

ZOOMTEXT SOFTWARE USER GUIDE

Learning Commons Computers

DESCRIPTION: ZoomText is a screen-magnification software program. The levels of magnification are adjustable from 2X to 36X in full- or partial-screen zoom windows.

LOCATION: All Dell computers, 1st floor West Wing

USE: Equipment for use by current UWM students, faculty, and staff.

TO ACTIVATE ZOOMTEXT:

- 1) Click on the Start Button and Choose ZoomText 9.1
- 2) Click on ZoomText
- 3) Minimize the ZoomText User menu by clicking on the down arrow located in the top right-hand corner of the window.

NOTE: To turn ZoomText off, press (ALT) + (DEL).

To turn ZoomText on, press (ALT) + (INSERT).

To bring up the ZoomText User menu, press
(CONTROL) + (SHIFT) + (U).

To close the ZoomText User menu, press
(ESC)

ADJUSTMENTS:

Zoom Window Types: To change zoom window types, bring up the ZoomText User menu by pressing (CONTROL) + (SHIFT) + (Z).

Click on **Type** and then select one of the five types of zoom windows.

Full - zoom window occupies the full screen

Overlay - zoom window that lies on top of the normal screen

Lens - partial-screen zoom window that moves along with tracked activity

Line – displays one line magnified

Docked – splits screen in half with one part magnified and one side normal. Four options are available with top/bottom split or left/right split.

Magnification: To adjust magnification, bring up the ZoomText User menu by pressing (CONTROL) + (SHIFT) + (U).

Increase Magnification – press (ALT) + NumPad **Plus**

Decrease Magnification – press (ALT) + NumPad **Minus**

Color Enhancements: To adjust the color, bring up the ZoomText User menu by pressing (CONTROL) + (SHIFT) + (C).

Click on Color

Click on Scheme

Under Scheme choose the correct color scheme needed.