

# Customising your PC

Mendlesham Computer Club

By Giles Godart-Brown

# Topics

## Screen

- Increase text size
- Screen magnifier
- Change contrast and colours

## Mouse

- Increase cursor size and colour
- Change Mouse speed

## Keyboard

- Keyboard shortcuts

## Sound

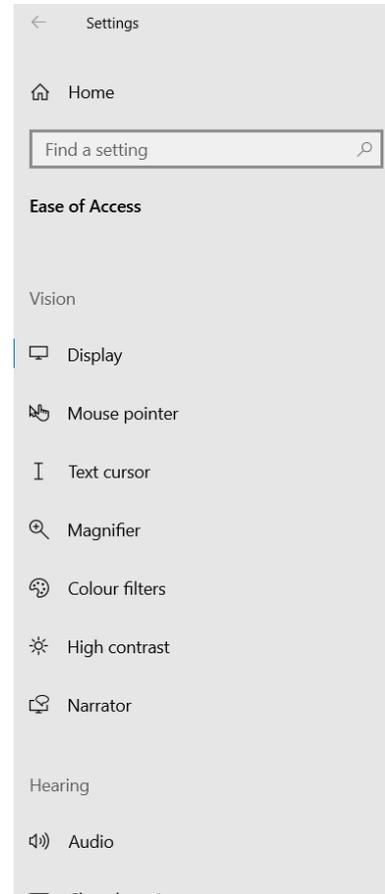
- Increase volume

## Helpful devices

- Keyboards, mice etc.

# Text size

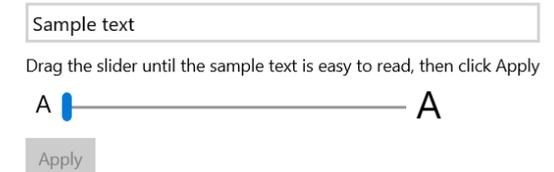
- On Windows 10 go to Settings>Ease of access to increase the text size, screen zoom, and brightness.
- On Windows 11 go to Settings>Accessibility to increase the text size, screen zoom, and brightness.
- On Mac its System settings>Display and Accessibility



## Display

Make your display easier to see.

### Make text bigger



### Make everything bigger

Change the size of apps and text on the main display



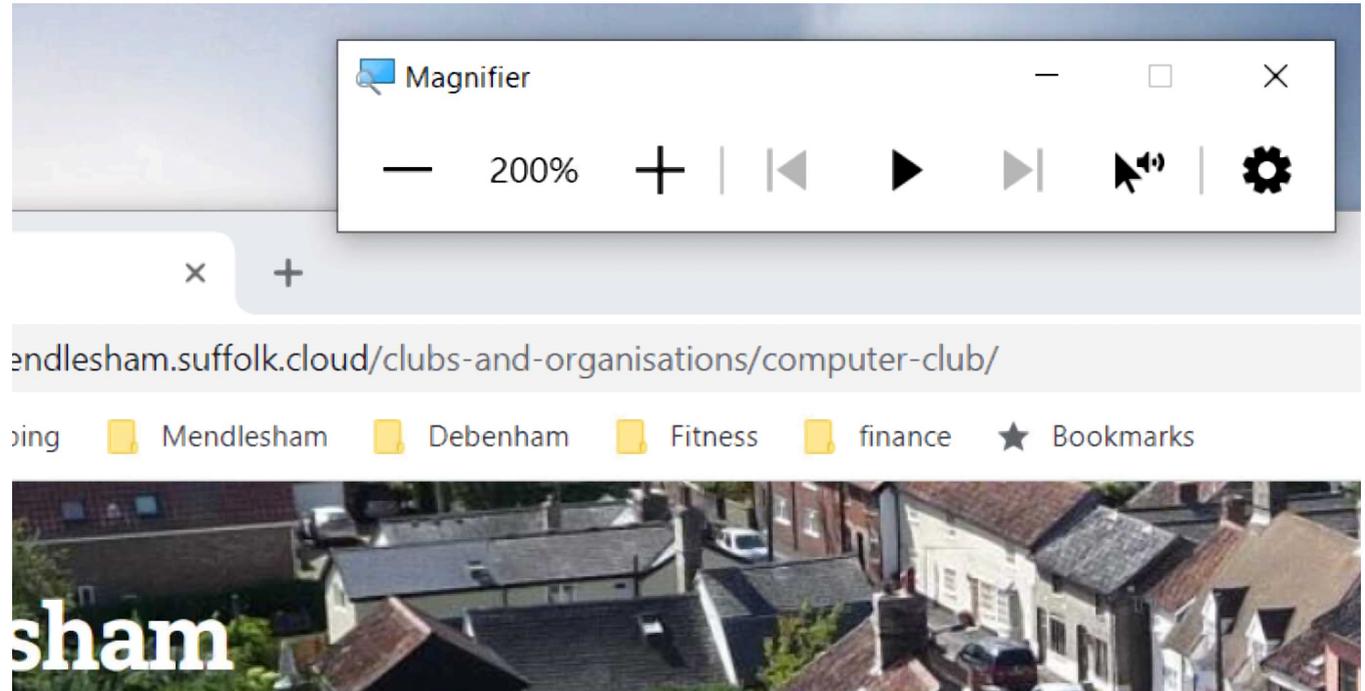
### Make everything brighter

Change the brightness of your built-in display



# Screen Magnifier

- On Windows press the Windows key  and + to activate the magnifier
- On Mac to zoom in, press Option, Command and + keys together, Option, Command and – zooms out



# Colours and Contrast

- On Windows 10 go to Settings>Ease of access, Colour filters and High Contrast.
- On Windows 11 go to Settings>Accessibility, Colour filters and High Contrast
- On Mac select System Settings, Appearance

## Colour filters

Make photos and colours easier to see by applying a colour filter to your screen.

