

## Introduction

I sometimes used to lose the cursor and have to shake the mouse about to be able to see it. I have cured that (I'll show you how later) and I found other tweaks that make my Windows computer easier to work on.

I will work through the Ease of Access menu and you can decide what is useful for your own needs.

## Settings – Ease of Access

There are several ways of getting to the Windows Settings App.

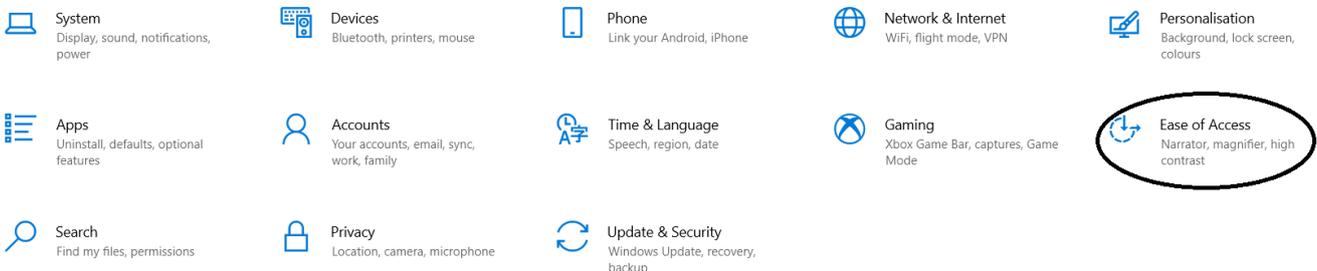
- 1 Click on the Window icon in the extreme bottom left corner of screen and then click on the cog wheel icon marked "Settings".
- 2 Click on Notifications icon in the bottom right of the screen and then click on "All Settings"
- 3 Hold the 'Winkey'  key on keyboard while you click i.

## WINDOWS 10

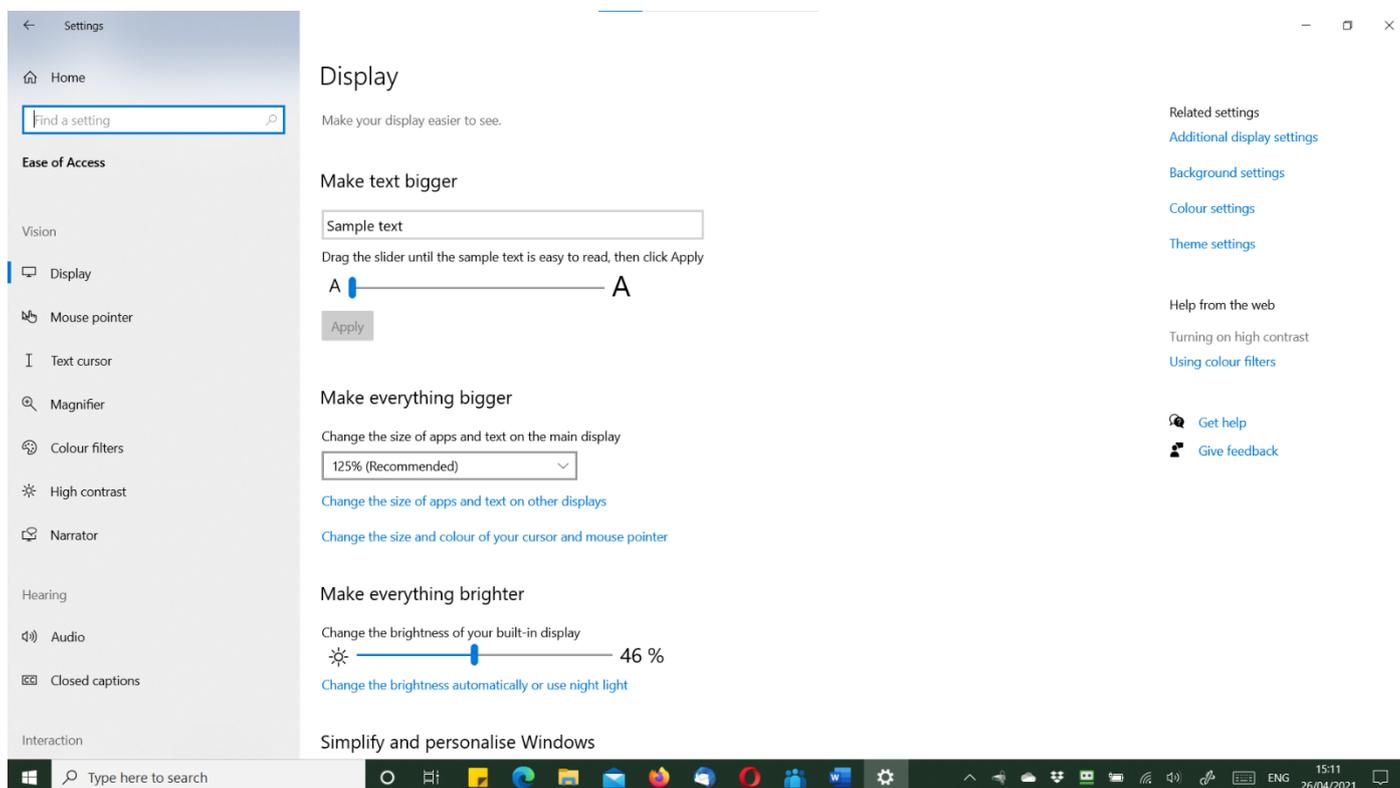
[Click here for WINDOWS 11](#)

