

## AODA INSTRUCTIONS CHANGE FONTS

### Change Fonts

Change the font style for web pages you visit to make them more readable.

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

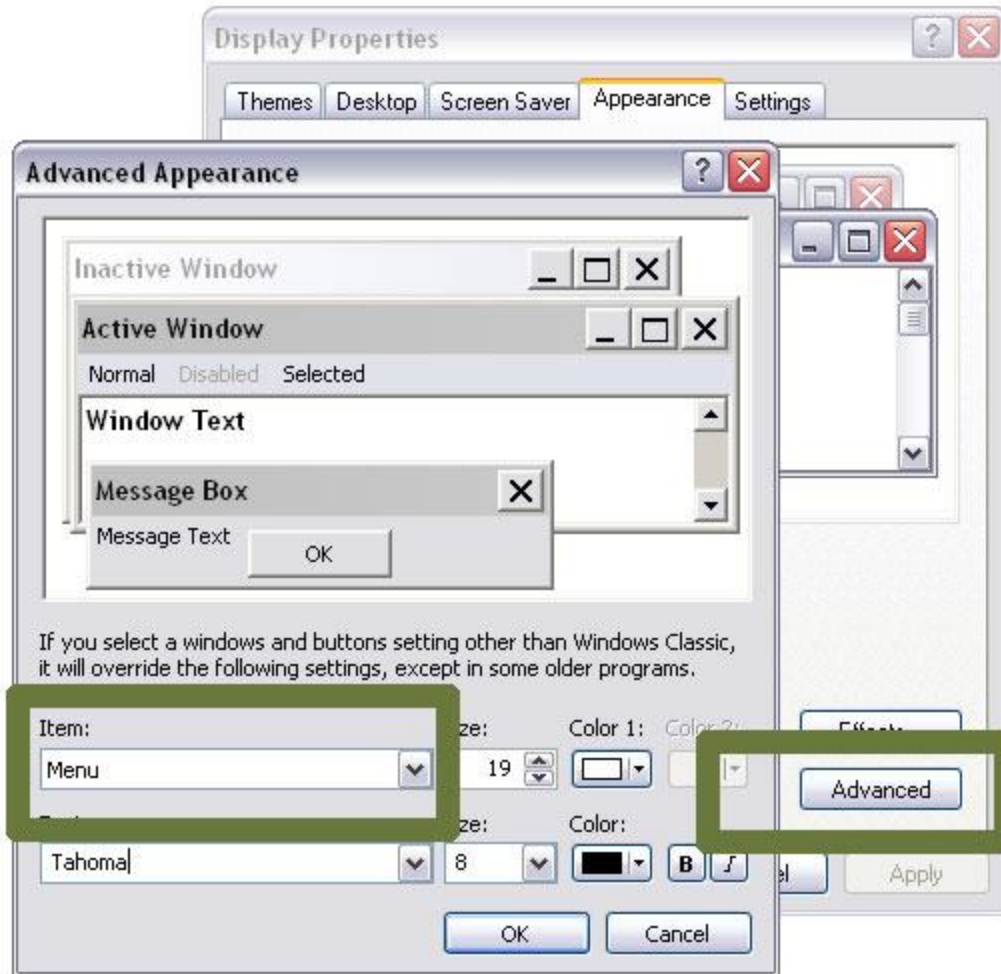
- [Windows XP](#)
- [Internet Explorer 6](#)
- [Internet Explorer 7](#)

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

- [Mozilla Firefox for Mac OS X](#)
- [Apple Safari](#)

#### Windows XP

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. 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 it comes to the front.
5. Click **Advanced** or press the **Tab** key until **Advanced** is highlighted and press **Enter**. This will display the **Advanced Appearance** box.
6. Click the drop-down box below **Item** or press **Alt** and **I** on your keyboard. Navigate through list items using your mouse or the up/down arrow keys. Navigate until **Menu** is highlighted.
7. Click in the **Font** drop-down box or press **Alt** and **F** on your keyboard to select (or press **Tab** on your keyboard). Use your mouse or the up/down arrow keys to select a font.
8. Click in the **Size** drop-down box or press **Alt** and **E** on your keyboard (or press **Tab** on your keyboard). Use your mouse or the up/down arrows to select a size. Alternatively, type a size using your keyboard's number pad and press **Enter**.



