Content Manager (CM) Guide
Accessibility Tools (Zoom In)

Some users of Content Manager (CM) might find that the text size can be small and difficult to read. It is **not** possible to change the font size within Content Manager. However, there are various third-party tools that can be used to **magnify or zoom-in** while using Content Manager and also function as **screen readers**.

One such tool is called **Magnifier** which is standard on all Windows computers. This guide is how to use that application, but you have the option of using other applications that might be available (including a screen reader called NVDA). There is not a one-size-fits-all approach to accessibility, and other tools might work better for your needs.

How to access Magnifier?

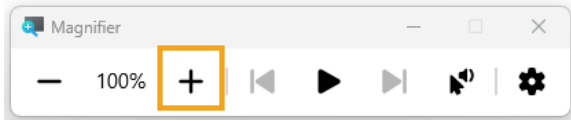Press Windows logo key (⊞) + Plus sign (+) on your keyboard. The tool will open.
OR
Search for **Magnifier** in your taskbar and **single left click** to open.
(We recommend that you **Right click** and choose **Pin to taskbar**. Then you can always open directly form a taskbar icon.)

How to use Magnifier?

Click the **plus sign (+)** to **magnify/zoom in**.

Click the **Play button** to have the screen reader begin **reading wherever your cursor is**.

Click the **Click/play button** then use your mouse to **click on the line you want the reader to read**.

Press the Windows logo key (⊞) + Escape button (Esc) to close the tool. You can also click the close button (X) in the top right corner.
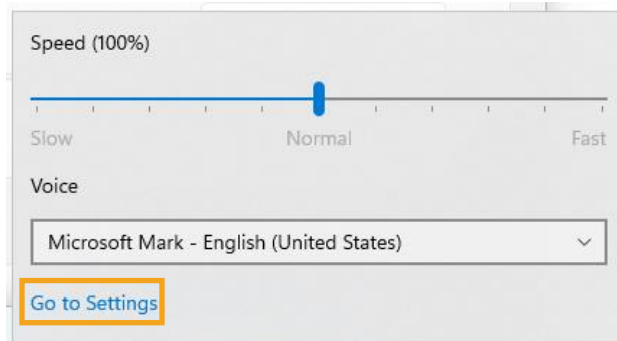
Settings

After you've opened Magnifier, select the **gear icon**.
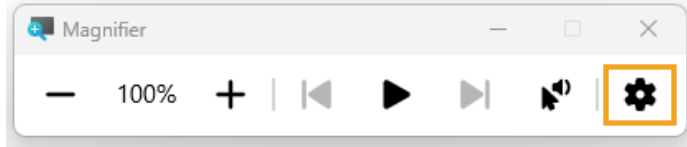
Then select **Go to Settings**

From there, modify any settings relevant for you. Settings we recommend are:

