Accessibility Overview

We are committed to making every effort, to ensure this website is more accessible for all users. This document provides suggestions for modifications you can make in your operating system and browser to help access this website.

We currently have complete step-by-step accessibility modifications for the following browsers and operating systems. Please check back, as this section is being updated frequently.

Browsers:
- Internet Explorer 6, 7, 8
- Mozilla Firefox
- Apple Safari

Operating Systems:
- Microsoft Windows
- Apple OS X

[Change Text Size](#)
[Mouse Pointer Visibility](#)
[Change Colors](#)
[Change Fonts](#)
[Magnify Screen](#)
[Browse Out Loud](#)

Change Text Size

Make the website easier to view by making the text larger and easier to read.

Help for users with Microsoft Windows based computers
- [Windows XP](#)
- [Windows 7](#)
- [Internet Explorer 6](#)
- [Internet Explorer 7](#)
- [Internet Explorer 8](#)

Help for users with Apple Macintosh OS X based computers
- [Mozilla Firefox for Mac OS X](#)
- [Apple Safari](#)

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WINDOWS XP

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Open the Control Panel by clicking on **Control Panel**, or press **C** on your keyboard.
3. Open the Display tab by double-clicking on the **Display** icon or press **D** until the Display icon is highlighted and press **Enter**. The **Display Properties** window will display.
4. From the Display Properties window, open the Appearance tab by clicking on **Appearance** or press **Ctrl** and **Tab** until the Appearance tab comes to the front.
5. Change the font size by choosing either the large or extra large font from the drop-down menu under **Font Size**, or press **Alt** and **F** on your keyboard, and use the **up/down** arrows to select a font size and press **Enter**.
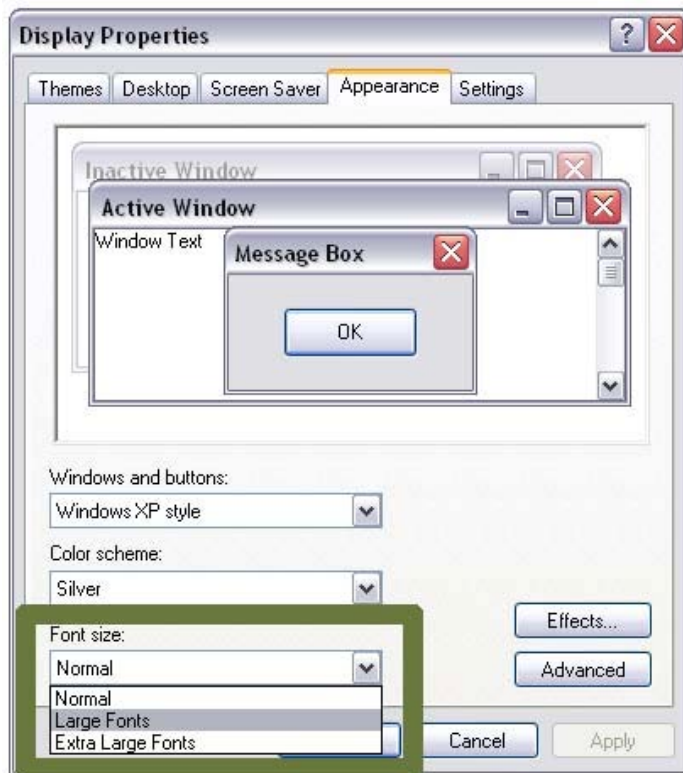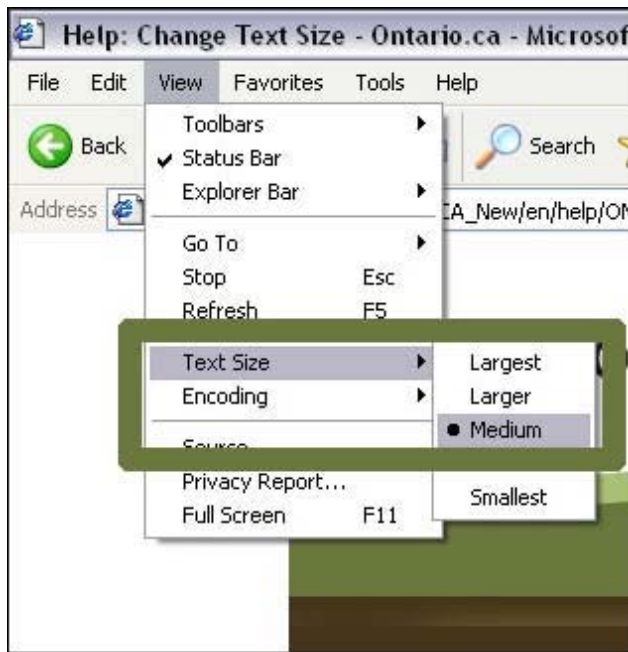