Windows Settings

Find a setting



Click on "Ease of Access", (ringed).

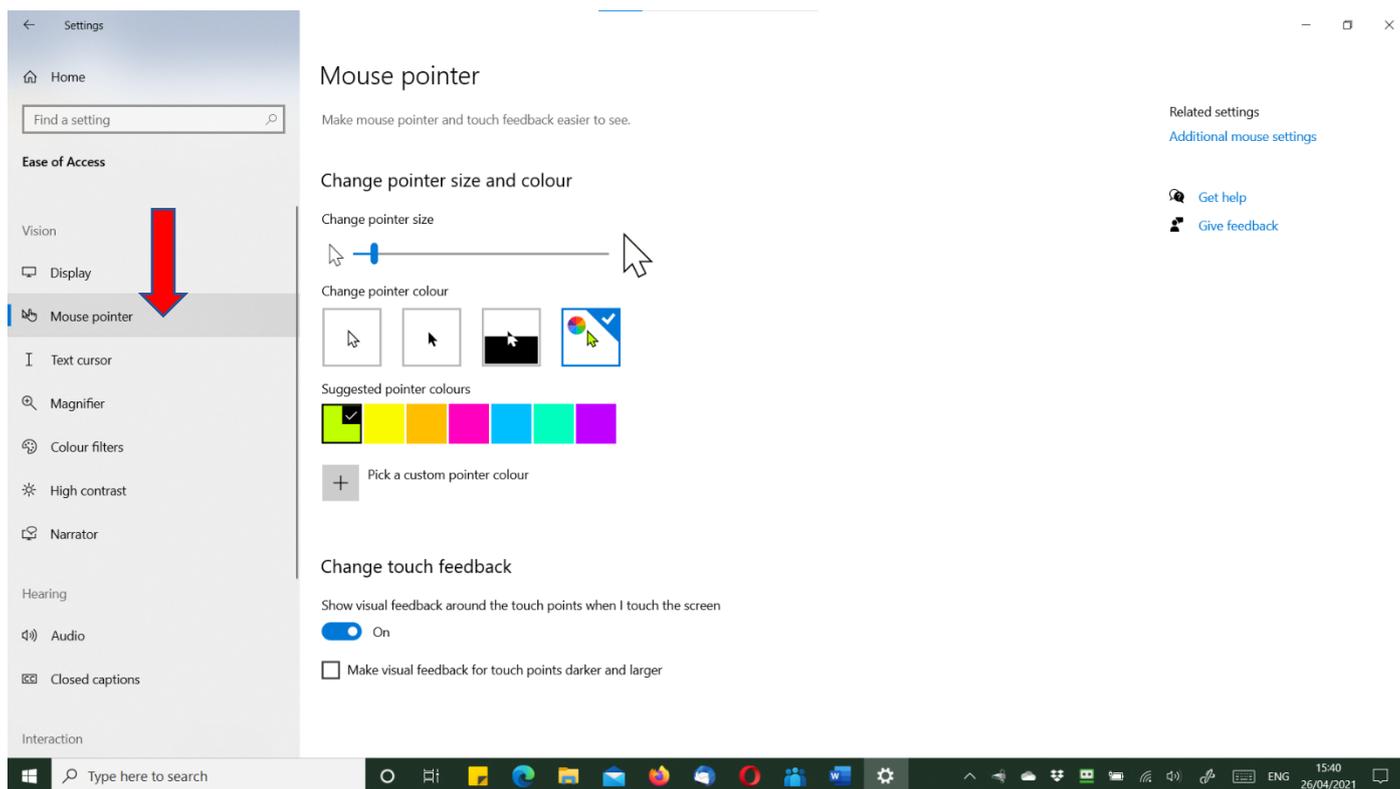


Under **Make text bigger**, drag the slider to give the size of text that suits you. Note that this affects text only; it does not zoom the display. Do not alter the **Make everything bigger** slider as it will change the size of everything on the screen and this loses a lot of the screen. We will see a way to magnify parts of the screen when you need to.

