Narrator: Increase and Decrease Magnification in ZoomText.

ZoomText has a full range of magnification levels, all the way up to 60 times. You can zoom in and out at any time using the following. The zoom level spin box on the magnifier tool tab. I'll grab the mouse and click that spin control up.

ZoomText Voice: One point four, zoom 1.6, 1.8, 2, 2.25, 2, 1.8.

Narrator: And back down again.

ZoomText Voice: 1.6, 1.4, 1.2.

Narrator: I'm going to press ALT+TAB to move to Excel, which I have opened in the background.

ZoomText Voice: Window task-switching, Excel list item, Window Excel, blank workbook, list item, tooltips e, work files

2019, webinars 2019, ZoomText.

Narrator: To zoom in I can use CAPS LOCK+UP ARROW.

ZoomText Voice: 1.4, 1.6,1.8.

Narrator: To zoom out I can use CAPS LOCK+DOWN ARROW.

ZoomText Voice: 1.6, 1.4, 1.2.

Narrator: If I want to use mouse wheel scrolling. I can press CAPS LOCK+SHIFT Key and roll the mouse up or down.

ZoomText Voice: 1.4, 1.6, 1.4, 1.2.

Narrator: I'm going to increase the magnification to about 3 or 4 x.

I'm gonna press CAPS LOCK+UP ARROW.

ZoomText Voice: 1.4, 1.6, 1.8, 2, 2.2, 2.4, 2.3, 3.5, 4.

Narrator: Sometimes I really need to increase the magnification to make out some fine text or graphics. But at other times I want to

be able to see the whole screen and just get an idea of what's going on. This is where a great feature called "Zoom to 1x" comes in. This is a toggle command and it's another one of my favorites. The keyboard command to zoom to 1x is CAPS LOCK+ENTER.

ZoomText Voice: 1.

Narrator: This lets you instantly switch between the magnified and 1x view without having to zoom out and zoom back in one zoom level at a time. When you zoom to 1x, all the other ZoomText features

remain active, so you can still see mouse enhancements, color enhancements, and other features even while the screen is unmagnified.

To switch back I'll press the keystroke again, CAPS LOCK+ENTER.

ZoomText Voice: Full.

Narrator: I'm going to press CAPS LOCK+DOWN ARROW to switch back to a lower magnification level.

ZoomText Voice: 3.5, 3, 2.7, 2.5, 2.2, 2, 1.8, 1.6.

Narrator: I'm going to switch back to the ZoomText user interface by pressing CAPS LOCK+CTRL+U.

ZoomText Voice: Window ZoomText magnifier reader. Zoom windows group box, zoom level 1.6 spin box.

Narrator: Another way to activate zoom to 1x is simply to press ENTER on the zoom level spin box. I'll do that now.

ZoomText Voice: One.

Narrator: And I'll press ENTER to toggle it back.

ZoomText Voice: 1.6.

Narrator: To enable or disable ZoomText at any time without closing the program you can do one of the following: Press the ZoomText on/off hot key, which is CAPS LOCK+CTRL+ENTER. I'll press that key combination now. The difference here is that ZoomText is now disabled and that includes things like your enhancements and color settings. I'll press that key combination again, CAPS LOCK+CTRL+ENTER.

Another way to disable ZoomText at any time is to switch to the user interface, which is in the foreground at the present, and press ALT+Z, Zed.

ZoomText Voice: Disable ZoomText.

Narrator: And there it is, right there, the first thing in the menu. I'm not going to press ENTER to do it here. I'll just press ESC to get

out of the menus.

ZoomText Voice: ZoomText menu button.

Narrator: NOTE: Don't forget to save your settings before closing ZoomText if you've changed your magnification levels or other settings. To do this you'll want to go to the ZoomText menu by pressing ALT+Z, Zed.

ZoomText Voice: Disable ZoomText.

Narrator: Press C for Configurations submenu.

ZoomText Voice: Save as default

Narrator: And press ENTER right there on Save as Default. I'm not going to do that now because I don't want to save my settings so I'll

just press ESC.

ZoomText Voice: Configurations, ZoomText menu button.

[Outro music]