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WINDOWS 7

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Locate the Display window by typing **display** on your keyboard. Click on **Display** to select or press **Enter**.
3. From the Display Properties window, change the font size by clicking on the **radio button** beside **Smaller (100% default**) or **Medium (25%)** or press **Alt** and **S** on your keyboard for Smaller or press **Alt** and **M** on your keyboard for Medium, or use the **up/down** arrows to select a font size. Click on **Apply** or press **Enter** to exit the Display Properties window.
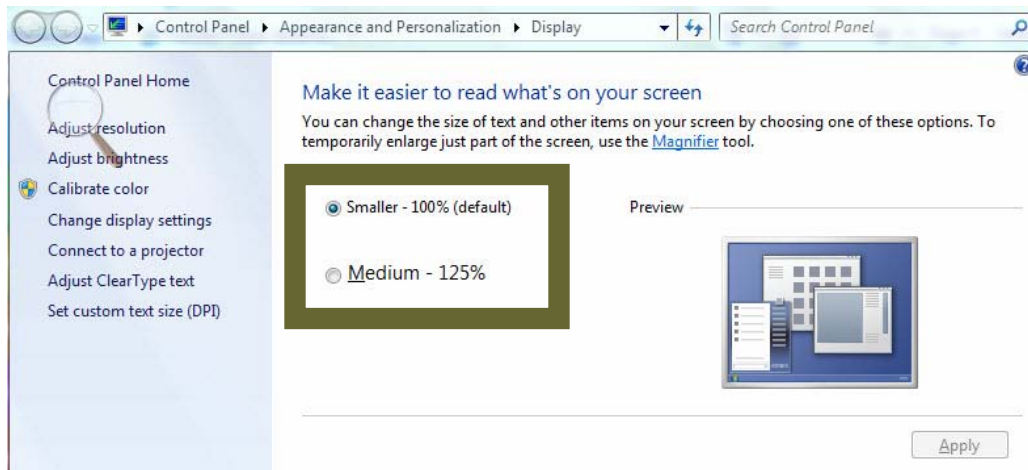
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INTERNET EXPLORER 6

1. Open the View menu on the browser by clicking on **View** or press **Alt** and **V** on your keyboard.
2. Open the Text Size tab by clicking on **Text Size** or press **Alt** and **X** on your keyboard.
3. Click on your preferred text size (**Largest** to **Smallest**) or use the **up/down** arrow keys and press **Enter**.
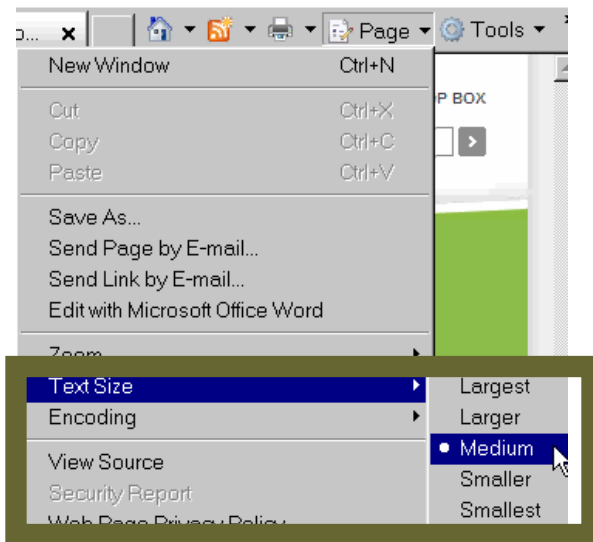
INTERNET EXPLORER 7

To enlarge the entire browser window
1. Zoom in by pressing **Ctrl** and **+** (plus sign) on your keyboard, at the same time.
2. Zoom out by pressing **Ctrl** and **–** (minus sign) on your keyboard, at the same time.

