







# Volume, Zoom and Brightness Controls

## Volume


Click on the Control Centre  In the top right-hand corner of your screen and a box will appear where you can control the volume of your computer. Sliding the bar to the right will increase the volume, and sliding it to the left will lower the volume.




You can also use your keyboard to adjust the volume. On the top row on the right hand side you will see 3 speaker keys. One looks like a speaker with no sound  , pressing this will mute your computer (you will know if your computer is muted as there will be a line through the speaker icon). Next to this is a speaker icon with one line next to it  , pressing this will turn the volume down. The next icon shows 3 lines  , pressing this will turn the volume up. When you press any of these buttons, a speaker symbol will appear in the middle of your screen showing how high or low the volume is.


## Brightness and zoom

Your computer screen can be adjusted to suit your needs, such as making the screen brighter or making the text larger.

Click on the Control Centre  In the top right-hand corner of your screen and a box will appear where you can control the brightness of your computer. Sliding the bar to the right will increase the brightness, and sliding it to the left will reduce the brightness.

You can also use your keyboard to adjust the brightness. On the left hand side of the top row you will see two brightness keys. One looks like a big sun  , pressing this will turn your brightness up. Next to this is a button with a slightly smaller sun and pressing this will turn the brightness down. When you press these buttons, a sun symbol will appear in the middle of your screen showing how high or low the brightness is.



To make the text larger or zoom into the screen, click on System Preferences . It will bring up the settings menu and you will need to click on "Display". This will open a new box. To make the text larger or zoom into the screen click on the "Scaled" button at the top of the box. There are four options that you can choose from to suit your needs. You can also adjust the brightness and the colour profile of your device.

Experiment to see what settings work best for you!