Under **Make everything brighter** drag the slider to change the brightness of the screen. Don't set it too high as it can be wearing on the eyes. You can always come back later to make adjustments.

If you click on **Change the brightness automatically**, this will take you to another part of 'Settings' where you can make sure that **Change brightness automatically** is ticked 'on'. Return to the **Display** screen by clicking on the left pointing arrow marked 'Settings' at the top of the screen.

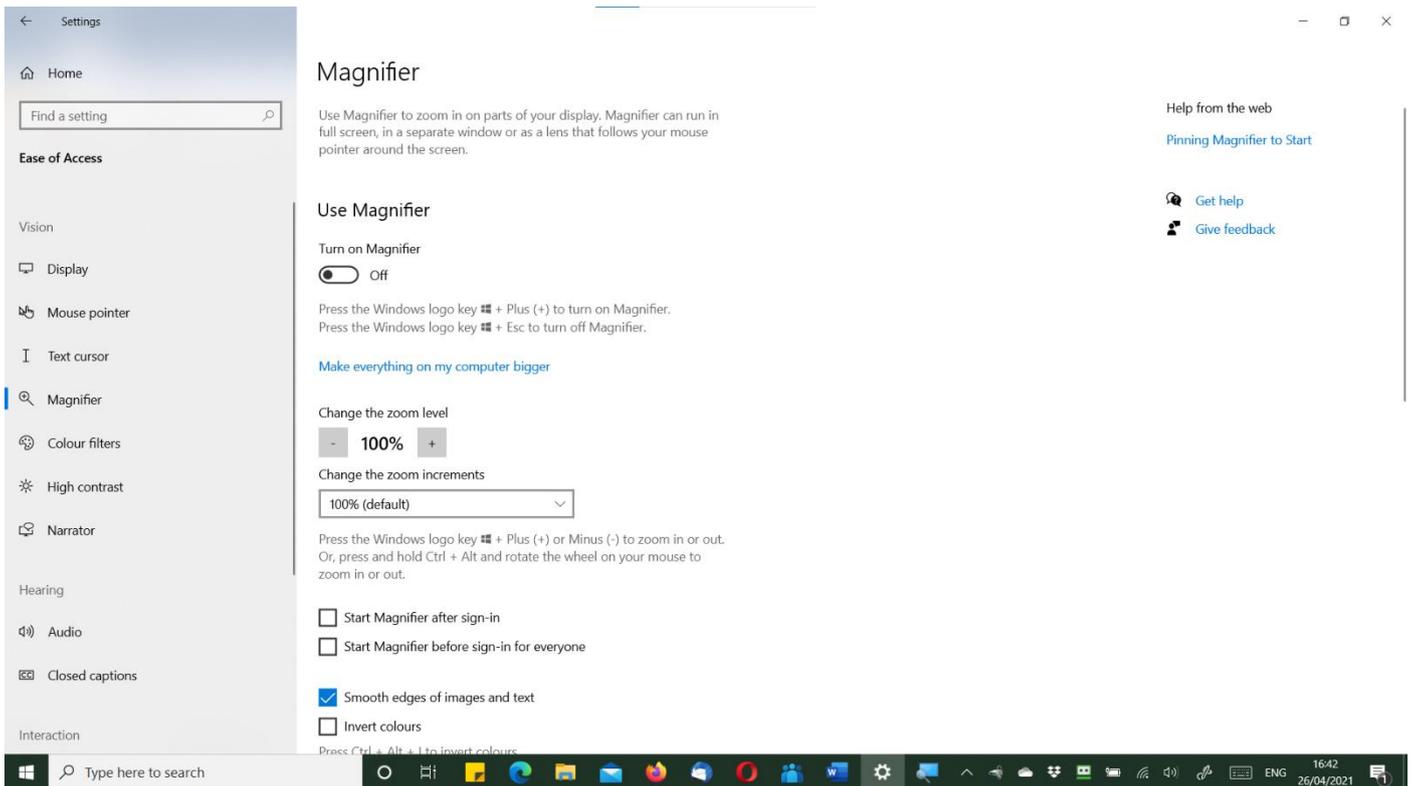
Back on the **Display** screen, click on **Mouse pointer** in the left-hand menu.