To enlarge only the text
1. Open the Page menu by clicking on **Page** or press **Alt** and **P** on your keyboard.
2. Open the Text Size tab by clicking on **Text Size**, or press **Alt** and **X** on your keyboard.
3. Click on your preferred text size (**Largest** to **Smallest**) or use the **up/down** arrow keys and press **Enter** on your keyboard.
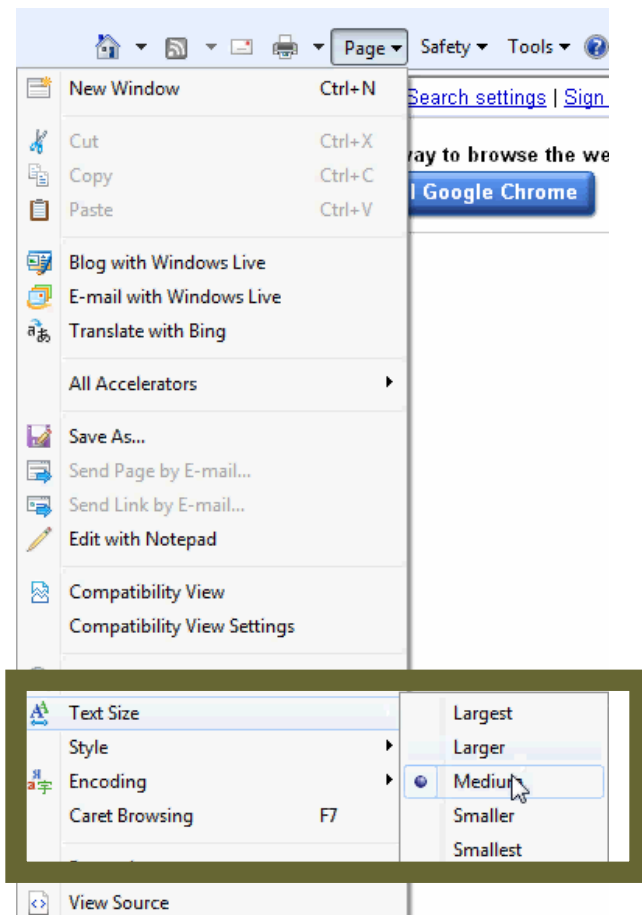
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INTERNET EXPLORER 8

To enlarge the entire browser window
1. Zoom in by pressing **Ctrl** and **+** (plus sign) at the same time.
2. Zoom out by pressing **Ctrl** and **–** (minus sign) at the same time.

To enlarge only the text
3. Open the Page menu on your browser by clicking on **Page** or press **Alt** and **P** on your keyboard.
4. Open the Text Size tab by clicking on **Text Size** and choose your preferred text size (**Largest** to **Smallest**), or use the **up/down** arrow keys and press **Enter** on your keyboard.
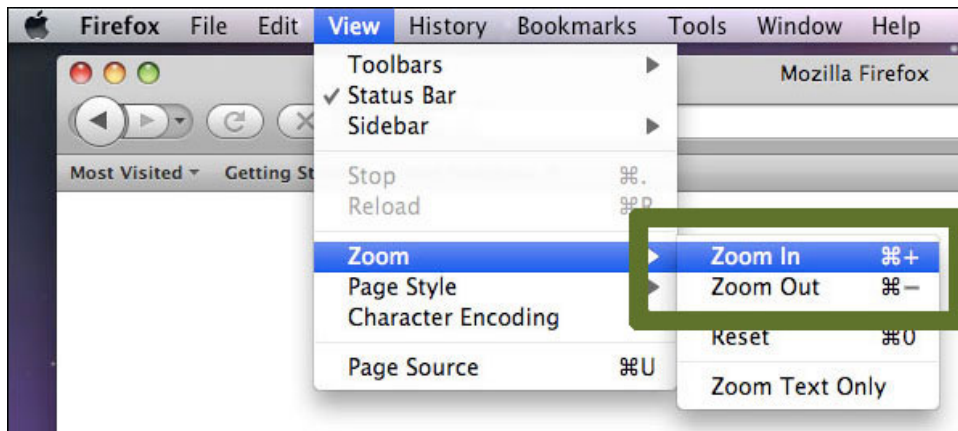

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MOZILLA FIREFOX FOR MAC OS X

To enlarge the entire browser window
1. Open the View menu on your browser, by clicking on **View**.
2. Specify to zoom by clicking on **Zoom** and select either **Zoom In** or **Zoom Out**, or press **Command** and **+** to zoom in, **Command** and **-** to zoom out, on your keyboard. Press **Command** and **0** to return to standard zoom.