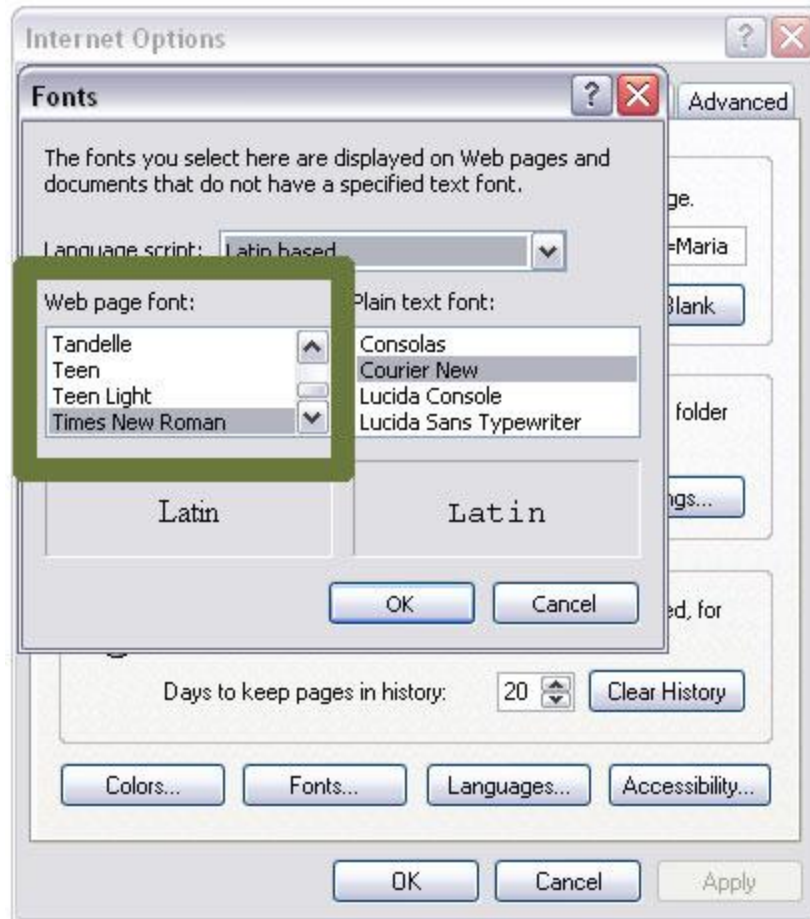
Note: Look at a menu to see the changes you have made. These same font modifications can be made for any of the options in the **Item** drop-down menu from step 5.

#### 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 font styles specified on web page**". Use your mouse or press **Alt** and **S**. This overrides font settings of any web page you view with the settings you will define.

