



## Accessibility: Make Windows 11 Work for Everybody

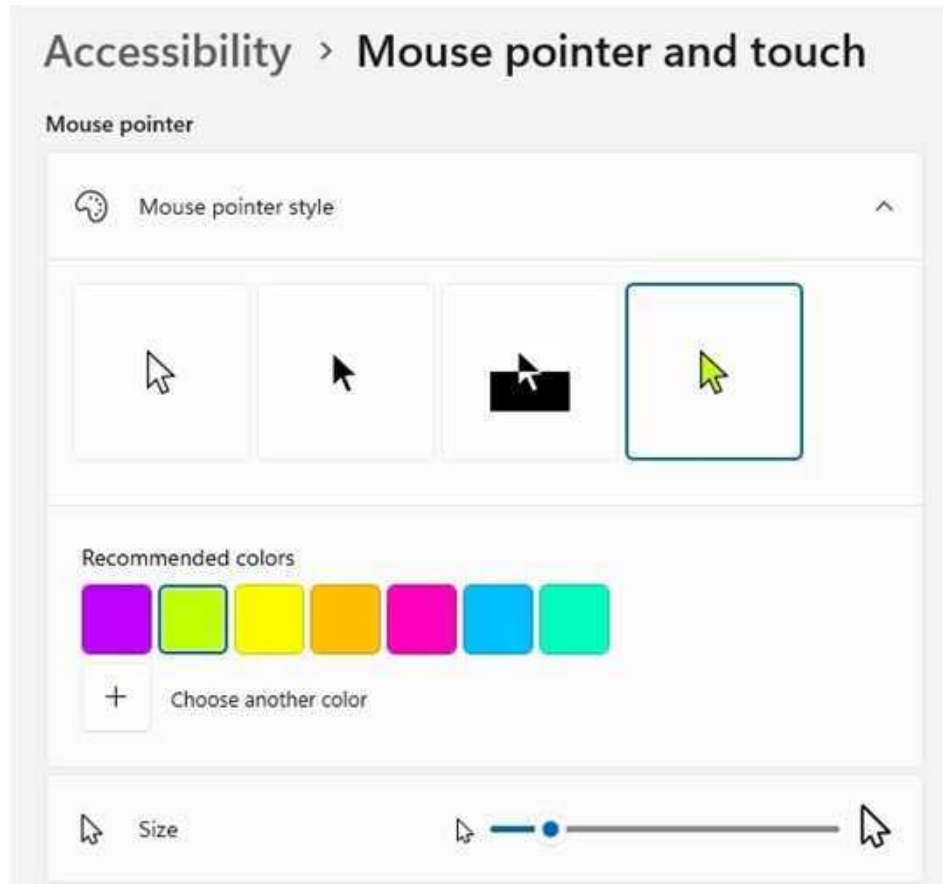
Windows 11 has a lot of options for improving both the sights and sounds of Windows for those users who need some help. Whether you're adjusting these settings for yourself or have been designated as 'tech support' for an older user, there are a lot of options to choose from. For the full list, go to the Start menu and click Settings (the gear image), choose the 'Accessibility' option in the left column and go exploring; below, I'm listing only the features that are the most-frequently used. For each, I will give instructions that start on that Accessibility screen, in the order they appear there, screen features first, and then audio.

As always, it's generally best to change one thing at a time, and write down what changes you've made. Be careful; some changes break how Windows works with software, especially text size.

### Text Size

Text size defaults as 100% and can go up to 225%, but do not exceed 150%, or

many dialog boxes will go off the bottom of the screen. Most accounting software products work at 125%. Many have issues at 150%, and everything higher is a mess.



## Mouse Pointers and Touch

For those of us running multiple screens, it's very easy to lose track of where the mouse pointer is hiding. The mouse pointer defaults to size 1, and can go up to 15. For multi-screen use, start at 3. Try the color option with a very bright color and a size of 6 or above for low-vision use. Set the 'Mouse indicator' option to ON; that puts a circle around the mouse whenever you tap the 'Ctrl' key.

Most users don't find the other options useful, specifically the solid black mouse pointer or the Mouse pointer trails.

## Text Cursor

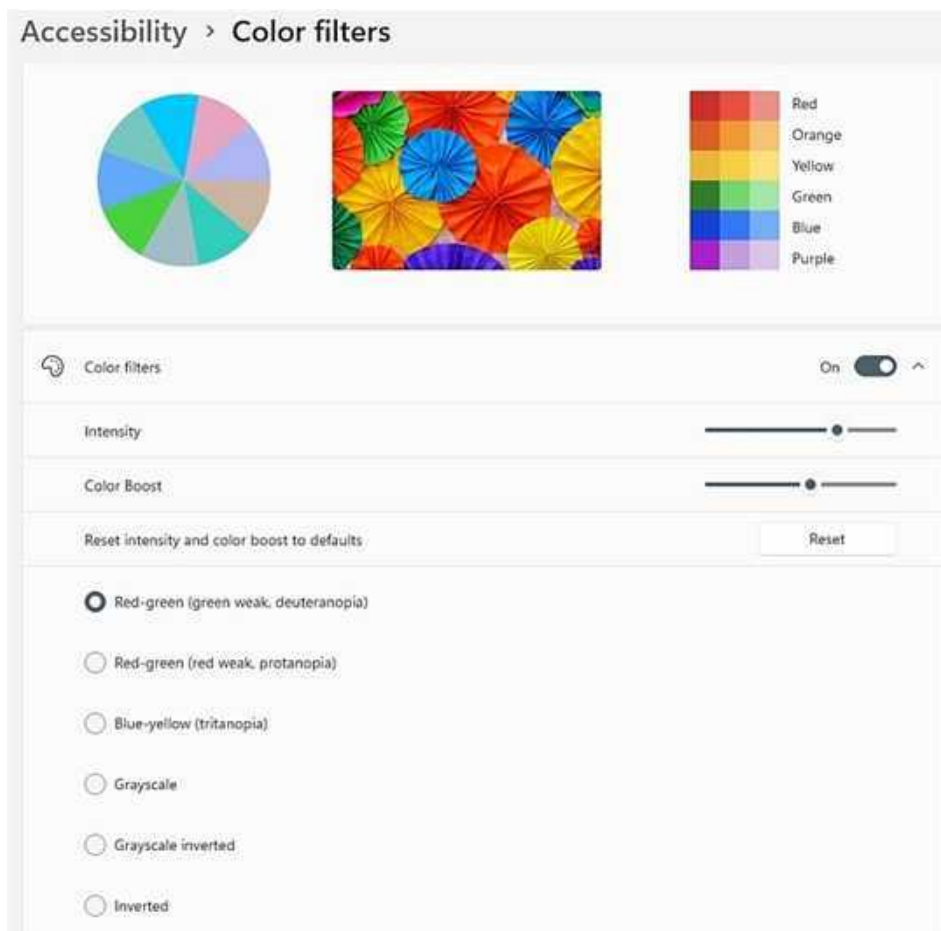
The text cursor settings work well to make the insertion point wider, up to a setting of 4. Above that, text is partially blocked.



