




# 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 from 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.



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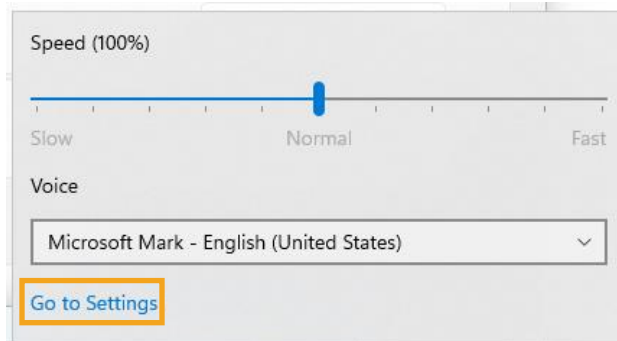
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### Settings

After you've opened Magnifier, select the **gear icon**.

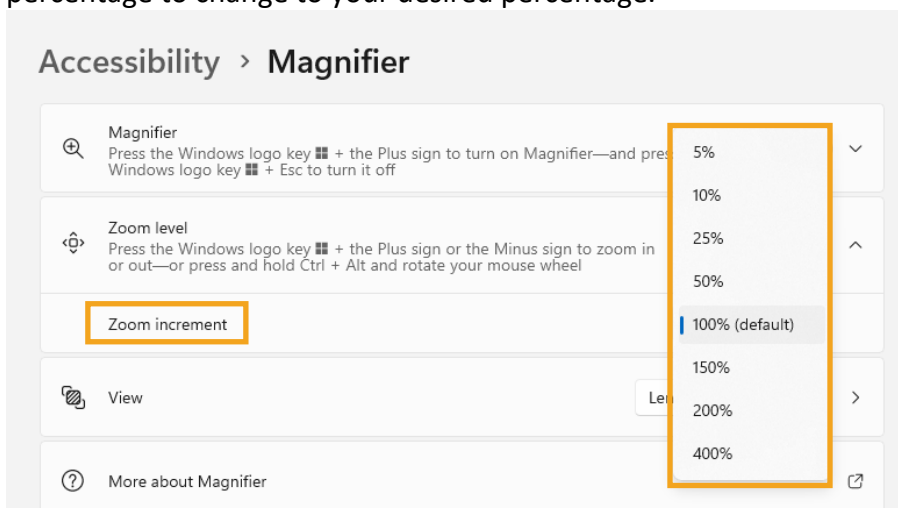


Then select **Go to Settings**



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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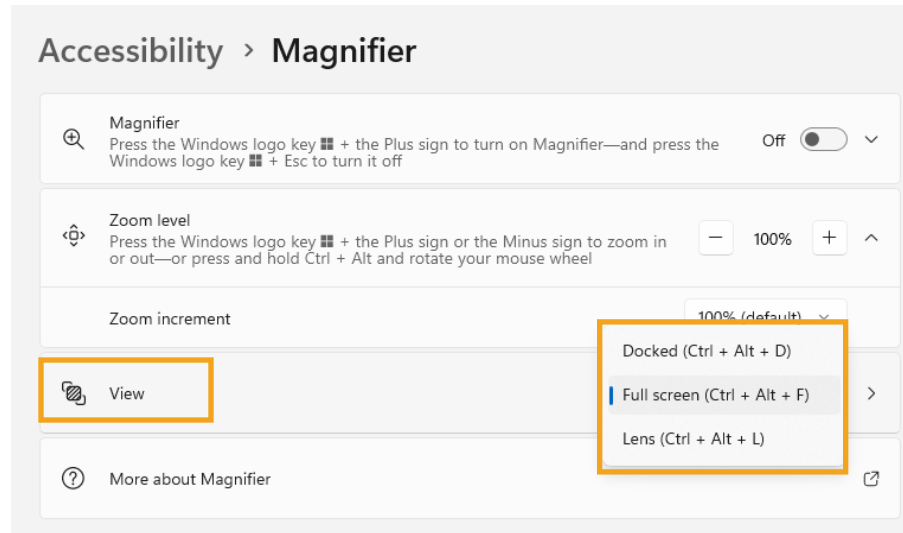
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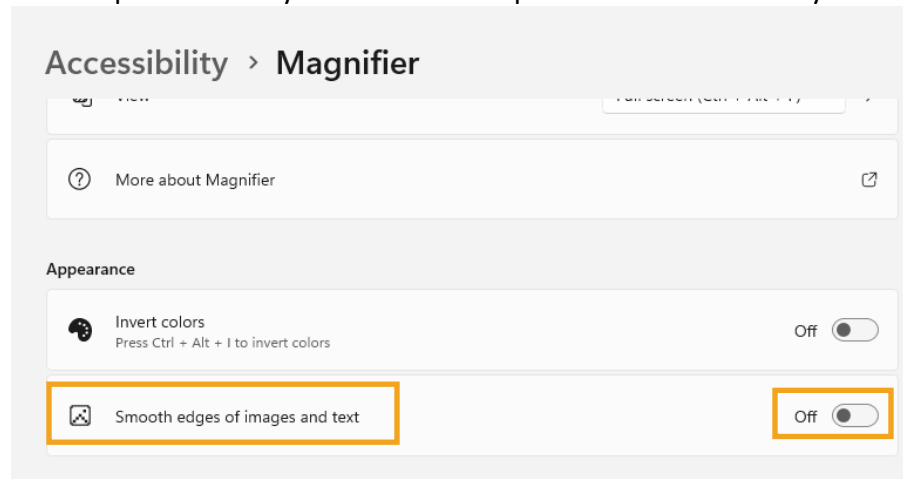
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**View** – the default setting is Full screen, however many users find that this doesn't work well – especially if they have multiple monitors. Instead, we recommend that you click where it says Full screen and change to **Lens**. This will enable 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](https://www.microsoft.com). Although this guide is specific to Content Manager (CM), you can use Magnifier for any work you need to do on your computer.

