

# Windows 11

## An Introduction to the Magnifier



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For many people, viewing the contents of the screen clearly in Windows 11 can be difficult, especially if you have a visual impairment. If this is the case, then why not try out the built-in Magnifier application? It just might provide you with enough features to enable you to continue your work and stay productive!

### Starting the Magnifier

To start the Magnifier, hold down the **WINDOWS LOGO** key and press the **+** (**Plus**) key on the **Number Pad**. Upon doing this, the **Magnifier** program will be enabled and ready to use.

**Note 1:** If you are using a laptop, you can press **Windows Logo key and = (Equals)**, found on the top line of the QWERTY part of the keyboard, to start the Magnifier.

### Increasing and Decreasing the Magnification LEVEL

Once Magnifier has been started, you can press **WINDOWS LOGO key and + (Plus)** on the **Number Pad** to increase the magnification, or **WINDOWS LOGO key and - (Minus)** on the **Number Pad** to decrease the magnification.

**Note 2:** If you are using a laptop, you can press **WINDOWS LOGO key and = (Equals)**, found on the top line of the QWERTY part of the keyboard, to increase the magnification or **WINDOWS LOGO key and - (hyphen)**, also found on the top line of the QWWERTY part of the keyboard, to decrease the magnification.

By default, each time you increase or decrease the magnification, it changes by 100% (double the size). For example, if you pressed **WINDOWS LOGO key and +** 3 times, the magnification would go from standard, to twice the size, then four times the size and then eight times the size.

With the default setting, it can be difficult to find a size that meets your needs. Fortunately, the **Magnifier** program is pretty configurable. It allows you to specify by how much, as a percentage, the magnification increases or decreases when you press the appropriate keyboard command. The options available are 5%, 10%, 25%, 50%, 100% (default), 150%, 200% and 400%. The recommended setting, that should meet the needs of the vast majority of people, is 25%.

To set the magnification to change by 25%, follow these suggested steps:

1. Press **CTRL AND WINDOWS LOGO key and M**. Upon doing this, the **Magnifier Settings** screen will be displayed.
2. From the **Change Zoom Increments** combo box, select 25%.
3. Press **ALT and F4** to exit the **Magnifier Settings** screen.

Now, when you increase or decrease the magnification, you will find that each change of magnification is only 25% larger or smaller!

## Scrolling the Screen

When you increase the magnification, it is inevitable that the text and images will not all fit on the screen. Therefore, it will be necessary to scroll the screen up, down, left and right, in order to view all of the information.

The easiest way of scrolling the screen is to use the mouse. However, there are some useful keyboard commands that can be used to scroll instead. These are as follows:

scroll screen to the left .....	CTRL AND ALT and LEFT ARROW
scroll screen to the right .....	CTRL AND ALT and RIGHT ARROW
scroll screen upwards .....	CTRL AND ALT and UP ARROW
scroll screen downwards .....	CTRL AND ALT and DOWN ARROW

**Note 3:** When using CTRL AND ALT and the Arrow keys, scrolling will only affect the current screen of information. For example, if your document/email/web page consists of multiple pages, then only the page that is on-screen will be scrolled. To scroll a document which has multiple pages, simply use the Up and Down Arrow keys.

## Inverting the Screen Colours

For some people, changing the foreground and background colours on the screen can make a huge difference to how they can view its contents. In the Magnifier Settings screen, you will find an option for inverting the colours. However, this can also be done by using a keyboard shortcut.

To invert the colours, with the Magnifier program enabled, press **CTRL AND WINDOWS LOGO key and I**. Upon doing this, the screen colours will be inverted! If you are using standard Windows colours, this means that the background colour will be Black and the text colour will be White. To change back to a White background and Black text, press **CTRL AND WINDOWS LOGO key and I** again.

