

Changing Text Size

Many people find the text on the screen difficult to read, for example if you are working at a higher screen resolution or using a laptop with a smaller screen you may find the text too small to read easily. Also if you have a vision impairment you may also want to increase the size of the text to make it easier to read.

Internet Explorer

If you are using Internet Explorer you can change the size of the text in your browser by selecting the View menu, then selecting Text Size and the size you require.

Firefox

If you are using Firefox you can change the size of the text in your browser by selecting the View menu, then selecting Increase or Decrease to change the text size. Alternatively you can press 'Ctrl' and '+' to increase the text size, 'Ctrl' and '-' to decrease the text size. 'Ctrl' and '0' returns you to the default size.

Opera

You can easily increase or decrease the size of both text and graphics using the '+' and '-' keys on the numeric keypad. Each press will increase or decrease the size by 10%.

Safari

To change text size in the safari, click on the 'View' menu with the mouse. Then click on 'Make Text Bigger' or 'Make Text Smaller' to change the font size.

You can also use the keyboard shortcuts: Increase or decrease the text size with 'Apple' and '+' (plus) and 'Apple' and '-' (minus).

Changing Colours

Some people find certain text and background colour combinations difficult to read, while others prefer to always have a specific colour such as white text on a black background. In either case it is easy to set your own colours.

Internet Explorer

Select the 'Tools' menu with the mouse or by pressing 'Alt'+ 'T'. Then select the 'Internet Options' option with the mouse or by pressing 'O' and select the 'Accessibility' button with the mouse or by pressing 'Alt'+ 'E'.

When the Accessibility is displayed check the 'Ignore colours specified on web page' checkbox with the mouse or by pressing 'Alt'+ 'C'. Save your changes by clicking the 'OK' button with the mouse or by pressing 'Enter', which will take you back you to the 'Internet Options' window.

The web site will now be using the same colour scheme as on your computer.

If you still need to change the text or background colours on the web page take the following steps:

With the 'Internet Options' box still open click on the 'Colours' button or press 'Alt' + 'O'.

The default setting is to have the 'Use Windows colours' option selected, to use your own colours click the box to remove the tick with the mouse or press 'Alt' + 'W'.

Select either the 'Text' button with the mouse (the 'Use Windows colours' option must not be selected for this to work), or by pressing 'Alt' + 'T', or the 'Background' button with the mouse, or by pressing 'Alt' + 'B'.

Select the colour of your choice with the mouse or by using the arrow keys.

Select the 'OK' button twice with the mouse or by pressing 'Enter' twice.

Now press 'OK' or press 'Enter' to return to Internet Explorer.

Firefox

If you are using Firefox you can change text and background colours in the following way. Click the 'Tools' menu or press 'Alt' + 'T' then click 'Options' or press 'O' to display the 'Options' window. Click the 'Fonts and Colours' button or press 'F' to display the 'Fonts and Colours' window. Then to set Firefox to use your Windows colour scheme click on the 'Use system colours' checkbox, or 'Tab' to the checkbox and press the 'Spacebar' to select it.

Alternatively to set text and background colours just for Firefox:

Make sure the 'Use system colours' checkbox is unchecked by clicking on it or 'Tab' to the checkbox and press the 'Spacebar' to deselect it.

For your text colour, click the colour swatch next to the 'Text': heading and click on the colour you want to use, or press 'Alt' + 'T' to jump to the text colour palette and use the cursor keys to browse the list of colours and then press 'Enter' to chose the highlighted colour.

For your background colour, click the colour swatch next to the 'Background:' heading and click on the colour you want to use, or press 'Alt' + 'B' to jump to the background colour palette and use the cursor keys to browse the list of colours and then press 'Enter' to choose the highlighted colour.

Next click on 'Always use my: Colours' checkbox, or press 'Tab' until the checkbox is highlighted and then press the 'Spacebar'.

Click 'OK' or press 'Enter' to return to the options dialog box.

Click the 'OK' button, or press 'Tab' until the 'OK' button is selected and press 'Enter', to return to Firefox.

Click on the 'Reload current page' button on the Navigation toolbar or press 'Ctrl' + 'R' to reload the page with your colour settings.

Opera

As with other browsers you can choose your own colours in Opera.

Open the 'File' menu with the mouse or by pressing 'Alt' + 'F'.

Select the 'Preferences' option with the mouse or by pressing 'R'.

Select 'Fonts and Colours' from the list with the mouse or by using the down arrow key.

Select the type of text you want to change for example 'Normal' from the list by clicking on it with the mouse or by pressing 'Tab' and using the up and down arrow keys.

Select the 'Choose' button with the mouse by pressing 'Tab' and 'Enter' or click on it.

Click in the 'Colour' dropdown box, or press 'Alt' + 'C' to select it. Choose a colour from the list using the mouse, or with the up and down arrow keys.

When you have chosen your text colour, click 'OK' or press 'Enter' to return to the 'Preferences dialog box'.

Click in the 'background colour' box, or press 'Tab' until it is highlighted and press 'Enter' to display the 'colour picker box'.

Use the mouse, or the arrow keys, to choose your background colour. Click on it, or press 'Enter' when the colour you want is selected, to return to the 'Preferences' dialog box.

Select 'Page Style' from the list on the left by clicking on it or press 'Tab' until the left pane is highlighted and then use the down arrow key.

Uncheck the 'Page style sheet' checkboxes under both the 'Author mode' and 'User mode' headings either by clicking on the checkboxes or by pressing 'Alt' + 'P' and 'Alt' + 'G' respectively.

Uncheck the 'Page fonts and colours' checkboxes under both the 'Author mode' and 'User mode' headings either by clicking on the checkboxes or by pressing 'Alt' + 'F' and 'Alt' + 'N' respectively.

Select the 'My fonts and colours' checkboxes under both the 'Author mode' and 'User mode' headings either by clicking on the checkboxes or by pressing 'Alt' + 'C' and 'Alt' + 'O' respectively.

Either click the check box next to 'My fonts and colours', or press the 'Tab' key until the checkbox is selected and press the 'Spacebar' to check it.

Click the 'OK' button with the mouse or press 'Enter' to return to Opera.