As you can see, I have slightly increased the size of the pointer and made it light green. This suits me, but you can experiment to suit yourself. Don't make it too big as it might obscure part of the screen.

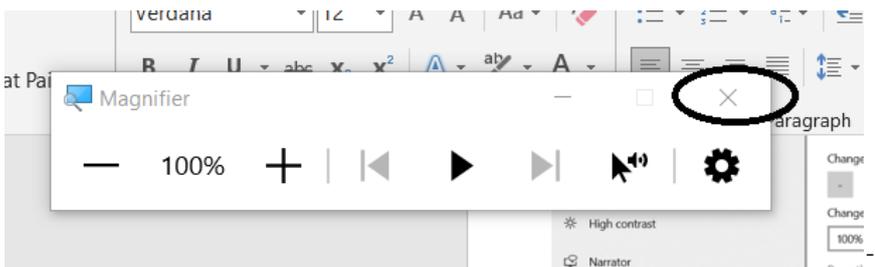
The menu item, **Text cursor**, I don't think this needs altering, but you can experiment if you wish.

Now click on **Magnifier**.



Do not turn **Magnifier** 'on' as this magnifies the screen all the time, whereas you are only likely to use it now and again.

**Change the screen increments** to 25% as 100% blows the screen up too much. Below this setting, you can see the instruction on how to use Magnifier. After using it, close it by clicking the 'x' (circled) on the corner of the little **Magnifier** screen.





Scroll down the page and make sure that **Enable Magnifier to follow** is switched 'on' for the mouse pointer. This lets you move the mouse pointer round the screen so you can look at other parts of the screen while magnified.

In the left-hand menu, **Narrator** is a specialized function that you might like to experiment with.

**Hearing.** This can be adjusted when needed by clicking on the little speaker at the bottom right of the screen.



In **Keyboard** just make sure **Print Screen shortcut** is turned 'on'. See my Computer guide 13b. [Screenshots for MS Windows](#) to see how useful this is.

