Accessibility features in Windows XP: changing screen colours

If you would like this document in an alternative format please ask staff for help. On request we can provide documents with a different size and style of font on a variety of coloured paper. Electronic versions can also be supplied.

This document was written for Microsoft Windows XP, the instructions for other version of Windows may vary.

Depending on your accessibility needs, you may also find the following guides useful:

- ‘Accessibility features in Windows XP related to hearing’
- ‘Accessibility features in Windows XP related to mobility’
- ‘Accessibility features in Windows XP related to vision’

Instructions are given for using the mouse or keyboard. You can use the mouse or keyboard or a combination of both depending on your preference. Any changes you make to the computer settings will not automatically be saved, you will need to make the changes each time you log into a Library computer. If you would like your settings to be saved please contact the Library’s Learning Support Officer (Disability and Dyslexia).

Microsoft’s Accessibility Wizard

One of the best ways to get started using the accessibility features of Windows XP is to use the Accessibility Wizard. The Accessibility Wizard asks you questions about your accessibility needs and then, based on your answers, it configures utilities and settings for you. You can run the Accessibility Wizard at any time to make changes, or you can make changes to individual settings using the Control Panel.

Note that if you can only see one item in the Control Panel then you need to press F5 on the keyboard. The rest of the accessibility functions should then be revealed. The F5 key refreshes the display.
### Opening Accessibility Wizard

<table>
<thead>
<tr>
<th>Using the mouse</th>
<th>Using the keyboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Click Start</td>
<td>Display the Start menu by pressing Ctrl and Esc (or the Windows logo key 📲)</td>
</tr>
<tr>
<td>2) Click on Run</td>
<td>Press R</td>
</tr>
<tr>
<td>3) Type accwiz</td>
<td>Type accwiz</td>
</tr>
<tr>
<td>4) Press Enter</td>
<td>Press Enter</td>
</tr>
</tbody>
</table>

Whether you have used the mouse or keyboard route, the Accessibility Wizard window will now open.

### Changing screen colours

This section explains how to change the screen colours in programs such as Microsoft Word and web pages in Internet Explorer.

### Changing the colour of Windows

<table>
<thead>
<tr>
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<tr>
<td>1) On the Start menu point to Settings</td>
<td>Display the Start menu by pressing Ctrl and Esc (or the Windows logo key 📲)</td>
</tr>
<tr>
<td>2) Select Control Panel and press F5 to see all the icons</td>
<td>Select Control Panel by pressing S then C and press F5 to see all the icons</td>
</tr>
<tr>
<td>3) In Control Panel double-click the Display icon</td>
<td>Move to Display by pressing the arrow keys</td>
</tr>
<tr>
<td>4) In the Display Properties window, select the Appearance tab</td>
<td>Press Enter</td>
</tr>
<tr>
<td>5) Click the Advanced button</td>
<td>In the Display properties window move to the Appearance tab by pressing Ctrl and Tab</td>
</tr>
<tr>
<td>6) In the Advanced Appearance window click in the area underneath Active Window (see Fig. 1 below)</td>
<td>Select the Advanced button by pressing Alt and D</td>
</tr>
</tbody>
</table>

Selecting this area will affect the 'page' in Word and the background colour of web pages in Internet Explorer.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7)</td>
<td>Click on the down arrow underneath the <strong>Color 1</strong> heading. This will bring up a palette of colours. Select one of these colours. Select the <strong>Item</strong> drop-down box by pressing <strong>Alt</strong> and <strong>I</strong>.</td>
</tr>
<tr>
<td>8)</td>
<td>If the colour you want is not there, click on the <strong>Other</strong> button. This will offer a larger choice of colours, as shown below (see Fig.2). Using the <strong>Arrow Keys</strong> select Window.</td>
</tr>
<tr>
<td>9)</td>
<td>Once you are happy with your choice of colour click <strong>OK</strong> three times. The background colour of all the windows will now change to your specified colour (this may take a few seconds). Select <strong>Color 1</strong> box by pressing <strong>Alt</strong> and <strong>L</strong> followed by <strong>Space Bar</strong>. Pressing <strong>Alt</strong> and <strong>O</strong> will open a range of colours to choose from.</td>
</tr>
<tr>
<td>10)</td>
<td>Use the <strong>Arrow Keys</strong> to select a colour. Press <strong>Space Bar</strong> to confirm your choice.</td>
</tr>
<tr>
<td>11)</td>
<td>Press <strong>Enter</strong> 3 times to confirm.</td>
</tr>
</tbody>
</table>
Changing the colour and font settings of web pages in Internet Explorer

You can turn off the colour and font settings in Internet Explorer so that web pages are displayed using your own choices for background colour, font style and size.

