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# Accessibility Features on Windows 11

**From** [**www.support.microsoft.com**](http://www.support.microsoft.com) **5/2022**

## VISION

### **Turn contrast themes on or off**

1. Select the **Start** button, and then select **Settings** > **Accessibility** > **Contrast themes**.
2. To turn on contrast themes, select the theme you want from the **Contrast themes**drop-down menu, and then select the **Apply** button. Windows may display a “Please wait” screen for a few seconds, after which the colors on the screen change.
3. To turn off contrast themes, select the **None**option from the **Contrast themes**drop-down menu, and then select the **Apply** button. Windows may again display a “Please wait” screen for a few seconds, after which the colors on the screen change back to default.

**Tip:**Press the left Alt key + left Shift key + Print screen (Print Scrn on some keyboards) to quickly turn high contrast mode on or off.

### **Make your own high contrast theme**

If none of the default themes work perfectly for you, you can further customize the colors of various screen elements. For example, if you have some form of color blindness, you can swap out the affected colors.

1. After selecting a theme, select the **Edit**button under the **Contrast themes** drop-down menu. You can modify the color of the following screen elements:

* **Text**: nearly all text you see in Windows or on a web page, for example.
* **Hyperlinks**: all hyperlinks you see in Windows or on a web page, for example.
* **Disabled Text**: text that would normally be grayed out, for example, when you cannot select a specific option or button.
* **Selected Text**: any selected menu item or option. For example, the alignment of the currently selected paragraph in Word is indicated with this color on the tool ribbon.
* **Button Text**: text on any buttons that contain text.
* **Background**: the background of nearly all text you see in Windows or on a web page, for example.

1. Select a new color by clicking on the color picker palette, adjust the selected color’s brightness using the slider under the palette, and select **Done**.
2. To save any color changes you have made to the theme, select **Apply**.

### **Adjust size and color**

* To adjust the size of text, apps, and other items, select the **Start**button, then select **Settings**> **Accessibility**> **Text size**. Use the slider next to **Text size**to make just the text on your screen larger. To scale up everything on your screen, select the **Start**button, then select **Settings**> **System**> **Display**, and change the **Scale**drop-down menu under **Scale & Layout** to a larger percentage.
* If there's not enough contrast between the elements on your screen, try using a high contrast theme. Select the **Start** button, then select **Settings** > **Accessibility** > **Contrast themes**, select one of the options in the drop-down menu next to **Contrast themes**, and select **Apply**. You can select between **Aquatic**, **Desert**, **Dusk**, and **Night sky**.

### **Adjust Mouse Pointer and Cursor**

* Make your mouse more visible by changing the color and size of the mouse pointer. Select the **Start**button, then select **Settings**> **Accessibility** > **Mouse pointer & touch**, and choose the options that work best for you.
* By adding pointer trails you can see where the mouse is moving on the screen. Select the **Start**button, then select **Settings**> **Bluetooth & devices** > **Mouse**> **Additional mouse settings**. In the **Mouse Properties** window, select the **Pointer Options** tab, and then **Display pointer trails**.
* Windows can also show visual feedback when you touch the screen. Select the **Start**button, then select **Settings**> **Accessibility** > **Mouse pointer & touch**, and then set **Touch indicator** to **On**.

### **Magnification**

Magnifier enlarges part or all of your screen so you can see words and images better. To open Magnifier quickly, press the **Windows logo key** + **Plus sign (+)**. When Magnifier is open, use **Windows logo key**+ **Plus sign (+)** or **Windows logo key**+ **Minus sign (-)** to zoom in or out. To close Magnifier, press **Windows logo key**+ **Esc**.

### **Apply color filters**

Make photos, text, and colors easier to see by applying a color filter to your screen. Color filters change the color palette on the screen and can help you distinguish between things that differ only by color.

To apply color filters, select the **Start**button, then select **Settings**> **Accessibility**> **Color filters**, set **Color filters** to On, and choose the options that work best for you.

* To turn on and turn off your color filters quickly, select the **Start** button, then select **Settings** > **Accessibility** > **Color filters**, and set **Keyboard shortcut for color filters**to **On**. Then press the **Windows logo key** +**Ctrl**+**C** to turn them on and off.

