



## Customizing Windows for Low Vision

# Magnifier Reader

1. Press the **Windows** key and **U** together to open the **Ease of Access** window.
2. Use your mouse pointer to select **Magnifier** in the left panel.
3. Click the toggle button below **Turn on magnifier**. In the **Magnifier** toolbar, use the plus sign to increase the magnification level.
4. Scroll down to the **Change Magnifier View** heading. Open the **Choose a view** drop-down menu.
5. You have three modes of magnifying your screen. Choose the one you prefer:
  - **Docked** splits the screen so you see an enlarged view of part of the screen.
  - **Full screen** enlarges the entire screen.
  - **Lens** creates a small rectangular magnifier attached to your mouse pointer that mimics a handheld magnifier.

6. Move the **Magnifier** tool around the screen.
7. When you've finished using **Magnifier**, use the keyboard shortcut **Windows Key + ESC** to close Magnifier.
8. You can also use the keyboard shortcut **Windows Key + Plus Sign** to open the **Magnifier**, which will be in the mode you used most recently.
9. Increase magnification with the keyboard shortcut **Windows Key + Plus Sign**.
10. Decrease magnification with the keyboard shortcut **Windows Key + Minus Sign**.
11. You can also use **CTRL + Scroll Wheel**—rolling the wheel away from you—to increase magnification on the fly.
12. In an open Word document with a couple of paragraphs, place the cursor at the top of the document with the keyboard shortcut **CTRL + Home**.

13. Use your mouse pointer to select the **Read from here** button on the **Magnifier** toolbar. Click at the beginning of your text to start the reader.
14. Press the **Read from here** button to pause the Reading function. To start it again, just click in your document where you want the reading to begin. You can also use the shortcut **CTRL + ALT + Left Mouse** button in the place where you want the reading to begin.
15. Using the keyboard shortcut **CTRL + ALT + Enter** begins the reading function, while pressing any key stops the reading function.
16. It's best to use the **ESC** key to pause reading, as it does not enter text or move the text cursor like space and tab keys do.
17. Place the text cursor at the beginning of the second paragraph.
18. Press **CTRL + ALT + Left Mouse** button to start reading from this location in the document.
19. Press the **ESC** key to stop reading.

20. Select the **Settings** tool in the **Magnifier** toolbar.  
It looks like a gear.
21. Explore the **Speed** and **Voice** controls to  
customize to your preferences.
22. Keyboard shortcuts
  - **Windows + Plus Sign**: open Magnifier
  - **Windows + ESC**: close Magnifier
  - **CTRL + ALT + Enter**: Play/Pause Reader  
function
  - Any key: stop reading
  - **CTRL + ALT + Left Mouse button**: read from  
mouse pointer location
  - **CTRL + ALT + H**: read previous sentence
  - **CTRL + ALT + K**: read next sentence