# Apple desktop: Accessibility

**Making your computer easier and more comfortable to use.**

MacOS Catalina has many features that you can adjust to make your computer easier to use. Features such as making the text bigger, the mouse easier to control and voice command settings can be found in the **System Preferences** panel.

## What you will need

Before you begin the course, your computer must have the latest operating software, which is **macOS Catalina**. For more information about macOS, refer to the *Apple desktop: Security and privacy* guide. Check that your computer is connected to mains power, switched on, and showing the **Desktop**. You should also check that the mouse and keyboard are connected properly, and that your computer is connected to the internet via your home Wi-Fi.

## First steps

Many of your computer's accessibility settings are controlled from **System Preferences**. To get **System Preferences** up on the screen:

1. Click the **Apple** icon in the top left of the screen. A menu will appear.
2. From the menu, click on **System Preferences**.
3. The **System Preferences** panel will open.

You'll now see a number of icons representing all the different settings on your computer.

We're going to change the size of all the text on the screen, so find the **Displays** icon - it looks like a small TV screen - and click on it.
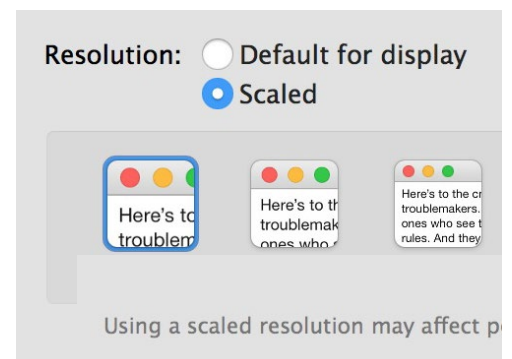
The **Displays** panel appears.



Most accessibility settings on your computer are found in System Preferences

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## Making the text larger on the screen

To make all text on your computer larger and easier to read:

1. Look for **Resolution** and click the button next to **Scaled**.

2. The button will turn blue, and a list of numbers will appear.

3. The current setting is highlighted grey. Click a smaller number to make the text on the screen larger.

4. Some Apple computers show a line of small boxes showing examples of different text sizes instead. **Default** will be highlighted with a blue outline. Click examples to the left of **Default** to choose a larger text size.

5. A pop-up box might appear to warn you that some content may not fit on the screen. This is fine, because you can change the setting back if you don't like it. Click **OK** to confirm.

6. The screen will turn black, and when the picture comes back, the size of the text will have changed.

7. If you don't like the new text size, find **Resolution**, and click the button next to **Default for display**. The original text size will come back.



You computer provides options for setting the size of text

## Making everything larger on the screen

Changing the text size doesn't make icons, pictures, or anything else larger too. To change everything on the screen, look for **Change the size of apps and text on the main display**.

1. Click on the box underneath, and a list of percentages will appear. One of them has **(Recommended)** next to it, which is the default size for your computer.

2. Click on a larger percentage to make everything bigger. The screen will change right away.

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## Using the Accessibility menu panel

To open the **Accessibility** menu, click the **Show All** button in the top left. It looks like a rectangle with three rows of dots. This shows all your computer's main settings in the **System Preferences** panel.

Find the **Accessibility** icon and click on it. It looks like a person inside a blue circle.

The **Accessibility** menu has lots of options, and it's worth exploring them in your own time to see if they can help you.
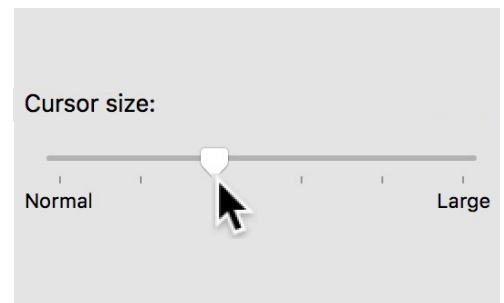


The Accessibility icon opens many options for making your computer easier to use

## Making the mouse easier to use

The **cursor**, or mouse pointer, is the small arrow you see on the screen when you use your mouse. Sometimes the arrow is tricky to see because of its size, and how fast it moves.

To change the size of the cursor:

1. From the **Accessibility** menu, find **Display** in the list on the left, and click on it.

2. On the panel that appears, click **Cursor**.

3. A panel with **Cursor size** and a slider control appears. Use your mouse to slide the button on the slider to the right to make the pointer larger, and to the left to make it smaller. The pointer size changes right away.



A slider control lets you choose to make the cursor larger or smaller

To change how fast the mouse pointer moves:

1. Click the **Show All** button in the top left to go back to **System Preferences**.

2. Look for the **Mouse** icon, which looks like a small white computer mouse, and click on it.

**3.** On the left of the panel that opens, you'll see an option called **Tracking speed**, with a slider control underneath.

**4.** Use the mouse to slide the button on the slider to the left to make the mouse pointer move more slowly and to the right to make it move more quickly.

**5.** To test the new cursor speed, release the button on the slider, and move your mouse in different directions. Keep adjusting the button on the slider until the speed is right for you!

**6.** When you're happy, click the **Show All** button to return to **System Preferences**.

## Using Siri to give your computer voice commands

macOS Catalina comes with a voice control system called **Siri**. To get started, find the icon labelled **Siri** in the **System Preferences** panel, and click on it. A **Siri** menu panel appears.

To activate **Siri**, click the box next to **Enable Ask Siri** so a tick appears.

An information box will appear, telling you that **Siri** shares some of your information with Apple.

If you're worried about this, click **Cancel**. You can keep using your computer without Siri. If you're comfortable to continue, click **Enable**.

A small Siri icon appears at the top right of your desktop. To ask Siri a question, just click on this icon.

Siri lets you use voice control to do a range of things on your computer

It's usually safe to use Siri, without worrying someone else might be listening, because your voice will be encrypted first so nobody else can understand it.
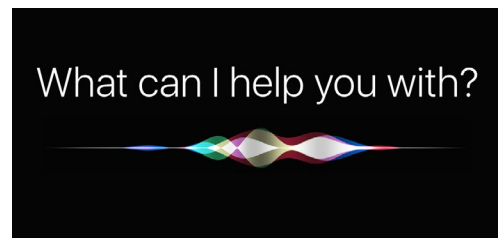
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## Testing Siri

To use **Siri**:

1.  Click the **Siri** icon. Your computer will beep twice and a box showing **What can I help you with?** will appear.

2.  A coloured line flickers on your screen as you speak, to show that **Siri** is listening.

3.  **Siri** can respond to commands and answer questions. For an example, ask **Siri** to do a web search by saying "**Search the web for picture of cattle dogs**."
    It's important to say, "**search the web**" otherwise she will look for pictures on your computer instead.

4.  **Siri** will open a panel showing a selection of pictures. To learn more about a picture, double-click on it to open the web page it came from.

5.  To learn how to give **Siri** more advanced instructions, such as taking dictation or changing computer settings, ask "**What can you do?**"

6.  **Siri** will show a panel with lots of suggestions for commands she can understand.



What can I help you with?

You can ask your computer to search the web, send emails, find files and more