

PRINTABLE GUIDE

Adjust a few useful Windows settings

Change one comfort setting at a time and note its original value. Settings controls appearance, sound and connections. A work computer may restrict some options.

Windows 11 | 2 min read | 5 steps

Before you start

- ☐ A signed-in computer
- ☐ A note of any value you plan to change

1. Open Settings

Select Start > Settings, or press Windows key + I. Use the settings search box if you cannot find a control. Search for the task, such as text size, rather than clicking through unfamiliar advanced options.

- ☐ Done this step

2. Make text readable

Choose Accessibility > Text size. Move the slider, check the sample and select Apply. This changes supported text. To enlarge more of the interface, use System > Display > Scale and choose an offered value.

- ☐ Done this step

3. Check sound

Open System > Sound and select the output device you actually use, such as speakers or headphones. Adjust the volume gradually and test with a familiar sound. A silent app may have its own separate volume or mute control.

- ☐ Done this step

4. Check connection and power

Network & internet contains Wi-Fi choices. System contains power options. Read descriptions before changing sleep or battery settings, and keep network details unchanged unless you know what a setting does.

☐ Done this step

5. Review and keep useful changes

Try an ordinary task with your new setting. Return to the original value if the change makes things harder. Avoid changing several settings together, because that makes it difficult to know which change helped.

☐ Done this step

Try it for yourself

Increase text size one step, test it and decide whether to keep it.

☐ I tried the task.

My notes

Will bigger text change a printed document?

Windows text-size settings usually change the screen interface. Printing depends on the document's own formatting and the print dialogue.

Official help and the online guide

Make Windows text easier to read -

<https://support.microsoft.com/en-us/accessibility/windows/make-text-and-apps-bigger>

Windows 11 basics - <https://support.microsoft.com/en-us/windows/meet-windows-11-easily-switch-to-windows-11-3a2aa0a7-9559-431f-91a0-d9ca0a1eb0a5>

Read online: <https://plaintechguides.com/guides/adjust-windows-comfort-settings/>