To enlarge only the text
1. Open the View menu by clicking on **View**.
2. Choose to zoom by clicking on **Zoom** and select **Zoom Text Only**.
3. Once selected, re-open the View menu by clicking on **View**
4. Choose to zoom by clicking on **Zoom** and select **Zoom In** or **Zoom Out**. You are also able to press **Control** and **F2** and navigate through the menu using the **up/down** arrow keys and press **Enter**, or press **Command** and **+** to zoom text in, **Command** and **-** to zoom text out. Press **Command** and **0** to return to standard zoom.
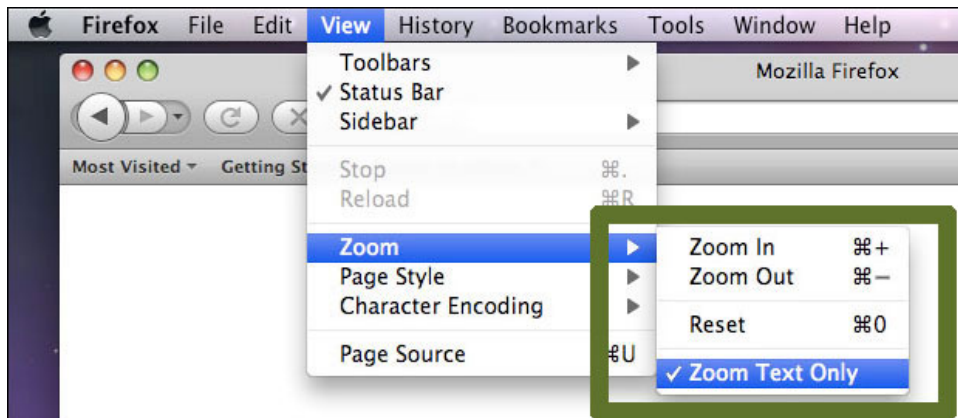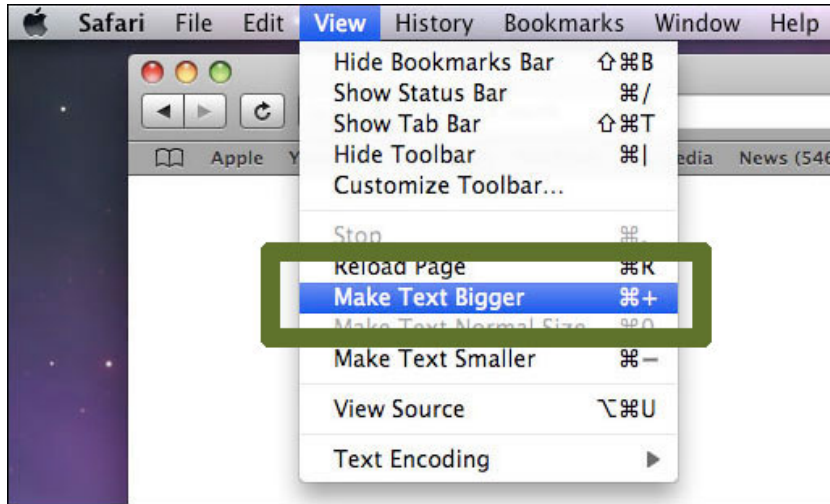

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APPLE SAFARI

1. Open the View menu by clicking on **View**.
2. Click on **Make Text Bigger** or **Make Text Smaller** (or **Make Text Normal Sized**), or press **Command** and **+** to Make Text Bigger, **Command** and **-** to Make Text Smaller. Press **Command** and **0** to return to Make Text Normal Sized.

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Mouse pointer visibility

Helpful if you have trouble viewing the mouse pointer.

Help for users with Microsoft Windows based computers.

- [Windows XP](#)
- [Windows 7](#)

Help for users with Apple Macintosh OS X based computers.
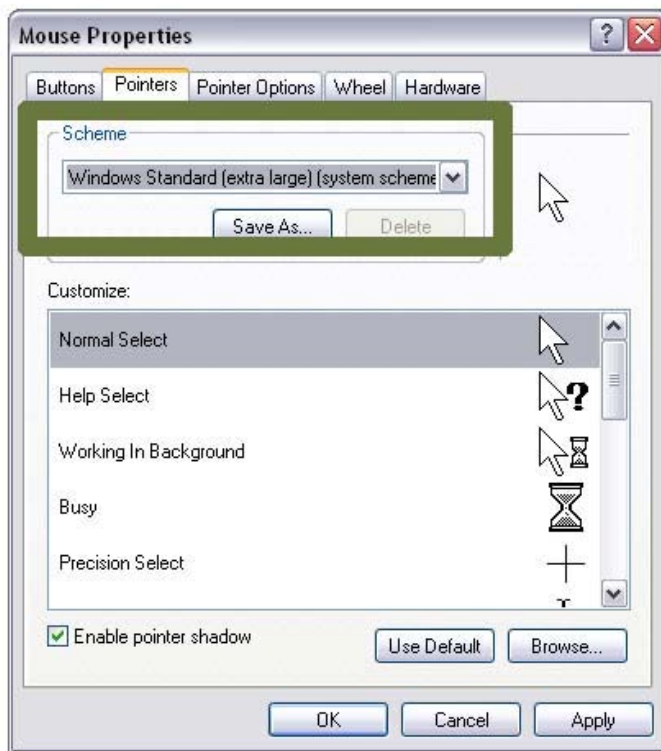
- [Apple OS X](#)

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WINDOWS XP

Locate the pointer

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Open the Control Panel by either clicking on **Control Panel** or press **C** on your keyboard.
3. Open the Mouse Properties tab by double-clicking on **Mouse Properties** or press **M** until the Mouse icon is highlighted and press **Enter**. The Mouse Properties window will display.
4. Open the Pointer Options tab by clicking on **Pointer Options**, or press **Ctrl** and **Tab** until the Pointer Options tab comes to the front.
5. Click the checkbox beside **Show location of pointer when I press the CTRL key** or press **Alt** and **S** on the keyboard to check the box.
6. To confirm your choice and exit Mouse Properties, press **Enter** on your keyboard or click **OK**.
7. Going forward, press **CTRL** on the keyboard when you cannot find the mouse pointer. This will surround it with circles to make it easier to find.

