#### **AODA INSTRUCTIONS CHANGE COLOURS**

## **Change Colours**

Learn how to change the text and background colours for web pages you visit to make them more readable.

### Help for users with Microsoft Windows based computers.

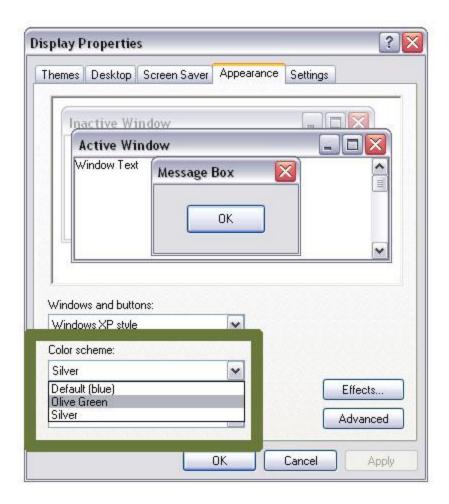
- Windows XP
- Internet Explorer 6
- Internet Explorer 7

## Help for users with Apple Macintosh OS X based computers.

- Macintosh OS X
- Mozilla Firefox for Mac OS X

#### Windows XP

- 1. Click the **Start** button or press the **Windows** logo key on your keyboard.
- Open the Control Panel. Click on Control Panel or press C on your keyboard and it will pop up.
- 3. Open the **Display**. Double-click the **Display** icon or press **D** on your keyboard until the **Display**icon is highlighted and press **Enter**. The **Display Properties** window will pop up.
- 4. Click on the **Appearance** tab or press **Ctrl** and **Tab** on your keyboard until the **Appearance** tab comes to the front.
- 5. Select the drop-down box below the **Colour Scheme** heading, or press **Alt** and **C** on your keyboard to jump to the box. Browse through the list using your mouse, or use the up/down arrows. Click on a scheme or press **Enter** on your keyboard to select it. To select this option and exit **Display Properties** press **Enter** on your keyboard or click the **OK** icon.



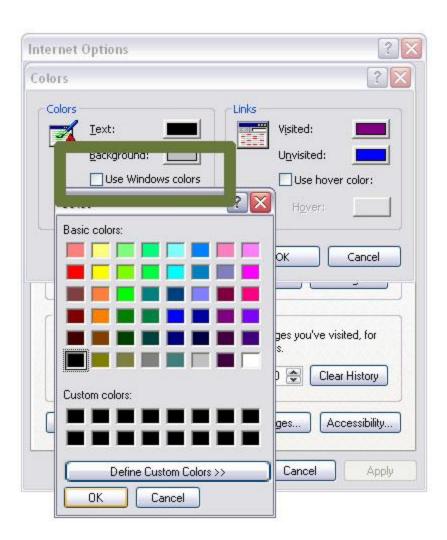
## **Internet Explorer 6**

- 1. Open the **Tools** menu. Use your mouse or press **Alt** and **T** on your keyboard.
- 2. Select **Internet Options**. Use your mouse or press **Alt** and **O** on your keyboard.
- 3. Select the **Accessibility** button. Use your mouse or press **Alt** and **E** on your keyboard.
- 4. Check the box "Ignore colours specified on web page". Use your mouse or press Alt and C on your keyboard.
- 5. To confirm your choice and return to **Internet Options** press **Enter** on your keyboard or click the**OK** icon. The text and backgrounds on websites will now display the colour scheme set on your computer. If you are satisfied with this colour scheme, press **OK** or hit **Enter** on your keyboard to return to the browser.



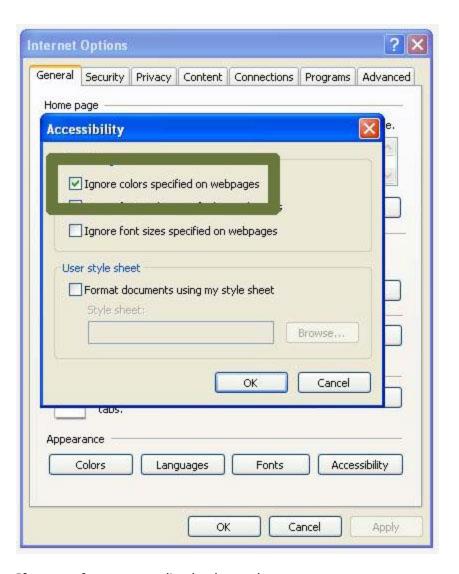
If you prefer a personalized colour scheme:

- In the still-open Internet Options box, use your mouse to select the Colours button or pressAlt and O on your keyboard.
  Uncheck the default "Use Windows Colours" option.
- 2. Use your mouse or press **Alt** and **W** on your keyboard to de-select the check mark.
- 3. Select the **Text** button. Use your mouse or press **Alt** and **T** on your keyboard. You must de-select"**Use Windows Colours**" before this will work.
- 4. Use your mouse or the arrow keys on your keyboard to select your preferred text colour. Repeat**Step 8** for the background colour.
- 5. Press **OK** twice or hit **Enter** twice on your keyboard to return to the browser.



# **Internet Explorer 7**

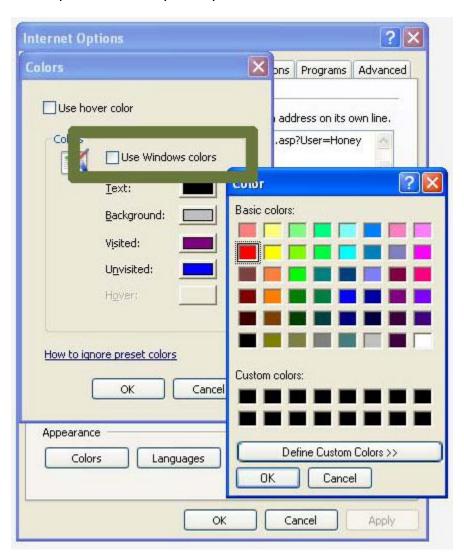
- 1. Open the **Tools** menu. Use your mouse or press **Alt** and **T** on your keyboard.
- 2. Select **Internet Options**. Use your mouse or press **Alt** and **O** on your keyboard.
- 3. Select the **Accessibility** button. Use your mouse or press **Alt** and **E** on your keyboard.
- 4. Check the box "Ignore colours specified on web page". Use your mouse or press Alt and C on your keyboard.
- 5. To confirm your choice and return to **Internet Options** press **Enter** on your keyboard or click the**OK** icon. The text and backgrounds on websites will now display the colour scheme set on your computer. If you are satisfied with this colour scheme, press **OK** or hit **Enter** on your keyboard to return to the browser.



If you prefer a personalized colour scheme:

- 1. In the still-open **Internet Options** box, use your mouse to select the **Colours** button or press**Alt** and **O**.
- 2. Uncheck the default **"Use Windows Colours"** option. Use your mouse or press **Alt** and **W** on your keyboard to de-select the check mark.
- 3. Select the **Text** button. Use your mouse or press **Alt** and **T** on your keyboard. You must de-select**"Use Windows Colours"** before this will work.
- 4. Use the mouse or use the arrow keys on your keyboard to select your preferred text colour and press the **Spacebar** to select. Repeat **Steps 8 and 9** for the background colour (**Alt** and **B**), visited links (**Alt** and **I**) and unvisited links (**Alt** and **N**), if desired.
- 5. Use your mouse to click **OK** or hit **Enter** on your keyboard to return to **Internet Options**.

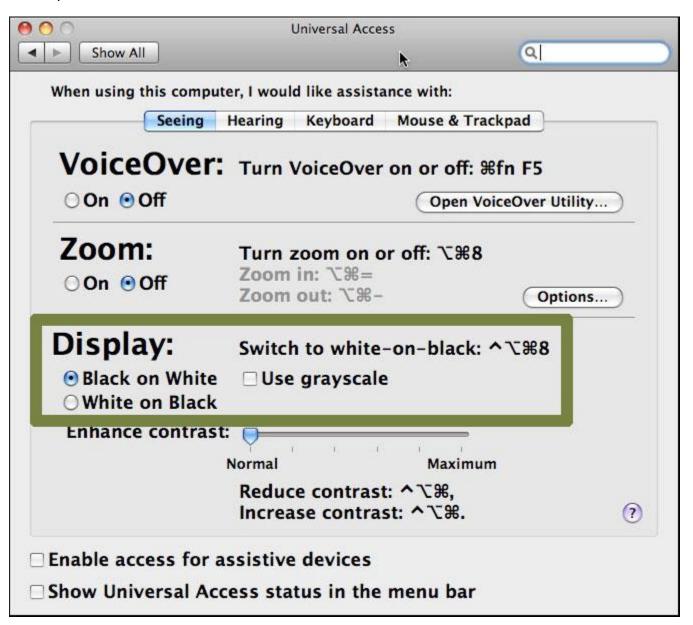
6. Use your mouse to click **OK** or hit **Tab** on your keyboard until **OK** is selected, and press **Enter** on your keyboard to return to the browser.