<table>
<thead>
<tr>
<th>Using the mouse</th>
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<tr>
<td>12) Open Internet Explorer</td>
<td>Display the Start menu by pressing Ctrl and Esc (or the Windows logo key Esc).</td>
</tr>
<tr>
<td>13) On the menu bar click <strong>Tools</strong></td>
<td>Press R</td>
</tr>
<tr>
<td>14) Click <strong>Internet Options</strong>…</td>
<td>Type <strong>iexplore</strong></td>
</tr>
</tbody>
</table>

![Advanced Appearance window](image1.png)

*Fig. 2 The Advanced Appearance window*

![Color window](image2.png)

*Fig. 3 The Color window*
15) In the **Internet Options** window click the **General** tab if it is not already selected  
Press **Enter**

16) On the **General** tab click the **Accessibility**… button  
Open the **Tools** menu by pressing **Alt** and **T**

17) In the **Accessibility window** tick **Ignore colors specified on Web pages** (see Fig. 3)  
Open the **Internet Options**… window by pressing **O**

18) If you want to specify which fonts are displayed you can also tick **Ignore font styles specified on Web pages**  
In the **Internet Options**… window select the **General tab** by pressing **Ctrl** and **Tab**

19) If you want to specify the size of fonts you can also tick **Ignore font sizes specified on Web pages**  
Press **Alt** and **E** to open the **Accessibility**… window

20) Click **OK**  
Press **C** to **Ignore colors specified on Web pages** (see Fig. 3)

21)  
Press **S** to **Ignore font styles specified on Web pages**

22)  
Press **Z** to **Ignore font sizes specified on Web pages**

23)  
Press **Enter**

You can now select colours for text and background colours that make web pages easier for you to view on screen – or simply to better fit your personal preferences. After you make these selections, if the author of the web page chooses different colours for text and background, the settings you choose here will override them.

![Accessibility window]

Fig. 4 The **Accessibility window**
Follow steps 1 to 7 above, and then continue as below:

<table>
<thead>
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<tr>
<td>24) On the General tab click the <strong>Colors</strong>… button</td>
<td>On the General tab press <strong>O</strong> to open the <strong>Colors</strong> window</td>
</tr>
<tr>
<td>25) In the <strong>Colors</strong> window click the check box next to <strong>Use Windows colors</strong> to remove the tick (see Fig. 4)</td>
<td>In the <strong>Colors</strong> window press <strong>Alt</strong> and <strong>W</strong> to remove the tick next to <strong>Use Windows colors</strong></td>
</tr>
<tr>
<td>26) Click the coloured boxes next to <strong>Text</strong> or <strong>Background</strong> and a <strong>Colors</strong> window will appear similar to Fig. 2 above. Choose your colour and click <strong>OK</strong></td>
<td>Press <strong>Alt</strong> and <strong>T</strong> to choose a colour for the text on web pages.</td>
</tr>
<tr>
<td>27) On the General tab click on the <strong>Fonts</strong>… button</td>
<td>Use the <strong>Arrow Keys</strong> to select a colour. Press <strong>Space Bar</strong> to confirm your choice</td>
</tr>
<tr>
<td>28) In the <strong>Fonts</strong> window select the fonts you wish to use (Fig. 5)</td>
<td>Press <strong>Enter</strong></td>
</tr>
<tr>
<td>29) Click <strong>OK</strong> twice</td>
<td>Press <strong>Alt</strong> and <strong>B</strong> to choose a colour for the background of web pages</td>
</tr>
<tr>
<td>30)</td>
<td>Use the <strong>Arrow Keys</strong> to select a colour. Press <strong>Space Bar</strong> to confirm your choice</td>
</tr>
<tr>
<td>31)</td>
<td>Press <strong>Enter</strong></td>
</tr>
</tbody>
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![Colors window](https://i.imgur.com/1234567.png)

**Fig. 5 The Colors window in Internet Explorer**
To change font size

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<td>32) On the menu bar in Internet Explorer click on View (Fig. 6)</td>
<td>In Internet Explorer open the View menu by pressing Alt and V</td>
</tr>
<tr>
<td>33) Go to Text Size</td>
<td>Press X to move to the text Size menu</td>
</tr>
<tr>
<td>34) Select which size you require</td>
<td>Press G for Largest text size Press L for Larger text size Press M for Medium text size Press S for Smaller text size Press A for Smallest text size</td>
</tr>
</tbody>
</table>

Further help

If you need any further help with accessibility features on The Library PCs you can:

- Use the Help menu on the toolbar of the package you are using
- Make an appointment with your Learning Support Officer