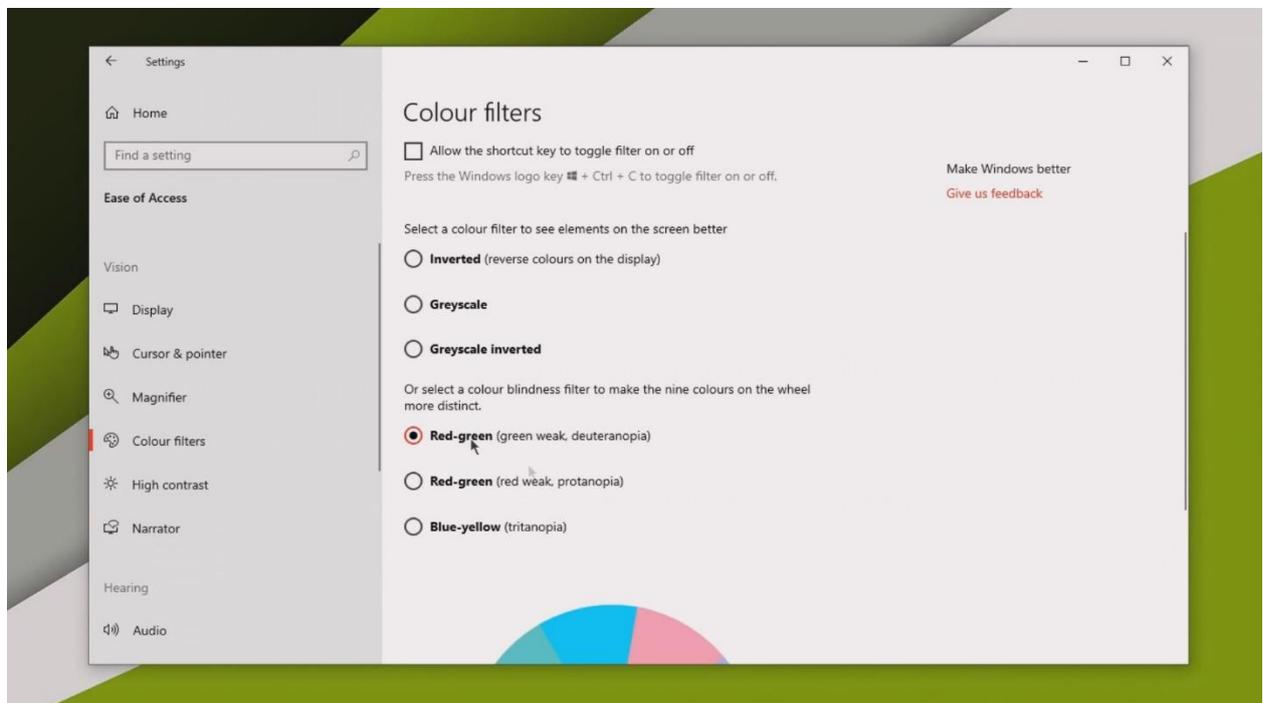
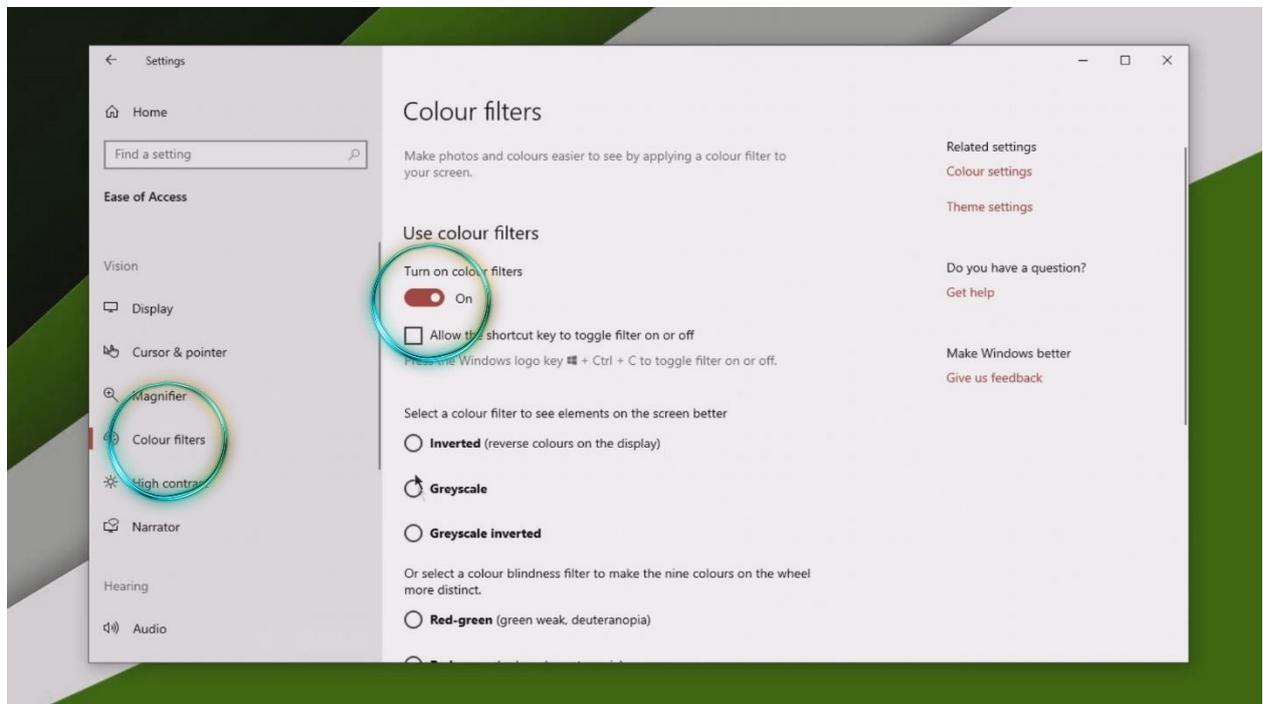
Change the zoom level and try scrolling around the screen to see if this helps you. If you would like a part of the screen to be magnified (usually near your mouse pointer), change the 'Choose a view' option to 'Lens':