## Magnifier

There's a shortcut to turn Magnifier on (Windows key with +) or off (Windows key with Esc). That's the Windows/logo key with the Escape key (far top left of keyboard).

When Magnifier is on, moving your mouse cursor to the edge of the screen pans the view in that direction. For most users, the Zoom increment has to be reduced from the default 100%; start at 25% and adjust from there.



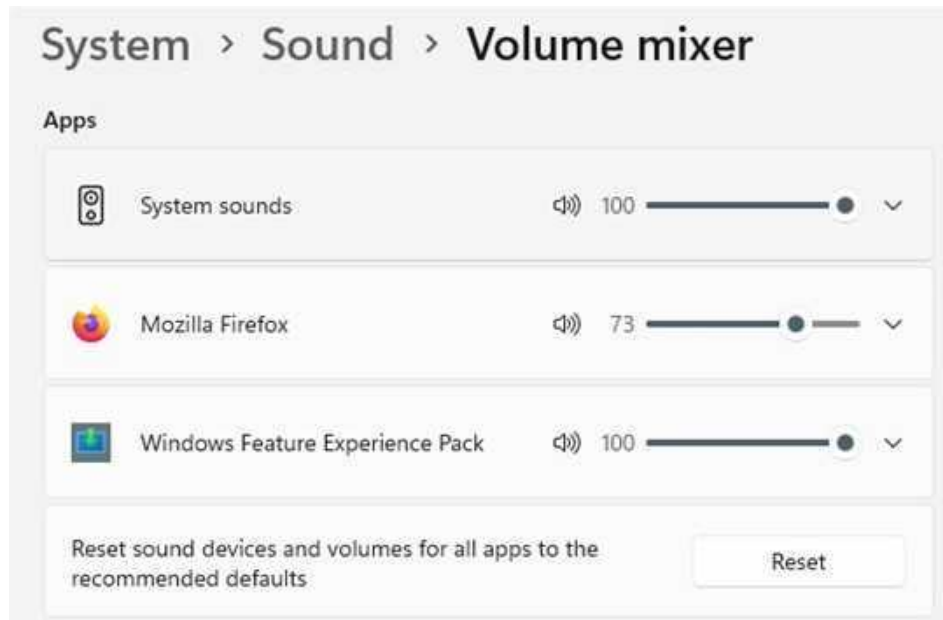
## Color Filters

Did you know that Windows can adapt its screen for color blindness? Just turn on Color filters, and then select the matching option, such as Red-Green (red

weak/protanopia).

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## Audio & Sound



### Hearing, Audio, Volume Mixer, Apps

You can adjust program volume levels individually from the Volume Mixer.



## Live Captions

For watching those YouTube videos that do not have their own captions, or live Zoom meetings, turn on Live Captions; a box opens with multiple lines of text, and it stays matched up with dialogue better than closed captioning. Bonus: Live Captions works well with streaming services. The shortcut to turn Live Captions on is Win-Ctrl-L. Turn it off from the usual top-right X button. Or you can run Live Captions by tapping the Windows start (logo) key, search for 'Live Captions' from there, or pin it to the task bar by choosing 'Open file location' and dragging it down onto the System Tray.

For computers that have AI processors (so far, the Intel 'Ultra' series), Live Captions will soon have options to auto-translate video or meetings into captions in real time.

## Voice Typing

The quality of speech-to-text in Windows 11 is fairly good, but you will need to edit for punctuation and capitalization. The shortcut is the Windows key with the letter H. While there are options in Accessibility, Speech, Voice Access to turn on voice access automatically either before or after signing-in to the PC, for users that use the feature just for basic dictation, the keyboard shortcut is all that's needed.

## What's Missing?

Windows has an option to 'always' show scroll bars, even when the list does not fill the available space; it's in the Visual Effects section. However, there are no scroll bar width options in the Settings app. Call if you need help with those, as that setting can only be changed in the Registry, and is somewhat tricky to adjust.

## Browser Zoom

Enlarging and shrinking web pages isn't a setting; it's done as-needed, with Ctrl+ used for Zoom In, Ctrl- for Zoom out, and Ctrl 0 (Zero) to reset Zoom to neutral. This works on most browsers, including Edge, Zoom, Firefox, and Brave.



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