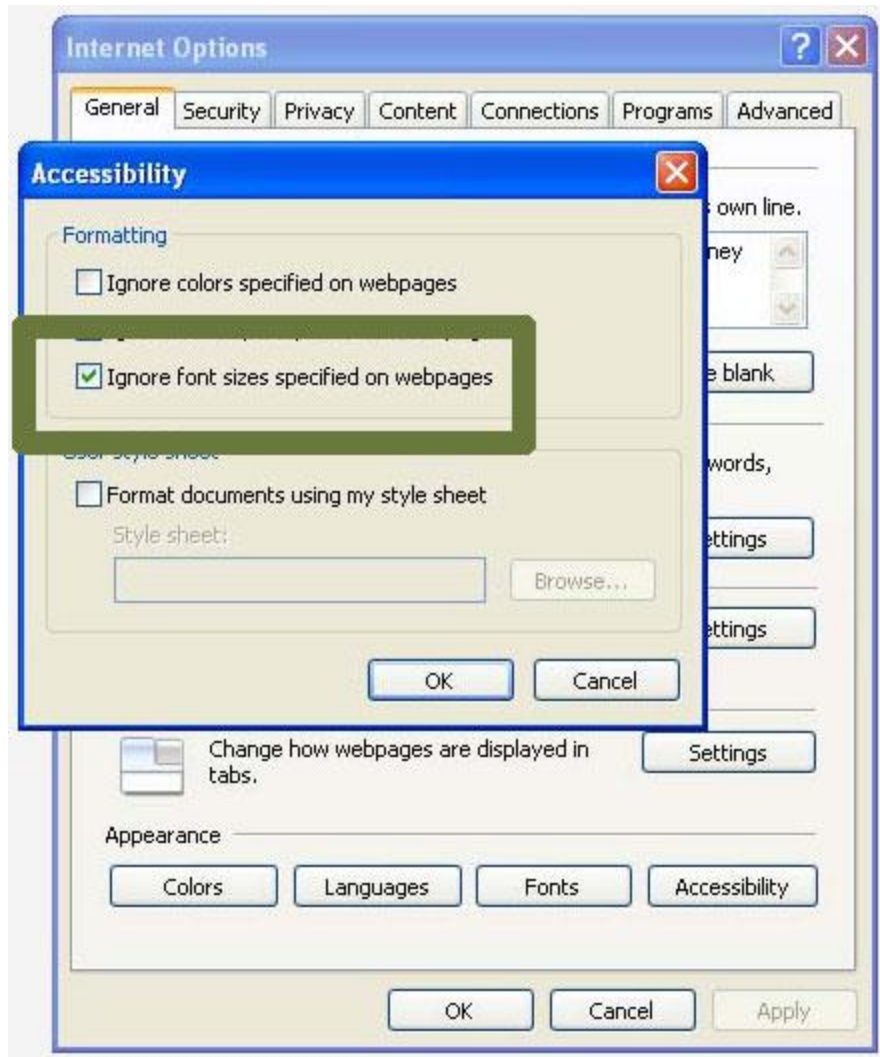


1. Click **OK** or press **Enter** on your keyboard to return to the **Internet Options** box.
2. Click **Fonts** or press **Alt** and **N** on your keyboard to bring up the **Font** dialogue box.
3. Click on the heading **Web Page Fonts** or press **Alt** and **W** on your keyboard. Use either your mouse or up/down arrow keys to scroll through the list of fonts, and choose one you like.
4. Use your mouse to click **OK** or press **Enter** on your keyboard to return to **Internet Options**.
5. Use your mouse to click **OK** or press **Enter** again 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 font styles specified on web page**". Use your mouse or press **Alt** and **S** on your keyboard. This overrides font settings of any web page you view with the settings you will define.