Make pointer larger

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Open the Control Panel by clicking on **Control Panel**, or press **C** on your keyboard.
3. Open the Mouse Properties by double-clicking on **Mouse Properties** or press **M** until the **Mouse** icon is highlighted and press **Enter**. The Mouse Properties window will display.
4. Open the Pointer tab by clicking on **Pointer**, or press **Ctrl** and **Tab** until the Pointer tab comes to the front.
5. Open the Scheme box by clicking on **Scheme**, or press **Tab** until its drop-down menu is highlighted.
6. Use the **up/down** arrows on the keyboard to move through the list. The preview images will change to reflect the chosen scheme.
7. Choose a scheme. The best sets for visibility are labeled as **Large**, **Extra Large** or **Inverted**. Press **Enter** on your keyboard if it is already highlighted, or click on it with your mouse.
8. To exit the Mouse Properties press **Enter** on your keyboard or click **OK**.

Slow down pointer speed

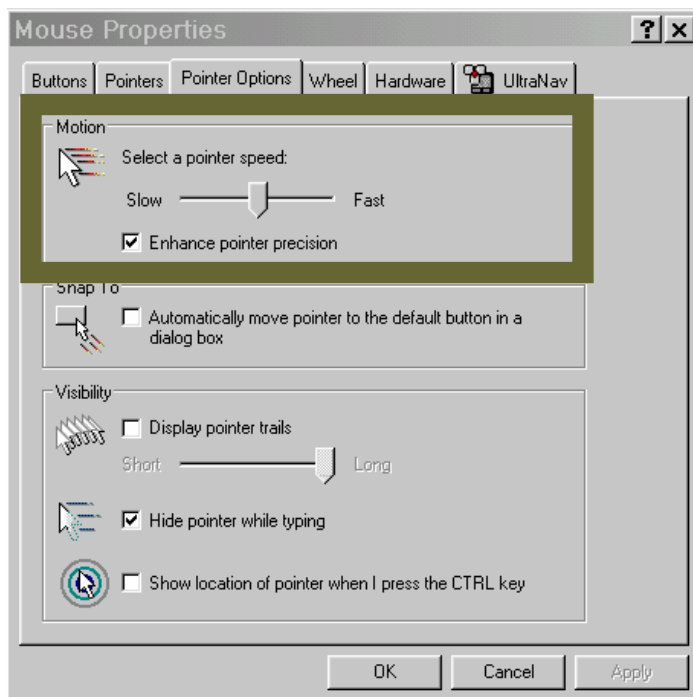Click the **Start** button or press the **Windows** logo key on your keyboard.

Open the Control Panel by clicking on **Control Panel** or press **C** on your keyboard.

Open the Mouse Properties by double-clicking on **Mouse Properties** or press **M** until the Mouse icon is highlighted and press **Enter**. The Mouse Properties window will display.

Open the Pointer Options tab by clicking on **Pointer Options**, or press **Ctrl** and **Tab** until the Pointer Options tab comes to the front.

To adjust the speed of the pointer, drag the slider under **Select a pointer speed** or press **Tab** until the slider bar is highlighted and use the **left/right** arrow keys to adjust from **Slow** to **Fast**.

To select this option and exit Mouse Properties press **Enter** on your keyboard or click **OK**.

