



Mac Low Vision

Shortcuts and Dictation

Accessibility features on your Mac are right at your fingertips. Just open the **Accessibility Shortcuts** menu to choose the ones that work best for you!

Open the Accessibility Shortcuts Menu

1. Use the keyboard shortcut **Command + Option + F5**. Press and hold the **Command** and **Option** keys together, and then press **F5**.

Tip: If you're using a laptop, you may need to add the Fn key to the keyboard shortcut: **Command + Option + Fn + F5**.

Tip: When the Accessibility Shortcut opens, the computer speaks instructions for moving through the list and choosing your options.

2. To move down the list of options, press **Tab**.
3. To move back up the list, press **Shift + Tab**.

Tip: As you move through the list, the computer will speak "Check" or "Unchecked" at each shortcut to let you know if it is turned on or off.

Vision Accessibility Shortcuts

4. **VoiceOver:** When **VoiceOver** is turned on, everything on the screen is read aloud. When **VoiceOver** is on, use the keyboard instead of the mouse to move around the computer screen.

Tip: VoiceOver is the Mac's screen reader and is just one of the ways the Mac can speak text aloud. VoiceOver is different from Spoken Content and Siri—the Mac's personal assistant.

5. **Zoom:** This screen magnifier makes everything on the screen a little bigger. With **Zoom** on, you can increase or decrease magnification to make the text and images the best size for you.
6. **Invert Colors:** When this feature is turned on, everything on the screen appears in the opposite color. For example, black text on a white background becomes white text on a black background, offering plenty of contrast.

Tip: The Invert colors feature cuts down glare and makes the display appear much sharper with better contrast.

7. **Color Filters:** This shortcut turns color filters you've already set on or off. To set up a color filter, like gray-scale, or a screen color tint:
 - Open the **Accessibility** menu and select **Display**.
 - Then, select **Color Filters**.
 - Choose a filter type from the drop-down list.

8. **Increase Contrast:** Makes everything on the screen a little bolder.
9. **Reduce Transparency:** Helps increase the contrast by making colors more solid and bolder.

Tip: When Increase Contrast is checked, Reduce Transparency is automatically checked.

Keyboard Shortcuts

Create keyboard shortcuts to turn on accessibility features with customized keystrokes.

10. Use the **Tab** key to move down the **Accessibility Shortcuts** list until you reach **Keyboard Shortcuts**.
11. Press the **Spacebar** to open the settings.

Tip: When Keyboard Settings opens, Accessibility Shortcuts will stop reading out loud. Look for the Keyboard Shortcuts button on the right side of the Keyboard window pane, just above the Text Input heading.

12. Select **Accessibility** from the left pane for **Accessibility Keyboard Shortcuts**.
13. In the right pane, check the **Accessibility** feature and look for the keyboard shortcut on the right.
14. To change a shortcut, double click the shortcut name and type in a different key combination.

- For example, the Invert Colors keyboard shortcut is **Option + Command + 8**. To change the keystroke combination, double click the **Invert Colors** keyboard shortcut symbols and type in a different one, like **Command + I**. Select **Done** at the bottom of the window. Now, **Invert Colors** can be turned off or on, using the new keyboard shortcut **Command + I**.

Dictation

Dictation is a built-in feature that allows you to speak while the Mac types what you say.

15. Close **Keyboard Shortcuts** with the **Done** button or by pressing **ESC** to return to **Keyboard** settings.
16. Select **Dictation** at the bottom of the pane.
17. To turn **Dictation** on, select the toggle button on the right.
18. To change the dictation language, select a language from the drop-down menu.
19. Select the **Microphone source** from the drop-down menu. The default setting is the Mac's built-in microphone.
20. Choose a **Shortcut**. The default setting for turning on **Dictation** is pressing the **Command** key twice, quickly.

Tip: Once Dictation is turned on, you can double click the command key (or the shortcut key you selected) whenever there is an edit box for text or an app where you enter text.