



Customizing Windows for Low Vision

Shortcuts and Tips to Make Your Screen Easier to See

1. **Windows + D** for “Desktop.”
2. **CTRL + Plus Sign** to zoom in (On a Mac, **Command + Plus Sign**).
3. **CTRL + Minus** to zoom out.
4. **Windows Key + U** to open **Ease of Access**.
5. **Windows + Plus Sign** to turn on **Magnifier** and to increase magnification.
6. **Windows + ESC** to turn off **Magnifier**.
7. **Alt + Left Shift + Print Screen** to turn **High Contrast** on and off (invert colors).
8. **Function Key F5** and **F6** to increase (**F6**) and decrease (**F5**) the brightness of the screen.

9. **Alt + W (View Ribbon)** and then **Q** to open **Zoom** options in Word, PowerPoint, Excel, and Outlook. The directions vary slightly from one app to another.
10. **Zoom** tool at the bottom right corner is available in all Microsoft Office apps.
11. **CTRL + Mouse scroll wheel** to zoom in or out.