Add trails to your pointer

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Open the Control Panel by clicking on **Control Panel** or press **C** on your keyboard.
3. Open the Mouse Properties by double-clicking on **Mouse Properties** or press **M** until the Mouse icon is highlighted and press **Enter**. The Mouse Properties window will display.
4. Open the Pointer Options tab by clicking on **Pointer Options**, or press **Ctrl** and **Tab** until the Pointer Options tab comes to the front.
5. Click the checkbox that says **Display pointer trails** or press **Alt** and **D** on the keyboard.
6. To adjust the size of the pointer trails, drag the slider under **Display pointer trails** or press **Tab** until the slider bar is highlighted and use the **left/right** arrow keys to adjust.
7. To select this option and exit Mouse Properties press **Enter** on your keyboard or click **OK**.
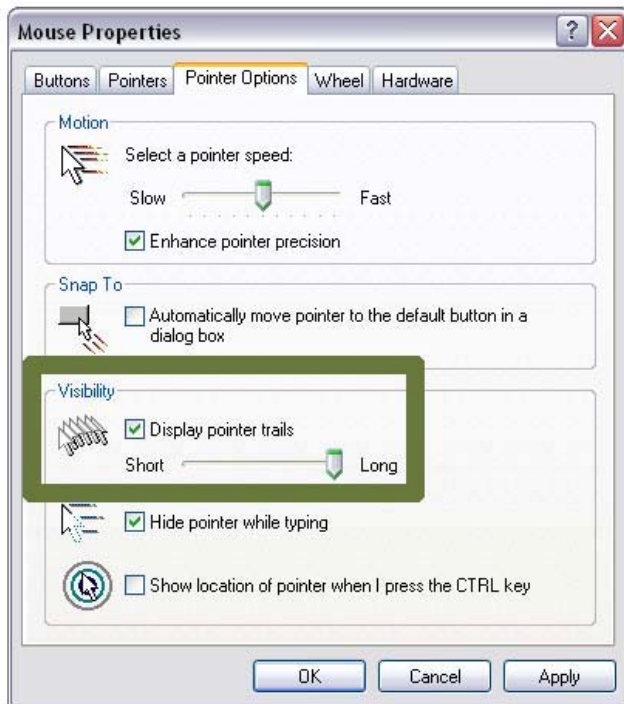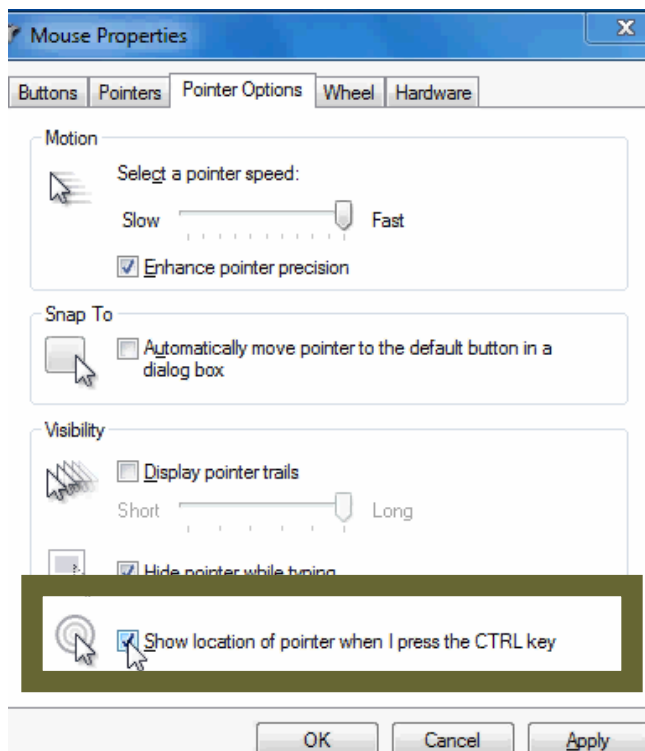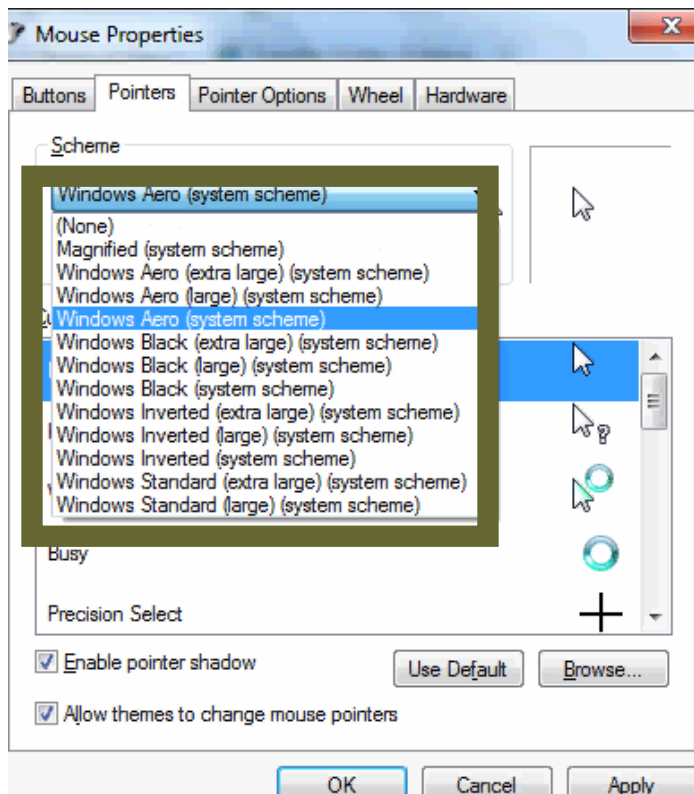

