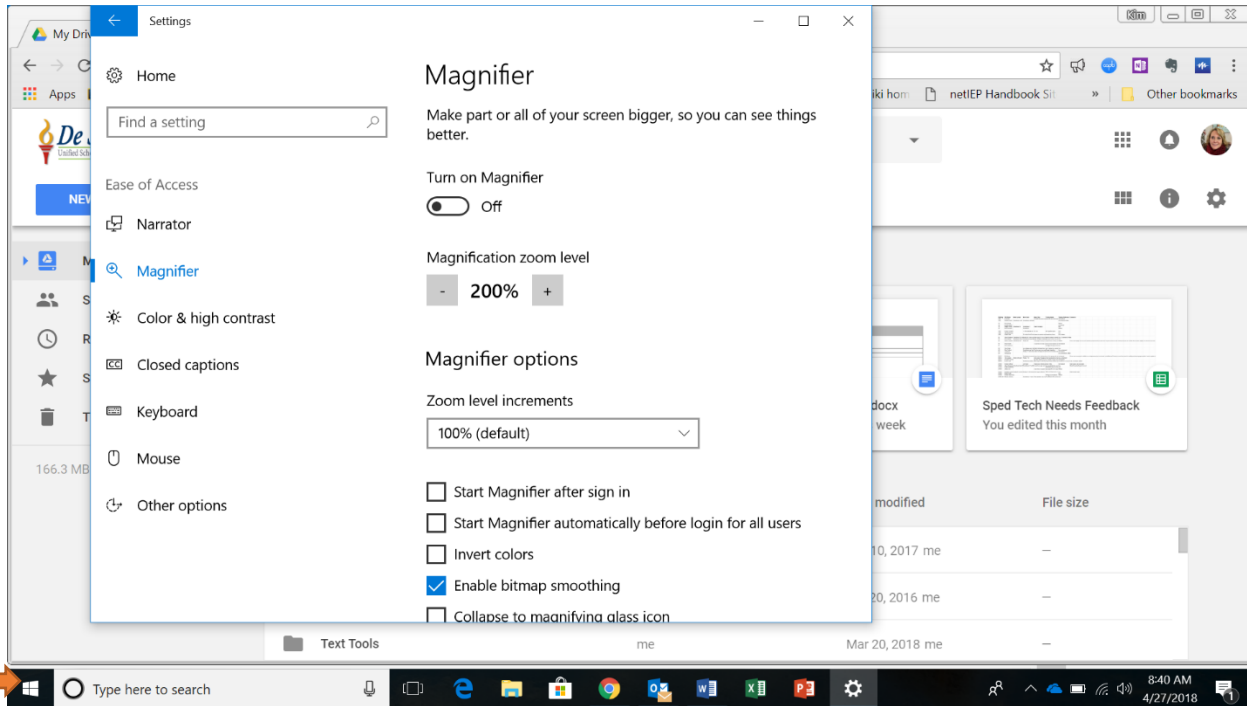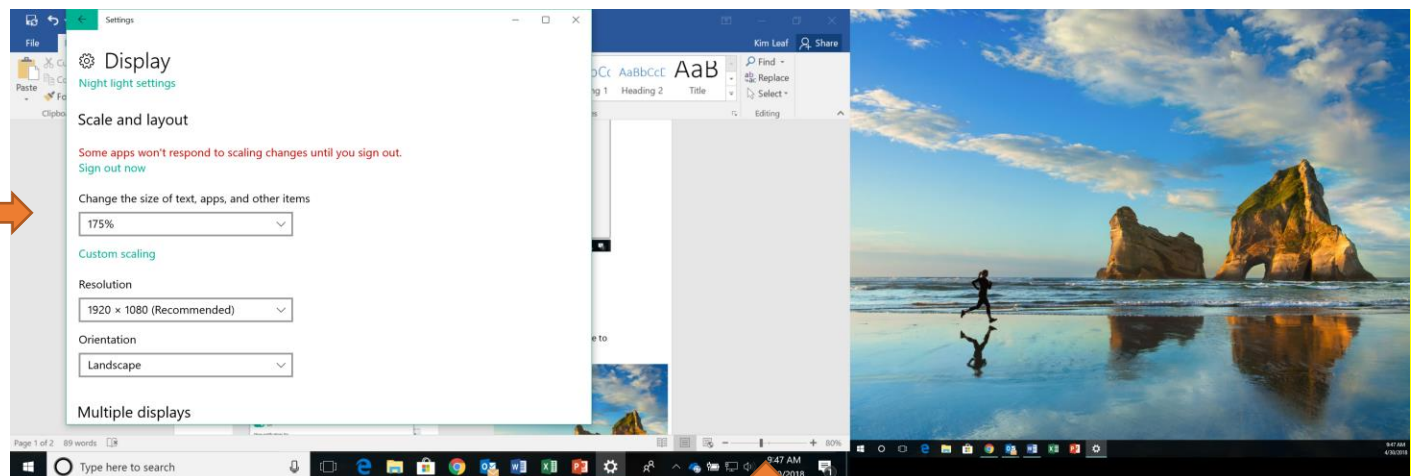# Accessibility Tool How To's for Windows 10