### **Use Narrator to navigate your PC**

Narrator is the built-in screen reader in Windows that reads aloud what's on your screen so you can use that information to navigate your PC. To start or stop Narrator, press the **Windows logo key** + **Ctrl** + **Enter**.

## HEARING

### **Captions**

Captions let you read the words spoken in the audio portion of a video, TV show, or movie. To define how the captions appear in Windows and some Windows apps, you can select one of the predefined caption options or customize an option to better suit your needs.

1. Select  (Start) >   **Settings** > **Accessibility**> **Captions**.
2. In **Caption style**, expand the menu, select one of the predefined options, and see how it appears in the preview. Windows lets you customize things like the color, size, and background of closed captions.
3. To customize the selected predefined option, select **Edit** and then modify the option details to your liking.

### **Hear all sounds in one channel**

Windows lets you convert stereo sound into a single channel so you can hear everything, even if you're using just one headphone. Select the **Start**  button, then select **Settings** > **Accessibility**> **Audio**, and then switch on the **Mono audio** toggle.

### **Display audio alerts visually**

If you have trouble hearing audio alerts, you can have your PC display them visually. Select the **Start** button, then select **Settings** > **Accessibility**> **Audio**.

Under **Flash my screen during audio notifications**, choose how you want audio alerts displayed. You can choose to have the title bar of the active window, the active window, or the entire screen flash when a notification arrives, instead of relying on sound alone.

### **Make notifications stick around longer**

By default, Windows notifications disappear five seconds after they appear. If you want more time to read them, you can increase how long they're displayed.

Select the **Start** button, then select **Settings** > **Accessibility**> **Visual effects**. Then, under **Dismiss notifications after this amount of time**, choose the amount of time you want.

## MOBILITY

Windows supports the following eye tracking devices:

Tobii

* Tobii Eye Tracker 4C
* Tobii EyeX
* Tobii Dynavox PCEye Plus
* Tobii Dynavox EyeMobile Mini
* Tobii Dynavox EyeMobile Plus
* Tobii Dynavox PCEye Mini
* Tobii Dynavox PCEye Explore
* Tobii Dynavox I-Series+
* Selected laptops and monitors that include eye tracking integrations

EyeTech

* TM5 Mini

Eye control is available in Windows 11 in all regions. However, the eye control keyboard only supports the EN-US keyboard layout, and some eye control settings are only available in English. The Region and Language settings of your PC don’t need to be changed; they don’t affect eye control use.

#### Someone to assist you

You may need the help of a friend, family member, or caregiver to complete the set-up and to change eye control settings. Go to Microsoft Support for additional set up information. <https://support.microsoft.com/en-us/windows/get-started-with-eye-control-in-windows-1a170a20-1083-2452-8f42-17a7d4fe89a9#ID0EBD=Windows_11>

### **Use voice typing to talk instead of type on your PC**

Turn on voice typing:

* Press **Windows logo key**+ **H**on a hardware keyboard
* Press the **microphone key**next to the Spacebar on the touch keyboard

Stop voice typing:

* Say a voice typing command like "Stop listening"
* Press the microphone button on the voice typing menu

Voice typing commands

|  |  |
| --- | --- |
| **Voice typing command** | **What you can say** |
| Stop or pause voice typing | Pause voice typing  Pause dictation  Stop voice typing  Stop dictation  Stop listening  Stop dictating  Stop voice mode  Pause voice mode |
| Delete last spoken word or phrase | Delete that  Erase that  Scratch that |
| Select last spoken word or phrase | Select that |

## NEURODIVERSITY AND LEARNING

### **Use Immersive Reader in Microsoft Edge**

Immersive Reader in [Microsoft Edge](https://www.microsoft.com/edge?msclkid=ab5db0dfbaa711ecaf2862d5f547fb29) simplifies web page layouts, removes clutter, and helps you customize your reading experience in Windows 10 and Windows 11.  Immersive Reader was originally designed to meet the needs of readers with dyslexia and dysgraphia. However, anyone who wants to make reading on their device easier can benefit from this tool!