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WINDOWS7

Locate the Pointer

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Locate the Mouse Properties window by typing **mouse** on your keyboard. Click on **Mouse** to select or press **Enter**.
3. Open the **Pointer Options** tab by clicking on **Pointer Options** or press **Ctrl** and **Tab** until the Pointer Options tab comes to the front.
4. Click the checkbox beside **Show location of pointer when I press the CTRL key** or press **Alt** and **S** on the keyboard to check the box.
5. To confirm your choice and exit Mouse Properties, press **Enter** on your keyboard or click **OK**.
6. Going forward, press **CTRL** on the keyboard when you cannot find the mouse pointer. This will surround it with circles to make it easier to find.
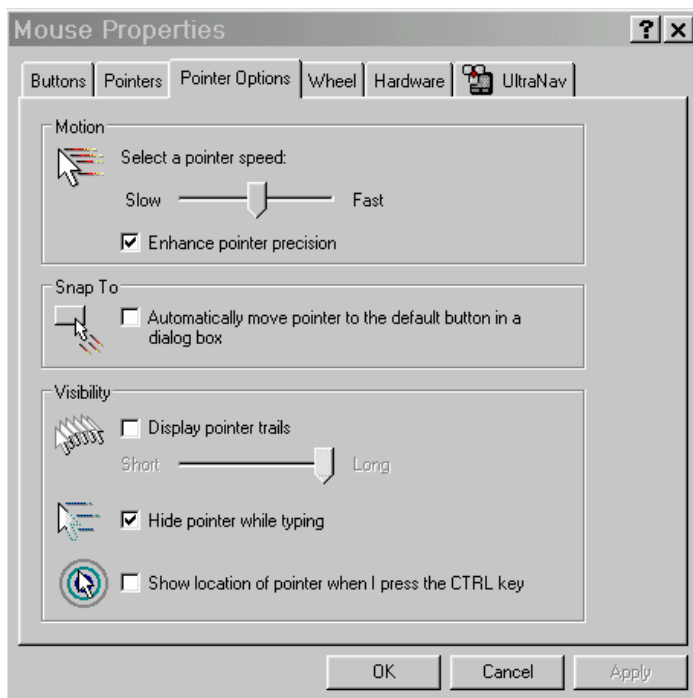
Make the Pointer Larger

7. Click the **Start** button or press the **Windows** logo key on your keyboard.

8. Locate the Mouse Properties window by typing **mouse** on your keyboard. Click on **Mouse** or press **Enter** to select.

9. Open the Pointer tab by clicking on **Pointer**, or press **Ctrl** and **Tab** until the Pointer tab comes to the front.

10. Open the Scheme box by clicking on the dropdown box beside **Scheme**, or press **Tab** until its drop-down menu is highlighted.

11. Use the **up/down** arrows on the keyboard to move through the list. The preview images will change to reflect the chosen scheme. Alternately, click on a scheme to preview.

12. Choose a scheme. The best sets for visibility are labeled as **Large**, **Extra Large** or **Inverted**. Press **Enter** on your keyboard if it is already highlighted, or click on **Enter**

13. To exit the Mouse Properties press **Enter** on your keyboard or click **OK**.

Slow down pointer speed

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Locate the Mouse Properties window by typing **mouse** on your keyboard. Click on **Mouse** or press **Enter** to select.
3. Open the Pointer Options tab by clicking on **Pointer Options**, or press **Ctrl** and **Tab** until the Pointer Options tab comes to the front.
4. To adjust the speed of the pointer, **drag** the slider under Select a pointer speed or press **Tab** until the slider bar is highlighted and use the **left/right** arrow keys to adjust from **Slow** to **Fast**.
5. To select this option and exit Mouse Properties press **Enter** on your keyboard or click **OK**