To Enlarge Text go to **Settings** choose **Ease of Access** then **Magnifier** increase the magnification zoom level (to make it all larger) and/or turn on the Magnifier (to enlarge a particular area).
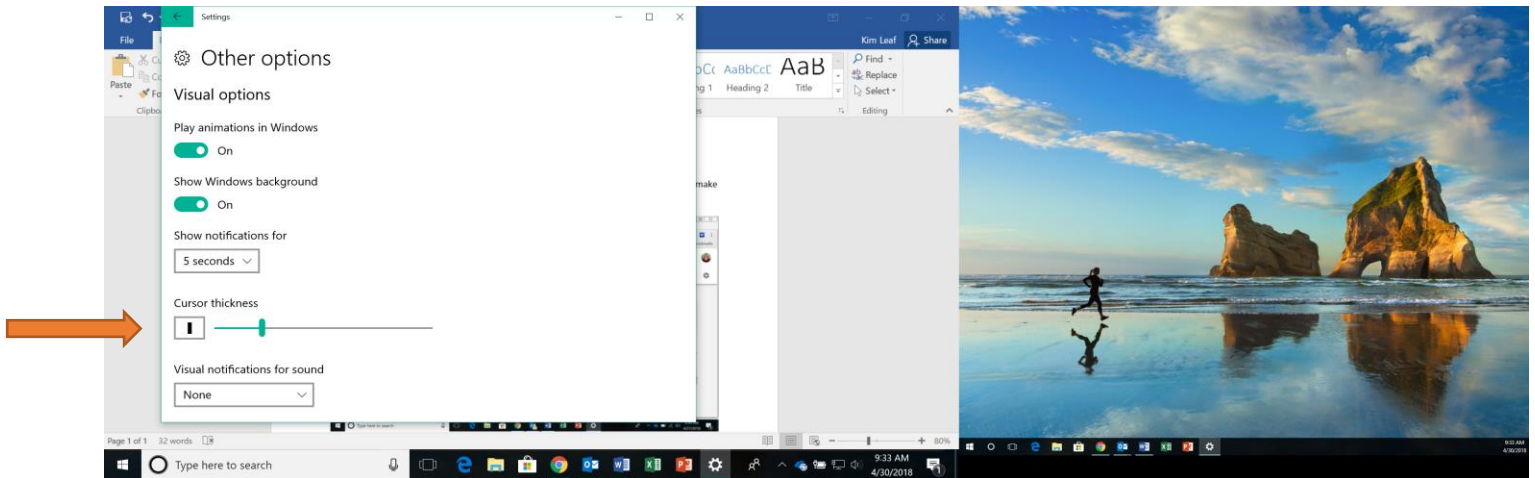