Zoom increment – the default is 100%, which means the tool will zoom by 100% each time you zoom in. However, most people find that a smaller increment works better for them. Click the displayed percentage to change to your desired percentage.
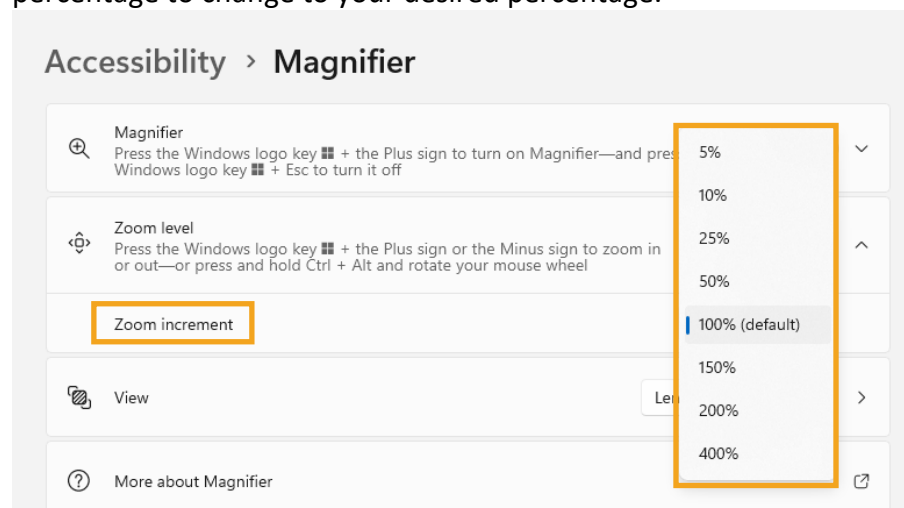
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View – the default setting is Full screen, however many users find that this doesn't work well – especially if they have multiple monitors. Instead, we recommend that you click where it says Full screen and change to **Lens**. This will enable a smaller window that can be used to magnify certain text instead of the entire screen.
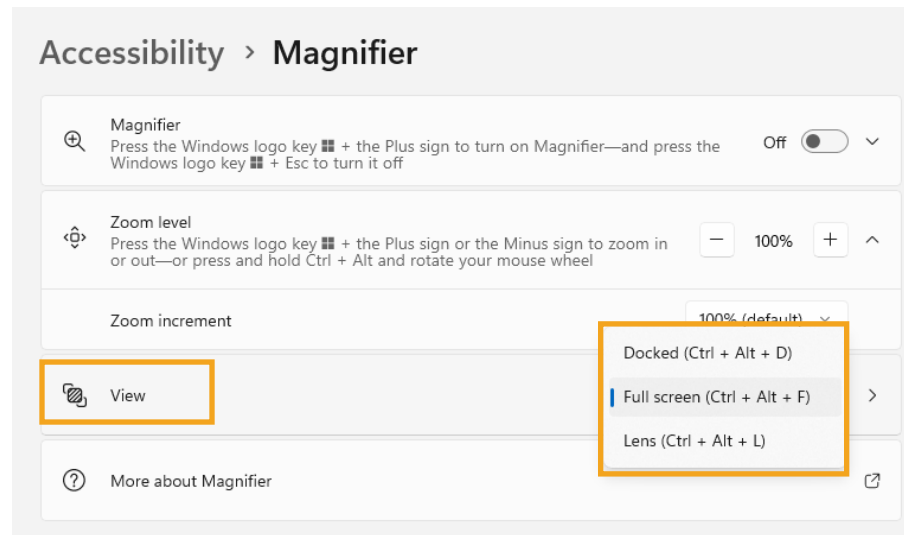
Appearance: Smooth edges of images of text – The default is for this feature to be On, however many users report that they have a better experience with then they turn it **Off**.
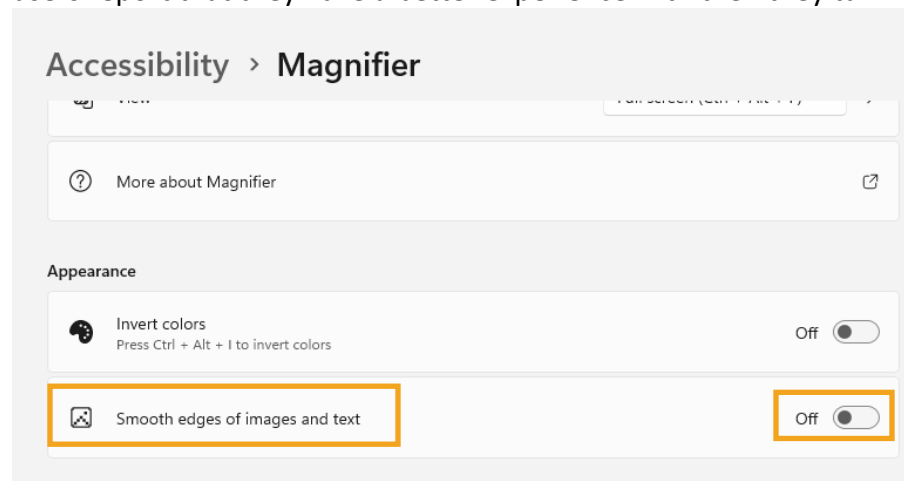
More information about how to use Magnifier is available from Microsoft. There are also various videos available for using Magnifier through the KCIT Training Hub. Although this guide is specific to Content Manager (CM), you can use Magnifier for any work you need to do on your computer.

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