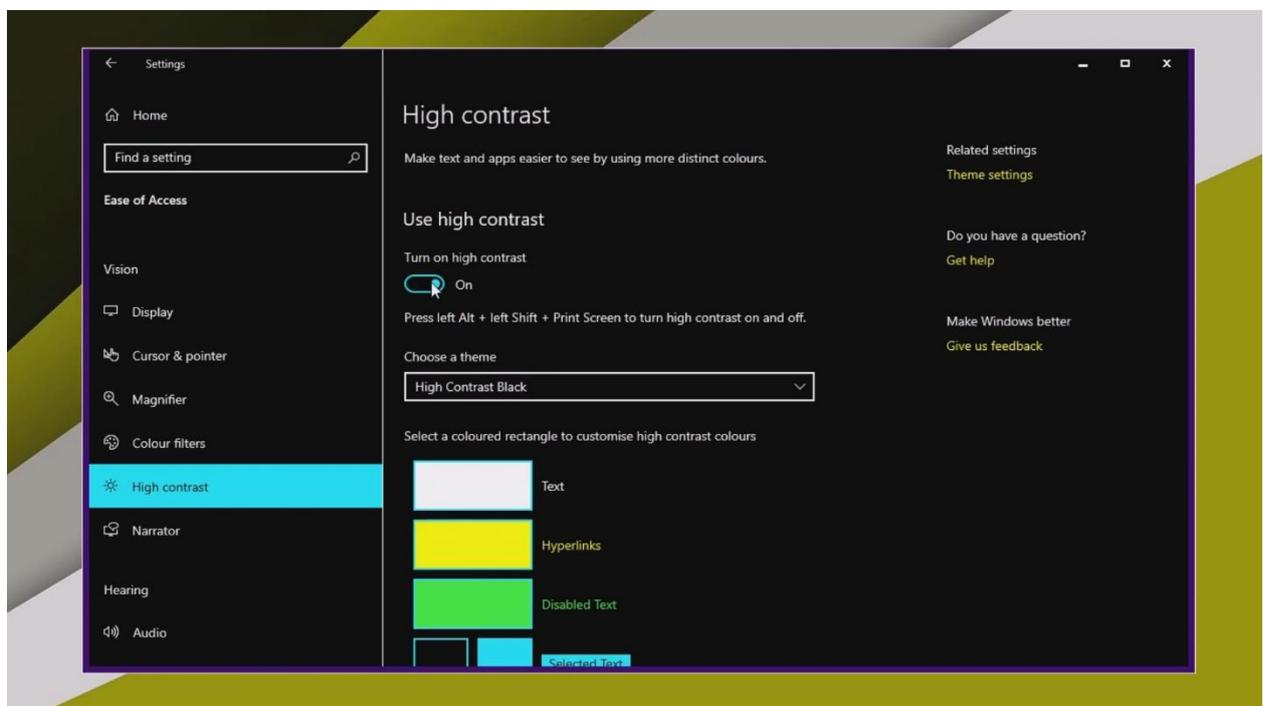
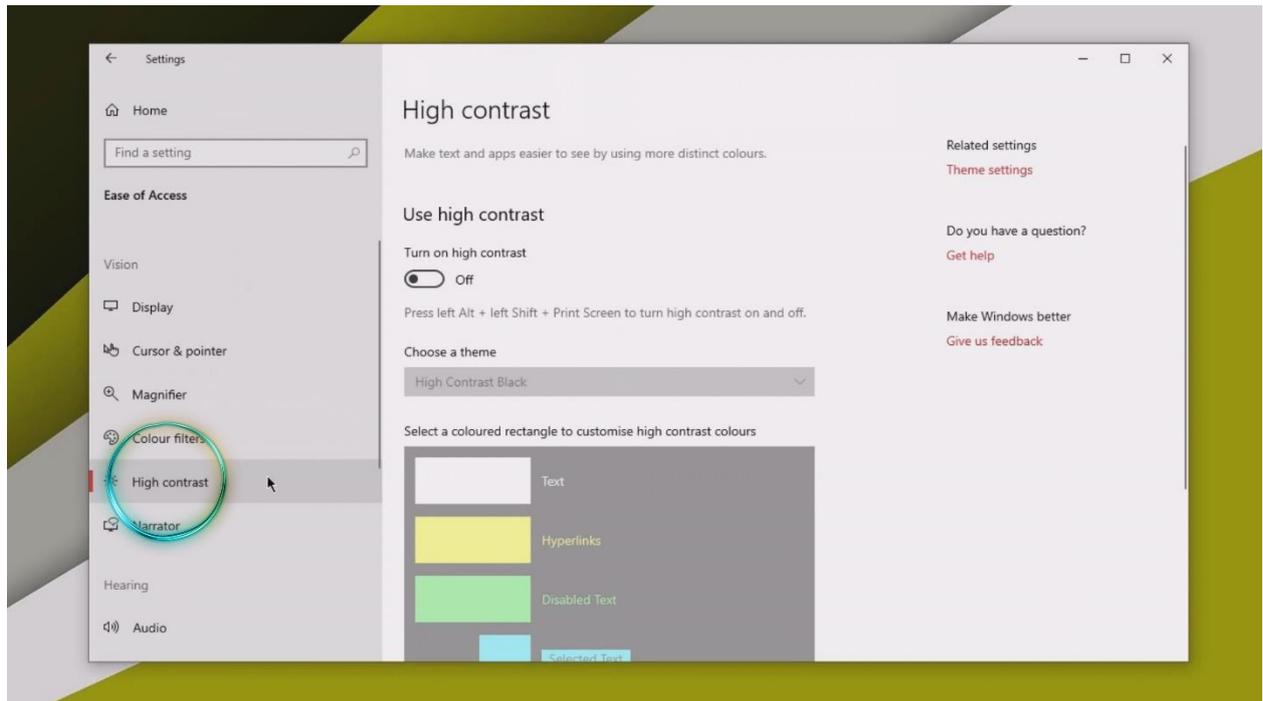
The area around the mouse is now automatically zoomed. By default, the zoomed area will move to where there is screen activity – For example if you are typing into a text box.