Enlarging apps and text on the Display: go to **Settings** choose **System** and **Display** click Change the size of Text, apps and other items. You can also use the slider at the bottom right.
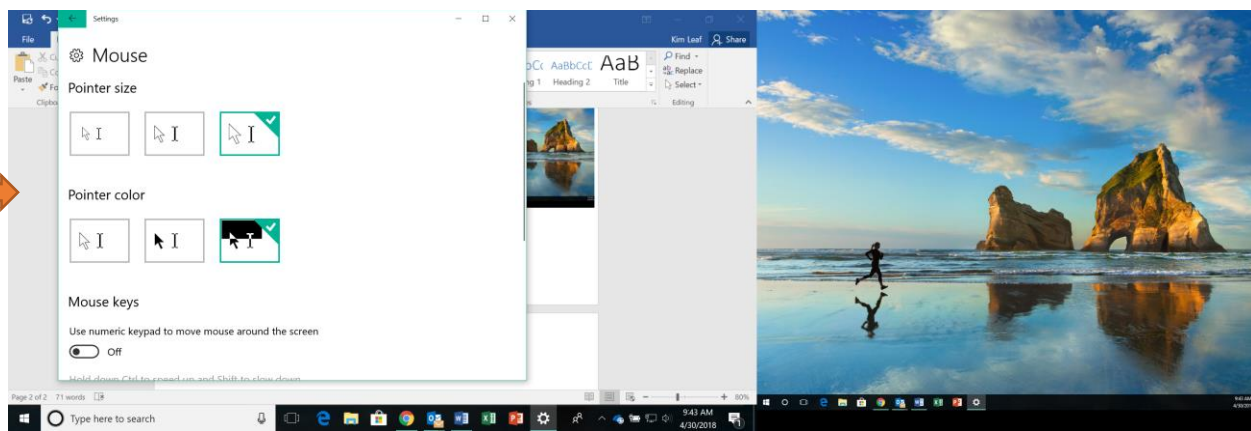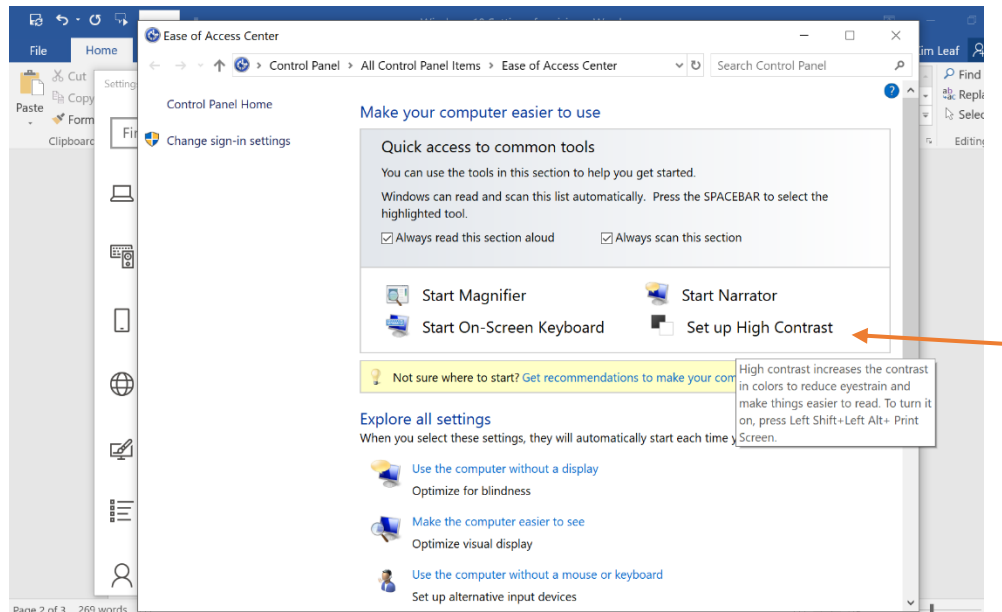
Making the Cursor Easier to See:

Go to **Settings** choose **Ease of Access** then **Other Options**, select **Cursor Thickness** and slide to select

Enlarging the Mouse Pointer: Go to **Settings** choose **Ease of Access** then **Mouse** and change **pointer size** and **pointer color**

<u>Turn on High Contrast to make seeing the screen easier:</u> Go to **Settings** choose **Ease of Access** then **Ease of Access Center** choose **Set up High Contrast**

Add Speak to the Quick Access Toolbar- for Reading Word Docs aloud

You can add the Speak command to your Quick Access Toolbar by doing the following:

1. Next to the Quick Access Toolbar, click **Customize Quick Access Toolbar.**

2. Click **More Commands**.
3. In the **Choose commands from** list, select **All Commands**.
4. Scroll down to the **Speak** command, select it, and then click **Add**.
5. Click **OK**.
6. When you want to use the text-to-speech command, click the icon on the Quick Access Toolbar.

Convert text to speech

After you have added the **Speak** command to your Quick Access Tool, you can hear single words or blocks of text spoken by highlighting the text you want to hear, and then clicking the **Speak** command.