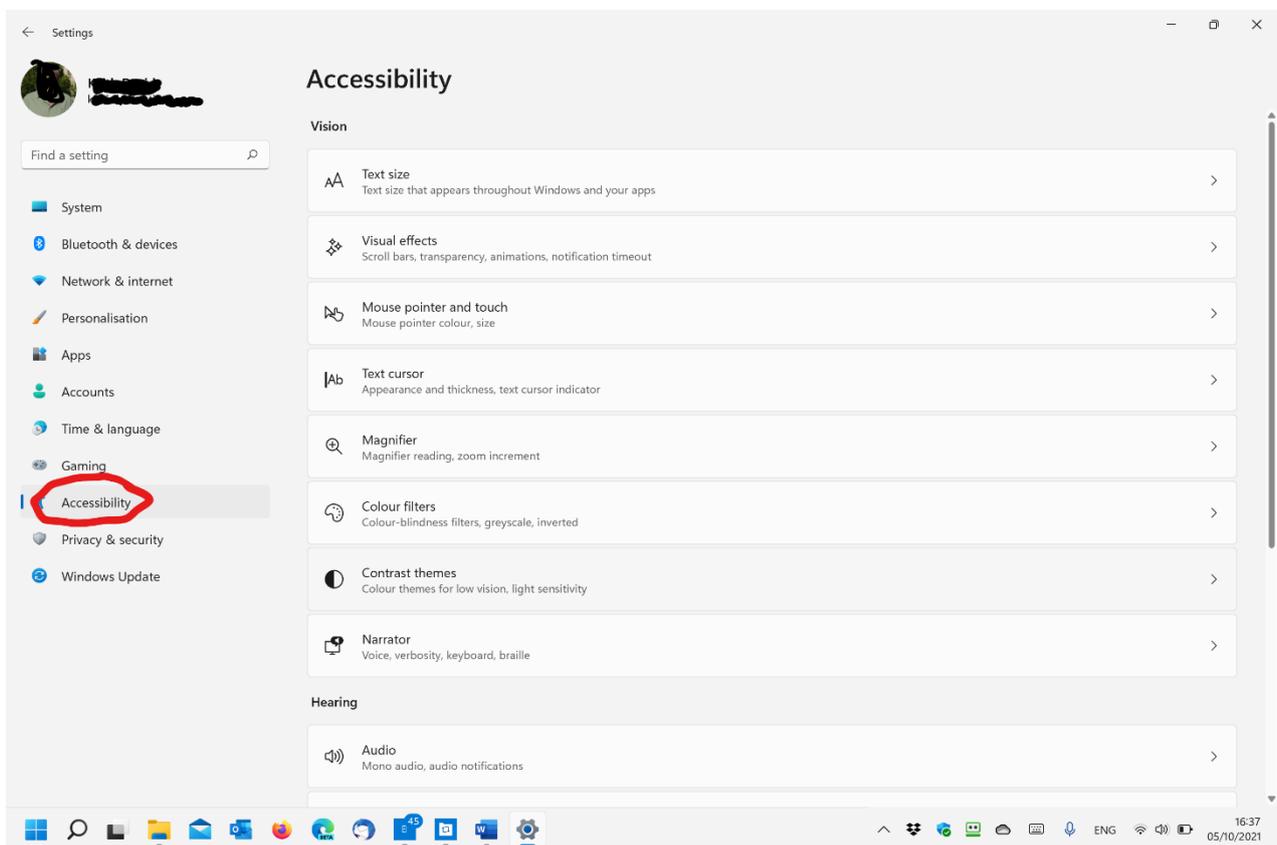
Close "**Settings**"

### TIP

In most places when you are viewing text, you can enlarge and decrease text size by holding down Control key 'Ctrl' while pressing '+' or '-' .