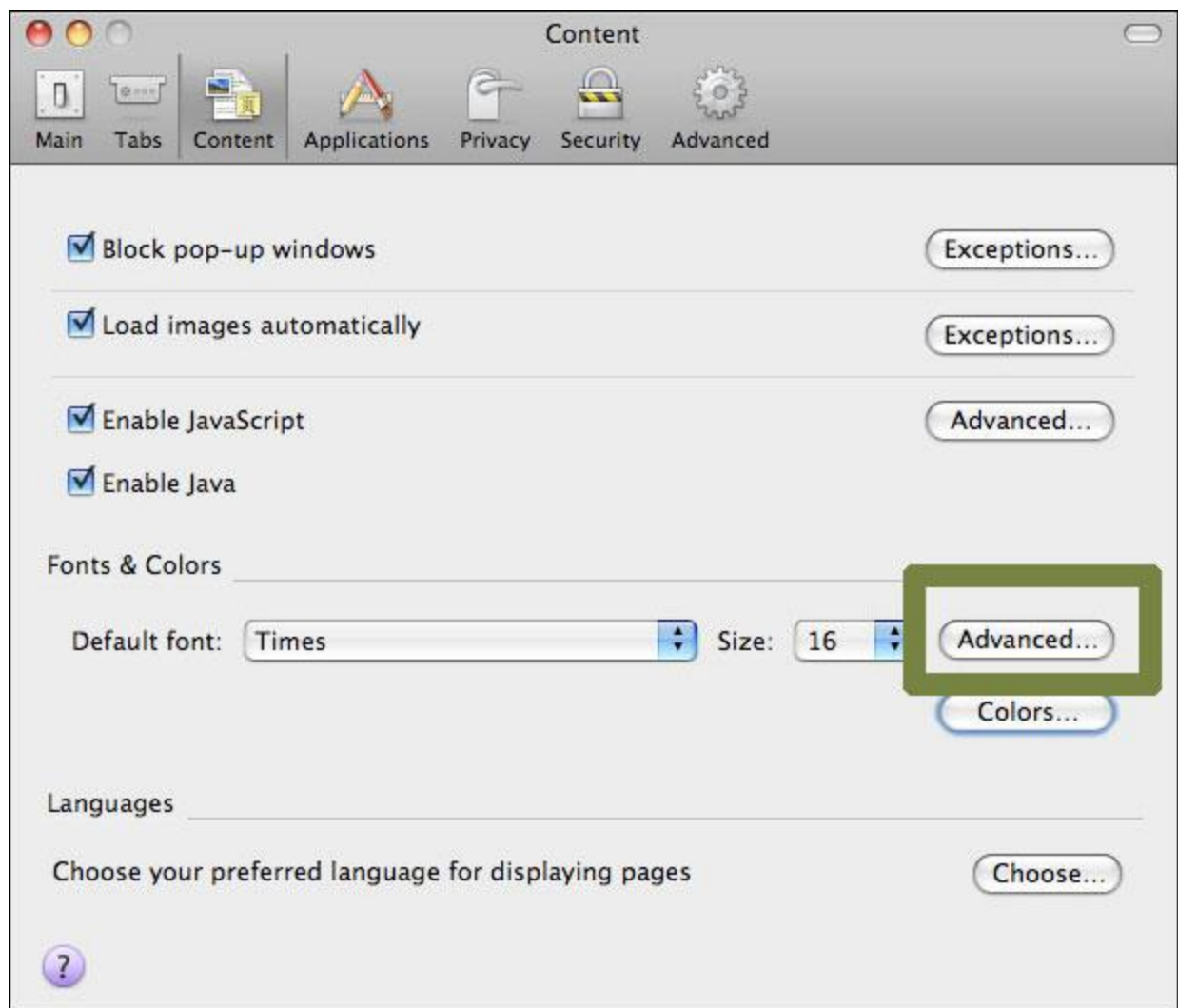
1. Click **OK** or press **Enter** on your keyboard to return to the **Internet Options** box.
2. Click **Fonts** or press **Alt** and **N** on your keyboard to bring up the font dialogue box.
3. Click on the heading "**Web Page Fonts**" or press **Alt** and **W** on your keyboard. Use either your mouse or up/down arrow keys to scroll through the list of fonts, and choose one you like.
4. Use your mouse to click **OK** or press **Enter** on your keyboard to return to **Internet Options**.
5. Use your mouse to click **OK** or press **Enter** again on your keyboard to return to the browser.