### **Enter Reader Mode in Immersive Reader**

Entering Reader Mode in Immersive Reader will simplify the page you're on by hiding distracting pop-ups and buttons, leaving you with just the important parts: textual and visual content. Once you enter Reader Mode, start using tools like **Read Aloud**, **Text preferences**, **Grammar tools** and **Reading preferences**.

To enter Reader Mode, use Microsoft Edge to visit a website you want to read.  Select **Enter Immersive Reader**in the address bar or use the keyboard shortcut **F9**.

To exit Immersive reader, select **Exit Immersive Reader** in the address bar or use the keyboard shortcut **F9**.

**Tip:** If you don’t see the Immersive Reader icon in the address bar, you can still view the text in Immersive Reader. Just select the text you want to read, right-click, and select **Open in Immersive Reader** from the context menu.

### **Read Aloud in Microsoft Edge**

Read Aloud is a simple but powerful tool that reads the text of a web page audibly.

To begin, select **Read Aloud** from the Immersive Reader toolbar. A ribbon toolbar appears at the top of the page after you start Read Aloud. The toolbar includes buttons to play audio,  skip to the next or previous paragraph, and adjust Voice options. Voice options allow you to change the reader's voice and slow down or speed up their reading pace.

To stop listening, select the **Pause** button or the **X** to close Read aloud.

**Tip:**Another way to access Read Aloud is to select  **Settings and more**> **Read Aloud**.

### **Text preferences in Immersive Reader**

Choose from a wide variety of text and color options such as **Text size**, **Text spacing**, and **Page themes** to enhance your experience in Immersive Reader.

Find these settings in **Text preferences** from the Immersive Reader toolbar.

* **Text size:**Under the label **Text size**, move the slider right to make the text larger; move it left to make the text smaller.
* **Text spacing:** Turn on **Text spacing** to increase spacing between lines of text.
* **Text column style:** Adjust how wide your page's text column spreads.
* **Page themes:** Choose from a variety of page themes and color options, including themes inspired by [Irlen Spectral Filters](https://en.wikipedia.org/wiki/Irlen_filters) for people with Irlen Syndrome. Select **More themes** to view all available themes.

### **Grammar tools in Immersive Reader**

Grammar tools help improve reading comprehension by splitting words into syllables and highlighting nouns, verbs, and adjectives.

To open Grammar tools, select **Grammar tools**  from the Immersive Reader toolbar.

* **Syl·la·bles:** Turn on **Syl·la·bles** to divide words by showing small dots between syllables.
* **Parts of speech:** Under **Parts of speech**, turn on **Nouns**, **Verbs**, **Adjectives**, or **Adverbs**to highlight every noun, verb, adjective, or adverb on the page in a color that corresponds to the color of the label. Customize highlight colors and show labels inline by turning on **Show labels**.

### **Reading preferences in Immersive Reader**

In **Reading preferences**, you can turn on tools like **Line focus** to focus on reading one, three or five lines at a time, **Picture dictionary** to see a visual representation of a word, or **Translate**to change the language of the text.

Find these tools in **Reading preferences** on the Immersive Reader toolbar.

* **Line focus:**Line focus narrows the focus of your reading to one, three, or five lines in Immersive Reader. When just a portion of text highlighted, content is easier to read and comprehend. Use the up and down arrows in Immersive Reader or up and down keys on the keyboard to move the line focus up or down on the page.
* **Picture dictionary:** With Picture dictionary on, you can click on any single word and see an illustration related to the meaning.
* **Translate:** Translate lets you change the language of the text you're reading. Select the language in the list and turn on **Translate entire page**.

### **Make it easier to focus**

### *Turn off animations*

Minimize visual distractions by turning off animations, background images, and more.

1. Select **Start** > **Settings** > **Accessibility**> **Visual effects**.
2. To minimize distractions, do one or more of the following:

* To automatically hide the scrollbars in Windows, turn off the **Always show scrollbars**switch.
* To make some window backgrounds more opaque, turn off the **Transparency effects** switch.
* If you don't want Windows to show animations, turn off the **Animation effects**switch.
* To define how long notifications are shown, expand the **Dismiss notifications after this amount of time**menu and select the option you want.