### Use colour filters

Turn on colour filters



Allow the shortcut key to toggle filter on or off

\* Night light may decrease the effectiveness of colour filters. You may want to turn it off if you notice that some colours are harder to see.

Press the Windows logo key + Ctrl + C to toggle filter on or off.

Select a colour filter to see elements on the screen better

Inverted (reverse colours on the display)

Greyscale

Greyscale inverted

Or select a colour blindness filter to make the nine colours on the wheel more distinct.

Red-green (green weak, deuteranopia)

## High contrast

Make text and apps easier to see by using more distinct colours.

### Use high contrast

Turn on high contrast



Press left Alt + left Shift + Print Screen to turn high contrast on and off.

Choose a theme

High Contrast 3 acc

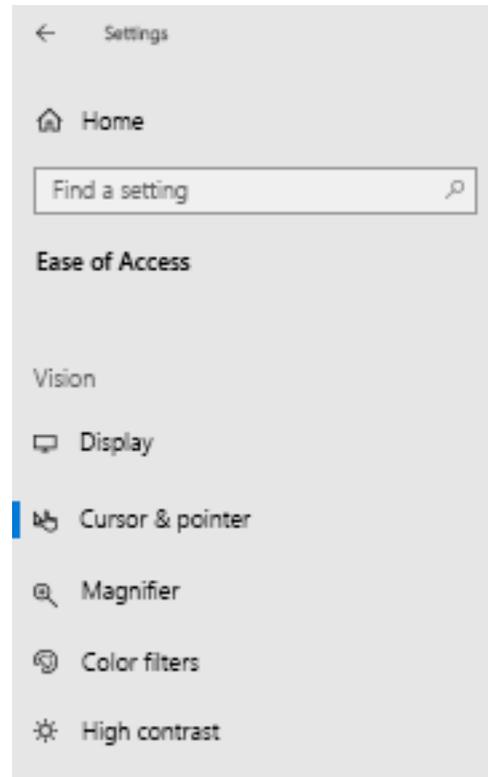
Select a coloured rectangle to customise high contrast colours



# Mouse settings

You can adjust the mouse size, colour, and speed.

- On Windows 10 go to Settings>Ease of Access>Mouse pointer
- On Windows 11 go to Settings>Accessibility>Mouse pointer and touch
- On Mac select System Settings>Accessibility>Display and scroll down to pointer



## Cursor & pointer

Make pointer, cursor, and touch feedback easier to see.

### Change pointer size and color

Change pointer size



Change pointer color



Suggested pointer colors



# Keyboard shortcuts

- Use keyboard shortcuts (such as pressing ALT to move the cursor up to the menu bar and then using arrow keys to navigate the menus)

Windows	Mac	Action
  <delete>		Reboot
 c	 c	Copy selected items to clipboard
 x	 c	Cut selected items
 v	 v	Paste items from clipboard
 a	 a	Select all
 z	 z	Undo an action
 y	 y	Redo an action
 p	 p	Print to a printer
 w	 w	Close the active window
 n	 n	Open new window

# Lighting

- Natural lighting is preferable to artificial lighting; make sure that the monitor is perpendicular to the light source to reduce glare.
- If overhead fluorescents are the only options in the room, consider investing in an inexpensive gooseneck lamp to focus lighting on the keyboard



# Sound

- On Windows 10 or 11 go to Settings>System>sound to adjust devices and volume
- .On Mac System Settings>Sound

## Sound

### Output

Choose your output device

Speaker/Headphone (Realtek High... ▾

Certain apps may be set up to use different sound devices than the one selected here. Customise app volumes and devices in advanced sound options.

[Device properties](#)

Master volume

🔊 ×  20

 Troubleshoot

[Manage sound devices](#)

### Input

Choose your input device

Microphone (Realtek High Definitio... ▾

Certain apps may be set up to use different sound devices than the one selected here. Customise app volumes and devices in advanced sound options.

[Device properties](#)

# Devices that can help

- It may be worth getting a large monitor to improve legibility
- The Trackball is good if you have wrist problems (e.g. RSI)
- There are many specialist keyboards, large keys (or keyboard stickers), illuminated...
- It may be a good idea to stick down the keyboard with Blu-tak if it moves around.
- It may be a good idea to get a pair of headphones if you like it loud! Some hearing aids have Bluetooth and can be connected directly to the PC, phone or tablet



## Other resources

- Both Windows and Mac have good resources for assistance with Accessibility such as screen readers. Search with Google for more information.
- There are companies that specialise in consultancy to organisations creating Accessible web sites. E.g. <https://abilitynet.org.uk> who also have an online form you can use to get help with your home setup.