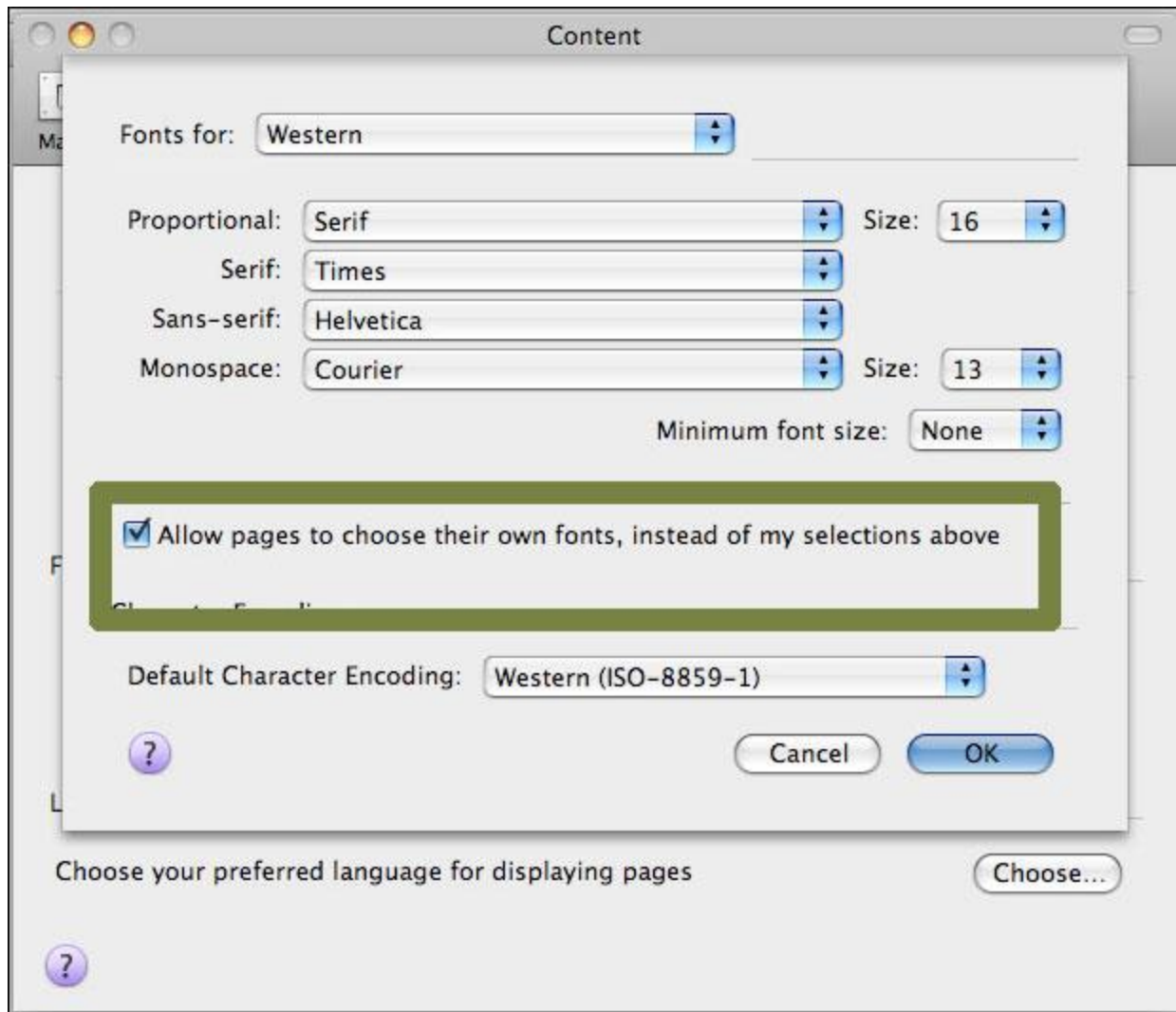
#### Mozilla Firefox for Mac OS X

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. Find the **Fonts & Colors** section of the window towards the bottom. Use your mouse to click on the **Advanced** button in that section or use the tab key repeatedly to highlight the **Advanced** button in that section and press the spacebar.