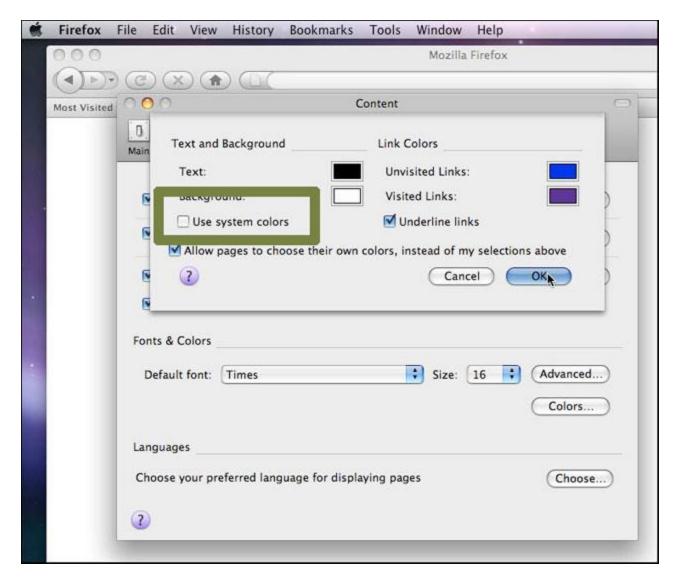
### **Macintosh OS X**

- 1. Use your mouse to click on the **Apple** menu or press Control and F2 and then press **Enter**.
- 2. Use your mouse to click on **System Preferences** or use the down arrow key to highlight **System Preferences** and then press enter.
- 3. Use your mouse to click on the **Universal Access** icon or use the tab key repeatedly to highlight the **Universal Access** icon and then press the spacebar.
- 4. Use your mouse to click on the **Seeing** tab or press **Control** and **F7** and then the right arrow key to highlight the **Seeing** tab and then press the spacebar.

- To remove all colours from your display, use your mouse to click on the Set Display to Grayscale button or use the tab key repeatedly to highlight the Set Display to Grayscale button and press the spacebar.
- When you are happy with your colour scheme, use your mouse to click the red Close button at the top left of the Universal Access window or press Command and W to close the window.



- 1. Use your mouse to click on the **Firefox** menu or press **Control** and **F2** and then press **Enter**.
- 2. Use your mouse to click on **Preferences** or use the down arrow key to highlight **Preferences** and then press enter.
- 3. Use your mouse to click on the **Content** tab or press **Control** and **F7** and then the right arrow key to highlight the **Content** tab and then press **Enter**.
- 4. Use your mouse to click on the **Colours** button or use the tab key repeatedly to highlight the**Colours** button and press the spacebar.
- 5. You can choose to use your Mac OS system colors by using your mouse to click on the **Use System Colors** checkbox or by using the tab key to highlight the **Use System Colors** checkbox and pressing the spacebar.
- 6. If you do not want to use the Mac OS system colors, use your mouse to click on the coloured boxes next to **Text**, **Background**, **Unvisited Links** and **Visited Links** to select a new color for each. Alternately, use the tab key to highlight the coloured boxes next to **Text**, **Background**, **Unvisited Links** and **Visited Links** and then use the arrow keys to highlight a new color for each. Press the spacebar to select that color.
- 7. Use your mouse to click on the Allow pages to choose their own colours checkbox so that the checkmark disappears, or by using the tab key to highlight the Allow pages to choose their own colours checkbox and pressing the spacebar until the checkmark disappears.
- 8. Use your mouse to click on the **OK** button or press **Enter** to close the Colours dialogue box and return to Firefox.



(Note that the current version of Safari does not provide options to change text and background colors.)