NAPLES COMPUTERS HOW-TO · PC & MAC BASICS

Zoom, Magnifier, and Voice Typing: Accessibility Made Easy

Windows 11 and Mac both have free accessibility tools built right in: a screen magnifier, a zoom feature, and voice typing that lets you talk instead of type. This guide covers all three.

Why these are worth knowing

These are already sitting on your device, free, waiting to be turned on.

Free and already installed
No extra apps or subscriptions, just built-in Windows and Mac features.

A few taps, no glasses required
Zoom in, make things bigger, or just talk instead of typing.

Set it up once
Turn it on once, and it's there every time you need it.

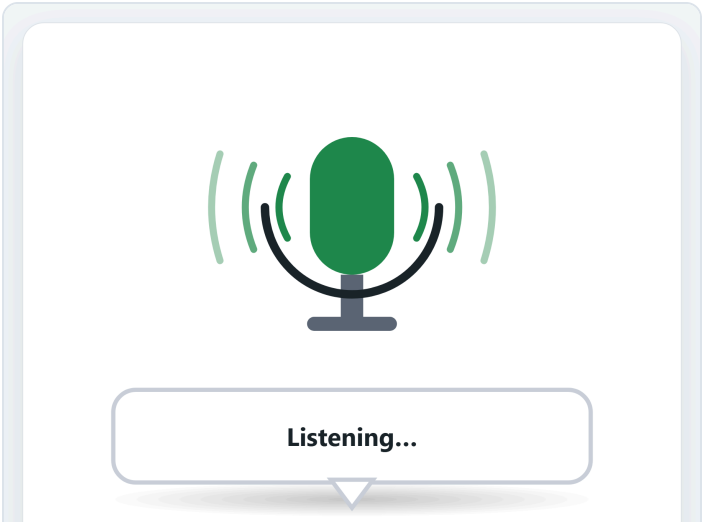
Zoom, Magnifier, and voice typing, step by step

ACCESSIBILITY

Squinting at the screen, or tired of typing?

Windows and Mac both have free zoom and voice-typing tools built right in.

WHAT TO DO
We're Naples Computers, helping Naples families with this since 1993.



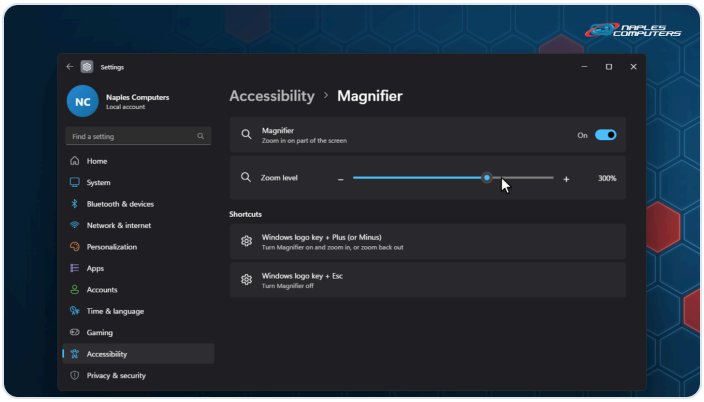
WINDOWS

1 Windows 11: turn on Magnifier

Settings → Accessibility → Magnifier. Turn it on, then drag the zoom slider.

WHAT TO DO

Or skip the menus: Windows key + Plus zooms in anywhere, Windows key + Esc turns it off.



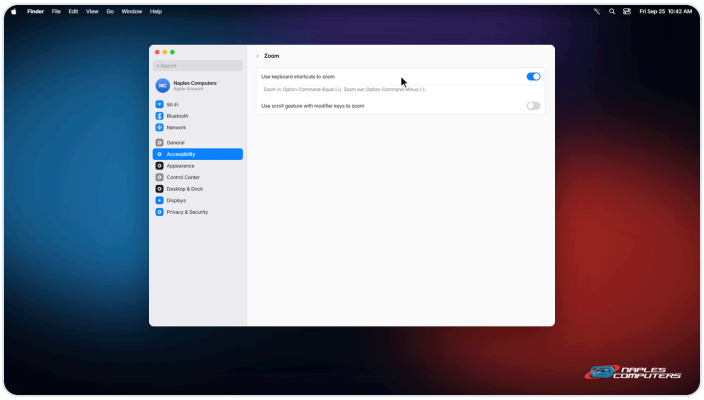
MAC

2 Mac: turn on Zoom

System Settings → Accessibility → Zoom. Turn on keyboard shortcuts or the scroll gesture.

WHAT TO DO

Option+Command+Equal zooms in, Option+Command+Minus zooms back out.



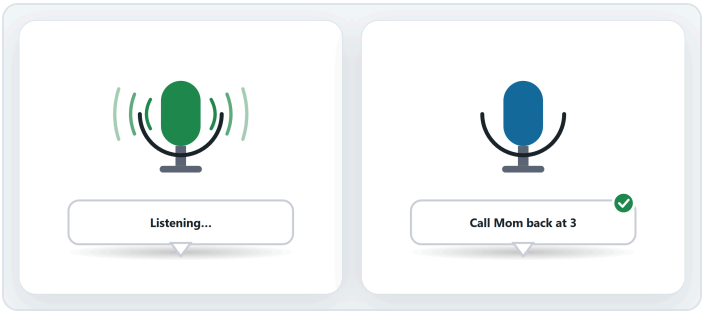
VOICE TYPING

3 Let your voice do the typing

Windows Voice Typing and Mac Dictation type out loud for you, right in any text box.

WHAT TO DO

Windows: Windows key + H. Mac: press the Fn key twice (set it up first in Settings).



A few tips

- [ ] **Combine them**
  Bigger text plus Magnifier plus voice typing can cover almost anything
- [ ] **Magnifier and Zoom follow your cursor**
  Move the mouse, and the zoomed area moves with it
- [ ] **Voice typing needs the internet**
  No connection means no voice typing; dictation on a Mac can work offline on newer models

Recap: accessibility made easy

- [ ] Windows 11: Settings, Accessibility, Magnifier
- [ ] Mac: System Settings, Accessibility, Zoom
- [ ] Windows: Windows key + H to talk instead of type
- [ ] Mac: press Fn twice, after turning on Dictation in Settings

Magnifier (Windows) and Zoom (Mac) both follow your mouse cursor, so moving the mouse moves the zoomed area with it.

Still hard to see or type?

Call 239-513-1960

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