### *Clean up taskbar clutter*

Choose which icons appear on the taskbar and reduce the number of items in view.

1. Select **Start** > **Settings**> **Personalization**> **Taskbar**.
2. Select **Taskbar items**and **Taskbar corner icons**to expand those sections andturn off the switches for the items you don't want to see on the taskbar.
3. To select which icons can appear in the taskbar corner, select **Taskbar corner overflow**. Turn on the switches for the icons that you want to see in the taskbar corner. The icons with the switches turned off won't show directly on the taskbar—they'll only appear in the taskbar corner overflow menu.

### *Simplify the Start menu*

You can select what to show in the Start menu—keeping distractions at a minimum and finding what you need quickly.

1. Select **Start** > **Settings**  > **Personalization**> **Start**.
2. To simplify the Start menu, do one or more of the following:

* To show or hide recently added apps, toggle the **Show recently added apps** switch on or off.
* To show or hide the apps you use the most, toggle the **Show most used apps**switch on or off.
* To show or hide your recently opened items, toggle the **Show recently opened items in Start, Jump Lists, and File Explorer** switch on or off.
* To select which folders are shown or hidden in the Start menu next to the power button, select **Folders**, and turn on the switches for the folders you want to see. Turn the switches off for the folders you want to hide.

### *Quiet notifications*

**Do not disturb** allows you to define which notifications you see and hear and when. The rest of the notifications will go to the notification center where you can see them any time.

You can also modify the notifications settings to choose which apps display notifications.

### Choose the notifications you want to see and hear

1. Select **Start** > **Settings** > **System** > **Notifications**, then adjust the settings.
2. To see and hear fewer notifications, turn on **Do not disturb**.
3. If you want to choose notifications from certain apps, select **Set priority notifications**. Modify these options to get the notifications you want to see when do not disturb is turned on.

**Tip:**To quickly switch **Do not disturb** on, go to the taskbar and select the battery, network, or volume icon to open the notification center, then turn it on or off.

### *Limit late-night notifications*

1. Select **Start** > **Settings**> **System** > **Notifications**.
2. In **Turn on do not disturb automatically**, select **During these times** to turn it on.
3. Choose when do not disturb turns on, turns off, and how often it repeats.
4. You can also choose the types of tasks that will turn on do not disturb automatically.

### Choose which apps display notifications

If notifications are distracting when they appear on your screen, adjust which apps display notifications and fine-tune how they appear.

1. Select **Start** > **Settings** > **System**> **Notifications**.
2. In **Notifications from apps and other senders**, turn off the apps you don't want notifications from and turn on the apps you do want to get notifications from.
3. To define where the notifications appear for each app, select a specific app, then change the options as desired.

### *Read with fewer distractions*

To read a web page on a simpler and cleaner layout, use the **Immersive Reader** in Microsoft Edge. For more info on the **Immersive Reader**, go to [Use Immersive Reader in Microsoft Edge](https://support.microsoft.com/en-us/topic/use-immersive-reader-in-microsoft-edge-78a7a17d-52e1-47ee-b0ac-eff8539015e1).

1. To start using the **Immersive Reader**, open the web page you want to read in Microsoft Edge, and then press the function key + F9. Alternatively, select  The Enter Immersive Reader icon on Microsoft Edge address bar. (**Enter Immersive Reader**) on the address bar.

**Tip:**If you don’t see the   The Enter Immersive Reader icon on Microsoft Edge address bar.  (**Enter Immersive Reader**) icon on the address bar, select the text you want to read, right-click, and select**Open selection in Immersive Reader**.

1. The page opens on a simpler layout. To change how the page is displayed, review the options on the toolbar at the top of the page. Under **Text preferences**, for example, you can modify the background color using themes or change the font.
2. To exit the**Immersive Reader**, select  The Enter Immersive Reader icon on Microsoft Edge address bar. (**Exit Immersive Reader**) on the address bar or press the function key + F9.