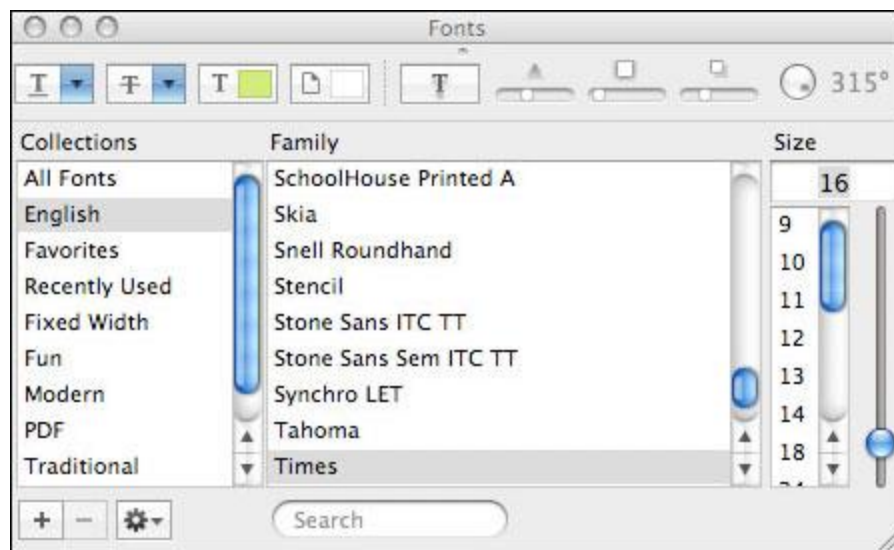
1. You can choose to use your Mac OS system colors by using your mouse to click on the Use **System Colors** checkbox or by using the tab key to highlight the **Use System Colors** checkbox and pressing the spacebar.
2. Use your mouse to click on the dropdown lists next to **Proportional**, **Serif**, **Sans Serif** and **Monospace** to select a new font for each. Alternately, use the tab key to highlight the dropdown lists next to **Proportional**, **Serif**, **Sans Serif** and **Monospace** and then use the arrow keys to highlight a new font for each. Press the spacebar to select that font.
3. Use your mouse to click on the **Allow pages to choose their own fonts** checkbox so that the checkmark disappears, or by using the tab key to highlight the **Allow pages to choose their own fonts** checkbox and pressing the spacebar until the checkmark disappears.
4. Use your mouse to click on the **OK** button or press enter to close the **Advanced Fonts** dialog and return to Firefox.



### Apple Safari

1. Use your mouse to click on the **Safari** 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 **Appearance** icon or press **Control** and **F5** and then the right arrow key to highlight the **Appearance** tab and then press the spacebar.
4. Use your mouse to click on the **Select** button next to **Standard Font** -- or press the tab key repeatedly to highlight the **Select** button next to **Standard Font** and then press the spacebar -- to open the font selection dialog box.





1. In the font selection dialog box, use your mouse to select the font and font size you wish to use. Alternately, press **Control** and **F7** to highlight the font selection dialog box and use the arrow keys to select a new font and font size.
2. When you have selected your font, use your mouse to click the red **Close** button at the top right of the font selection dialog box or press **Escape** to close the box.
3. Use your mouse to click on the **Select** button next to **Fixed Width Font** -- or press the tab key repeatedly to highlight the **Select** button next to **Fixed Width Font** and then press the spacebar -- to open the font selection dialog box.
4. In the font selection dialog box, use your mouse to select the font and font size you wish to use. Alternately, press **Control** and **F7** to highlight the font selection dialog box and use the arrow keys to select a new font and font size.
5. When you have selected your font, use your mouse to click the red **Close** button at the top right of the font selection dialog box or press **Escape** to close the box.
6. When you are happy with your font choices, use your mouse to click the red **Close** button at the top left of the **Preferences** window or press **Escape** to close the window.