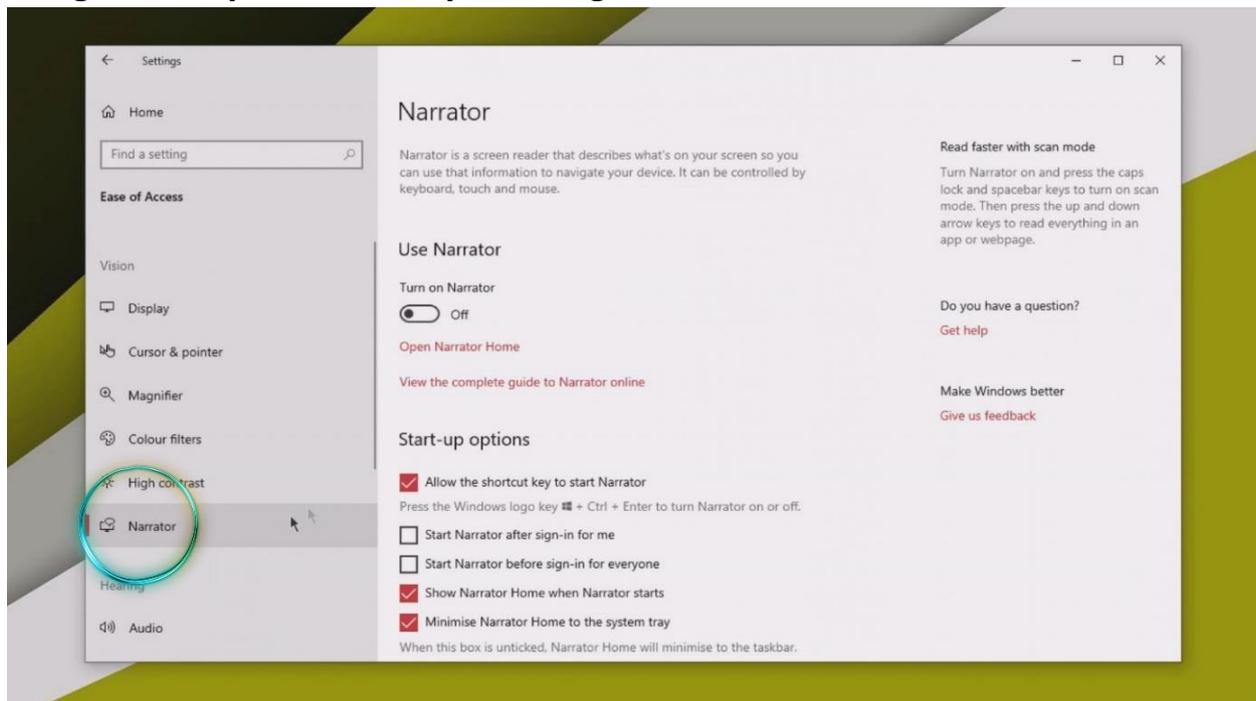
You can change the Windows colour scheme to use colours which are easier to work with if you have specific eyesight issues. Start by turning colour filters ON and try out the different options:



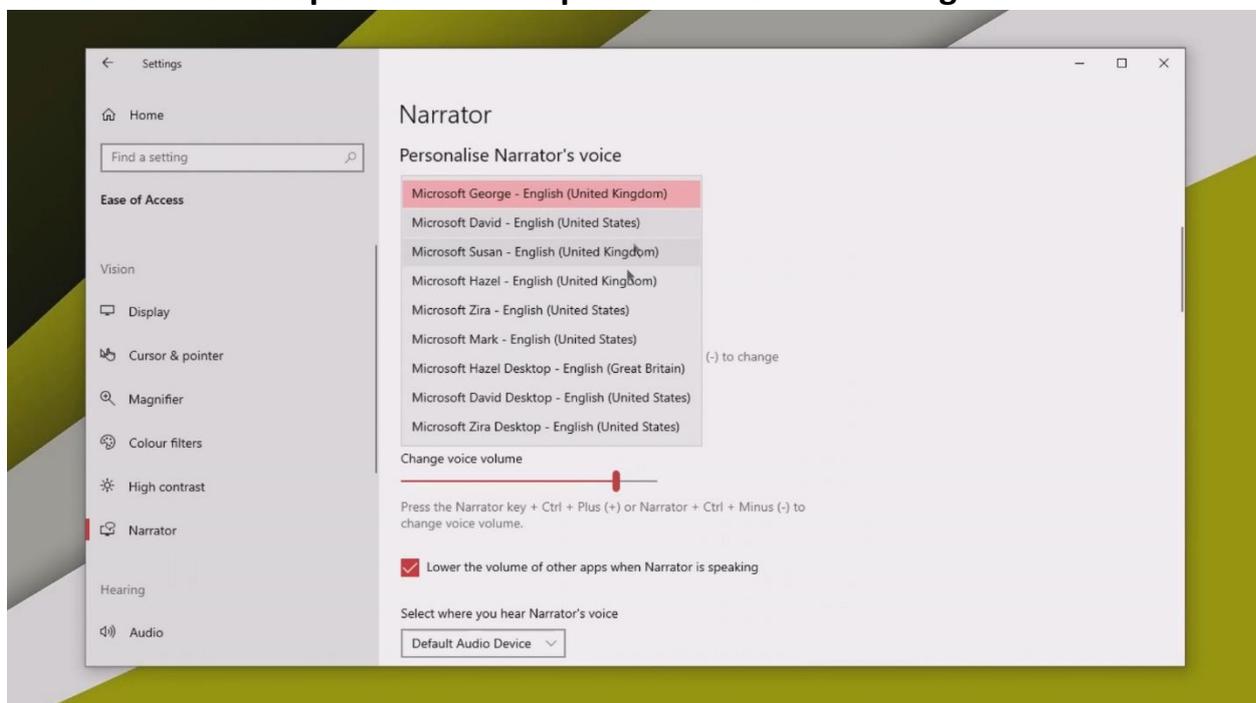
There is a separate 'High contrast' option on the menu to add contrast to the screen colours:

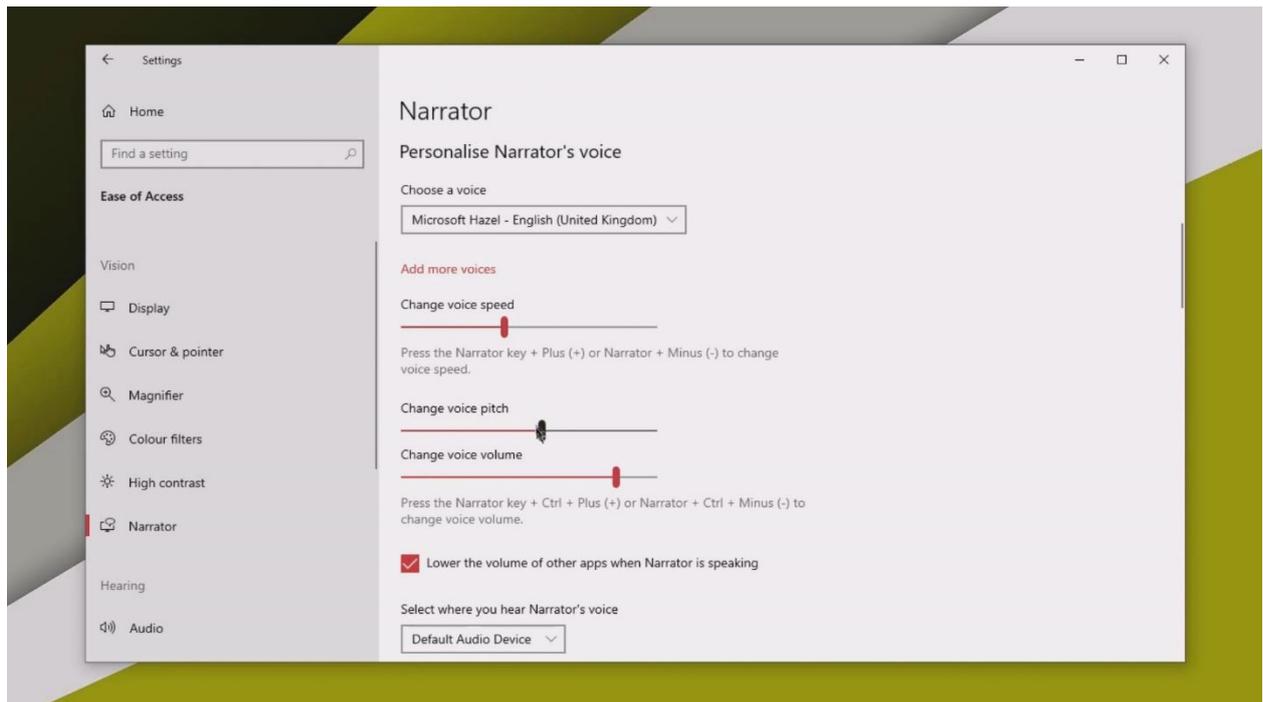


You can have windows 'narrate' (talk you through) what you're doing as you navigate the system. Start by selecting 'Narrator' on the left:



Turn Narrator on and review the options to change the voice and speed. You'll need to use speakers or headphones to hear the changes.





**For a full overview of Windows accessibility features please see**

[https://www.microsoft.com/en-us/accessibility/windows?activetab=pivot\\_1%3aprimar2](https://www.microsoft.com/en-us/accessibility/windows?activetab=pivot_1%3aprimar2)

**If you need help with the content in this guide, in the first instance please speak with your tutor. If you have a general question you can email the Digital Learning Team: [digital.learning@abingdon-witney.ac.uk](mailto:digital.learning@abingdon-witney.ac.uk)**