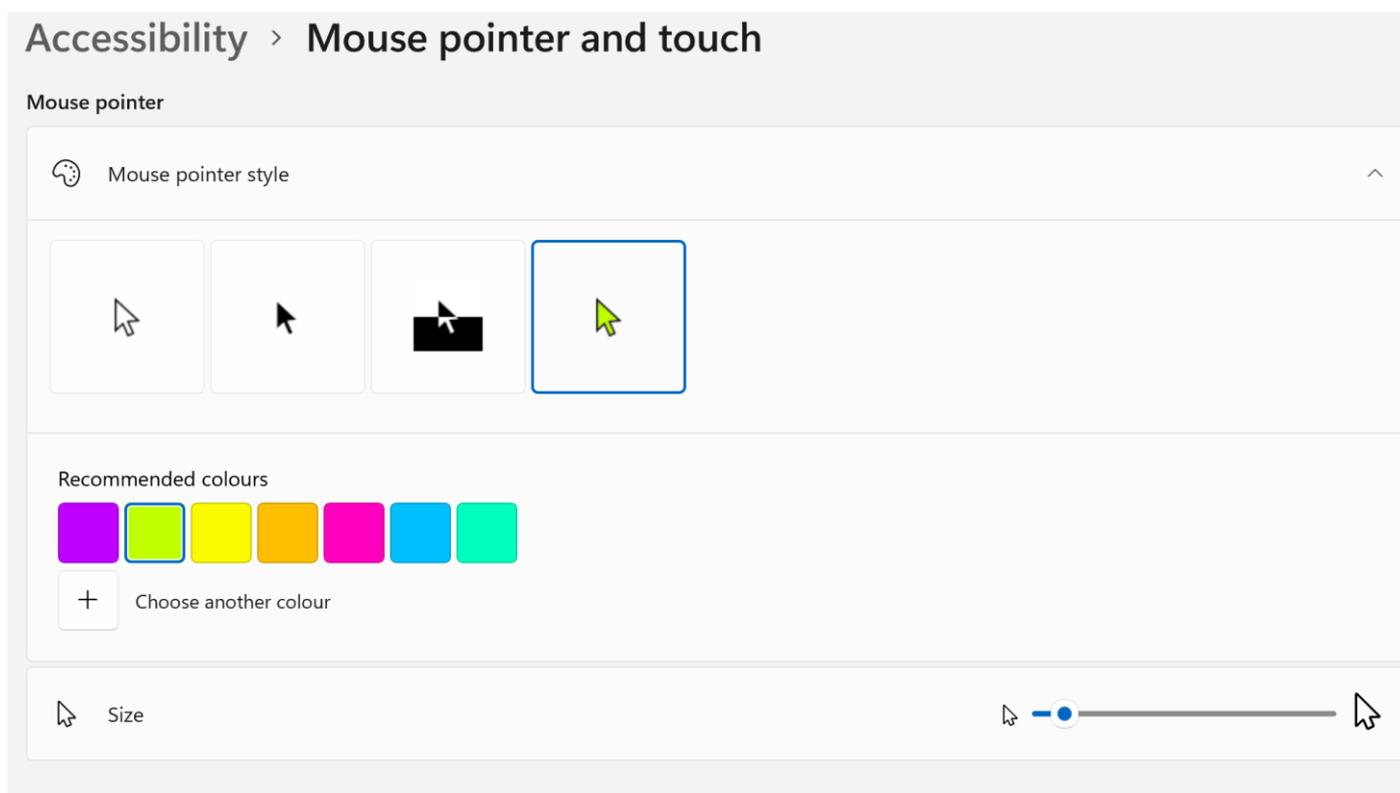
## WINDOWS 11

The **SETTINGS** screen is a bit different from Windows 10, but works in the same way. Click on 'Accessibility'



Click on the first item "Text Size". Then drag the slider to give the size of text that suits you. Click 'Apply' button. Return to the **Accessibility** screen by clicking on the left pointing arrow marked 'Settings' at the top of the screen.

Next, click on 'Mouse pointer and Touch'.



Use the slider to alter the mouse pointer size to suit yourself. Not too big as it will obscure the screen.

Chose a colour that you like. Return to **Accessibility** screen.

You can, in the same way, change the cursor by clicking on 'Text Cursor', if you want to make it clearer when typing text.

Close "Settings".

### TIP

In most places when you are viewing text, you can enlarge and decrease text size by holding down Control key 'Ctrl' while pressing '+' or '-' .

**I hope that these tweaks, together with the other useful guides on our Computer help page, make your Windows experience a little better.**

<https://islingtonu3a.org/group-news/IT%20Support.html>