



How to make it easier to read web pages

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If you are using Microsoft Internet Explorer

Adjusting the font size

- Select Internet Options from 'View' or 'Tools' in the menu
- Click on the 'Accessibility' button
- Click in the circle next to 'Ignore font sizes specified'
- Click on OK, and OK again to close Internet Options
- Select 'View' in the menu, and 'Text size'
- Click on the text size you want

Adjusting the font style

- Select Internet Options from 'View' or 'Tools' in the menu
- Click on the 'Accessibility' button
- Click in the circle next to 'Ignore font styles specified'
- Click on OK, and OK again to close Internet Options
- Select Internet Options from 'View' or 'Tools' in the menu
- Click on the 'Font' button
- Select required font and click OK

Adjusting the colours

- Select Internet Options from 'View' or 'Tools' in the menu
- Click on the 'Accessibility' button
- Click in the circle next to 'Ignore colours specified'
- Click on OK, and OK again to close Internet Options
- Select Internet Options from 'View' or 'Tools' in the menu
- Click on the 'Colours' button
- Click in the circle next to 'Use Windows colours' to remove the tick
- Select the colours required by clicking the buttons and selecting from the colour chart that appears
- Click OK

To remove images

- Select Internet Options from 'View' or 'Tools' in the menu
- Select the Advanced tab
- Scroll down the list to 'Multimedia'
- Click in the box next to Show Pictures so that the tick is removed
- Click on Apply and then OK

If the browser you are using does not have these menu items, check in your browser's 'Help' contents for help about accessibility.

If you are using Netscape Navigator:

Adjusting the font

- Select 'Edit' from the menu
- Select 'Preferences'
- Select 'Appearances'
- Select 'Font' and alter the variable and fixed font as you want

Adjusting the colours

- Select Appearance
- Select Colours
- Select Text
- Select colour required and click OK
- Select Background
- Select colour required and click OK
- Click OK to close

To remove images

- Select the Edit from the Menu Bar
- Select Preferences
- Select the Advanced
- Tick the circle next to 'Automatically load Images' so that the tick is removed
- Click OK

If the browser you are using does not have these menu items, check in your browser's 'Help' contents for help about accessibility.

If you are using a Macintosh:

For details of how to use Macintosh accessibility features, such as resizing text, text-to-speech function and keyboard alternatives to mouse functions, visit the Apple website's section on disability at <http://www.apple.com/disability/>

If you have difficulty reading Adobe Acrobat (pdf) documents

If you are unable to read these documents because you are using a screen reader or for some other reason, Adobe provide a free online tool to convert them to text. To do this:

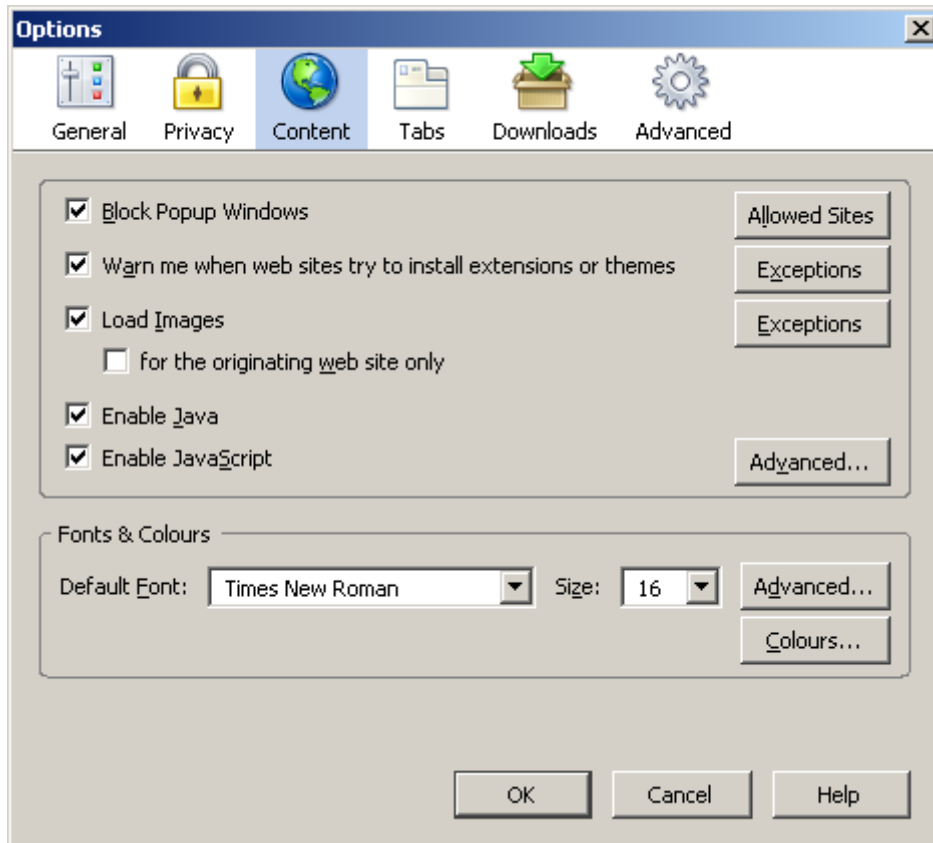
- Go to:
http://www.adobe.com/products/acrobat/access_onlinetools.html
- Click on 'Web-based forms submission tool in English'
- Type in the URL (the address in the 'Address bar') of the document you want to read and submit the form

The form will be returned to you as a web page, or you can request it by email.

If you are using Mozilla Firefox :

- Select 'Tools' from the menu
- Select 'Options'

You will see this window where all the adjustments can be made.



While viewing a page you can:

enlarge the font size, press {Ctrl}{+} simultaneously

reduce the font size, press {Ctrl}{-} together

reset the size to the original, press {Ctrl}{0} together (using zero on the typewriter section or the number pad if NumLock is on).

OR....

Adjusting the font

- Select 'Tools' in the menu
- Select 'Options'
- Select 'Content' tab
- Alter the default font or click on the 'Advanced' button to change variable and fixed font as you want

Adjusting the colours

- Select 'Tools from the menu
- Select 'Options'
- Select 'Content'
- click on the 'Colours' button
- For any of the items Text, Background and Links:
 - Click on the colour sample box and choose your colour
 - Click OK

To remove images

- Select 'Tools from the menu
- Select 'Options'
- Select 'Content'
- Tick the box next to 'Load Images' so that the tick is removed
- Click OK