**Note 4:** On some versions of Windows 11, this keyboard command does not work. This is due to an update rendering the command unusable. If this is the case, you can invert the screen colours in the **Magnifier Settings** screen by ticking the check box labelled 'Invert Colours'. Remember, to open the Magnifier Settings screen, press the keyboard shortcut **CTRL AND WINDOWS LOGO key and M**.

## Setting the Tracking Options

For the majority of tasks, it is best to have the Magnifier program track the Mouse Cursor, the Keyboard Focus and the Text Insertion Point. Doing this will ensure that the magnified area of the screen will automatically adjust itself to keep the part you are working on in view, whether you are using the mouse or the keyboard.

To turn the appropriate tracking settings on, follow these suggested steps:

1. Press **CTRL AND WINDOWS LOGO key and M**. Upon doing this, the **Magnifier Settings** screen will be displayed.

2. Under the heading **Have Magnifier Follow**, ensure that only the following options are ticked:
  - Mouse Cursor
  - Keyboard Focus
  - Text Insertion Point
3. Press **ALT and F4** to exit the **Magnifier Settings** screen.

## Changing the View Type

The Windows Magnifier has three View types available. These are Full Screen, Lens and Docked. The default setting is Full Screen. Each view has its advantages. For your convenience, each one is described below:

- **Full Screen View** magnifies the entire screen. In this view, you won't be able to see the whole screen when it is magnified, however as you move around the screen, you can see everything clearly.
- **Lens View is like moving a magnifying glass around the screen. In this view, you can change the size of the lens in the Magnifier Settings screen or by pressing a keyboard command.**
- **Docked View** only works on the desktop. In this view, Magnifier is anchored to your screen. As you move around the screen, parts of the screen are magnified in the docked area, even though the main part of the screen is unchanged. This view is ideal if a sighted person is trying to support you, as they will be able to see the screen in standard view!

## Reading Text Aloud with Synthetic Speech

The Magnifier program has a built-in speech feature, which when activated, results in the text being read aloud using synthetic speech. This can prove very beneficial, as it can take away the strain of reading long passages of text!

To start the speech feature, position the cursor at the place you want the reading to start and then press **CTRL and ALT and ENTER**. Upon doing this, the text will be read aloud. All text will be read, until you stop the reading. To stop the reading, simply press the **CTRL** key. To restart the reading from the point at which you stopped it, press **CTRL and ALT and ENTER** again.

You can also read text sentence by sentence. To read the next sentence, press **CTRL and ALT and K**. To read the previous sentence, press **CTRL and ALT and H**.

## Exiting the Magnifier

To exit the Magnifier, simply press **WINDOWS LOGO key and ESCAPE**. Upon doing this, the program will close and the screen will return to standard view. In addition, the settings you were using prior to exiting, will be saved! This means that the next time you start Magnifier, the magnification size, view type and colour settings you used last, will automatically be loaded!

## Keyboard Commands for Magnifier

Following are the keyboard commands available in the **Magnifier** program.

**Start Magnifier:** WINDOWS LOGO key and +

**Exit Magnifier:** WINDOWS LOGO key and ESCAPE

**Increase Magnification:** WINDOWS LOGO key and +

**Decrease Magnification:** WINDOWS LOGO key and -

**Scroll screen:** CTRL AND ALT and ARROW keys

**Change to Full Screen View:** **CTRL AND ALT and F**

**Change to Lens View:** CTRL AND ALT and L

**Change to Docked View:** CTRL AND ALT and D

**Change Lens Size:** SHIFT and ALT and ARROW keys

**Cycle through Views:** CTRL AND ALT and M

**Invert Colours:** CTRL AND ALT and I

**Display Magnifier Settings:** CTRL and WINDOWS LOGO Key and M

Start Reading CTRL and ALT and ENTER

Stop Reading CTRL

Read Next Sentence CTRL and ALT and K

Read Previous Sentence CTRL and ALT and H

This is the end of the introduction to the Windows 11 Magnifier program. Hopefully, you found this information useful!