Add Trails to your Pointer

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Locate the Mouse Properties window by typing **mouse** on your keyboard. Click on **Mouse** or press **Enter** to select.
3. Open the Pointer Options tab by clicking on **Pointer Options**, or press **Ctrl** and **Tab** until the Pointer Options tab comes to the front.
4. Click the checkbox that says **Display pointer trails** or press **Alt** and **D** on the keyboard.
5. To adjust the size of the pointer trails, drag the slider under **Display pointer trails** or press **Tab** until the slider bar is highlighted and use the **left/right** arrow keys to adjust from **Short** to **Long**.
6. To select this option and exit Mouse Properties press **Enter** on your keyboard or click **OK**.
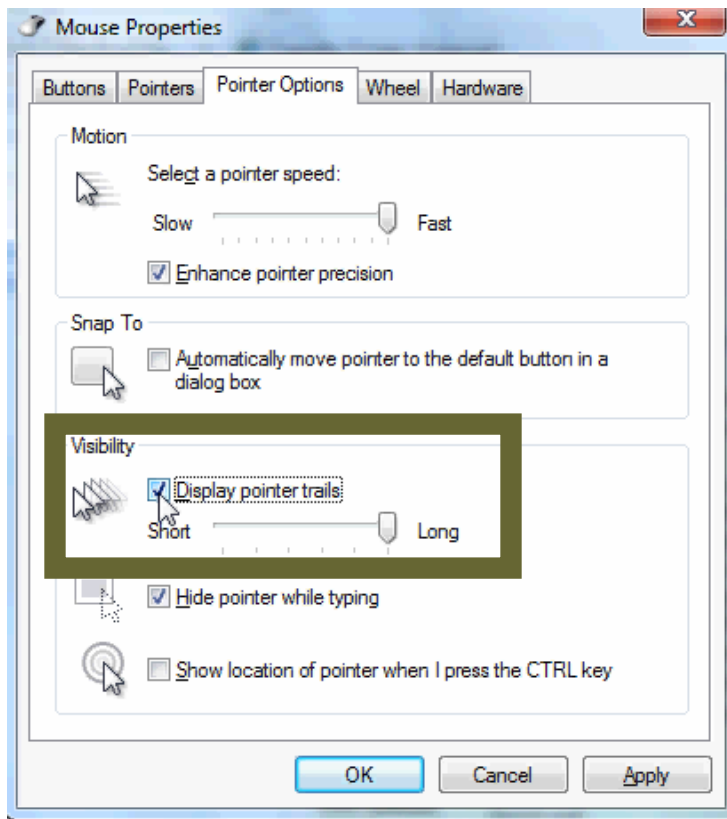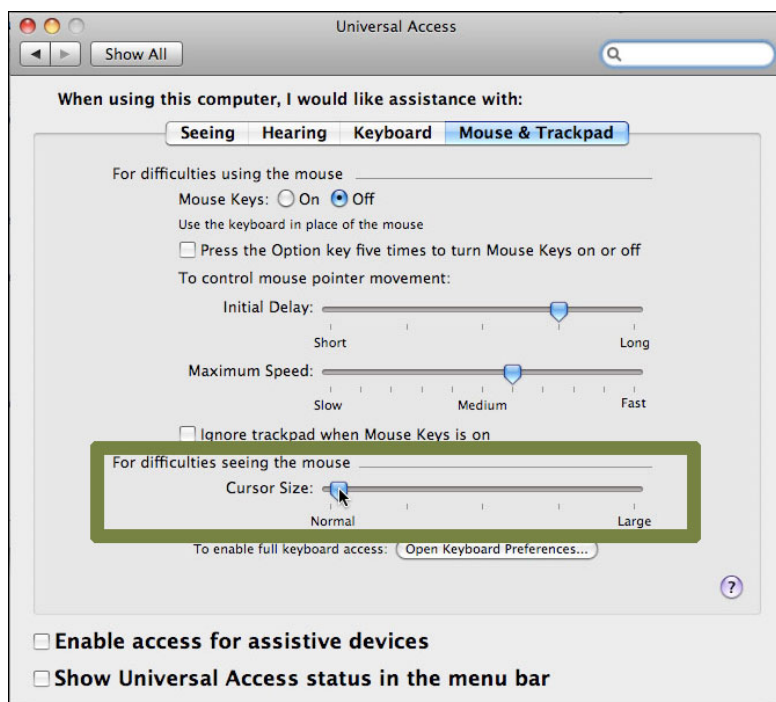
APPLE OS X

Make Pointer Larger

1. Open the Apple menu by clicking on **Apple** or press **Control** and **F2** and then press **Enter**.
2. Open the System Preferences by clicking on **System Preferences** or use the **down** arrow key to highlight **System Preferences** and then press **Enter**.
3. Open the Universal Access by clicking on **Universal Access** icon or press the **Tab** key repeatedly to highlight the **Universal Access** icon and then press the **Spacebar**.
4. Open the Mouse tab by clicking on **Mouse** or press **Control** and **F7** and then the **right** arrow key to highlight the **Mouse** tab and then press the **Spacebar**.
5. Click on the **Cursor Size** bar and move the bar to the **right** or **left** to change the size of the mouse pointer. Alternately, press the **Tab** key repeatedly to highlight the **Cursor Size** bar and then the **right** and **left** arrow keys to increase or decrease the pointer size.
6. Once you have selected your preferred pointer size, click on the red **Close** button at the top left of the Universal Access window or press **Command** and **W** to close the window.

Slow down pointer speed

1. Open the Apple menu by clicking on **Apple** or press **Control** and **F2** and then press **Enter**.
2. Open the System Preferences by clicking on **System Preferences** or use the **down** arrow key to highlight **System Preferences** and then press **Enter**.
3. Open the Keyboard & Mouse window by clicking on **Keyboard & Mouse** or press the **Tab** key repeatedly to highlight the **Keyboard & Mouse** icon and then press the **Spacebar**.
4. Open the Mouse tab by clicking on **Mouse** or press **Control** and **F7** and then the **right** arrow key to highlight the **Mouse** tab and then press the **Spacebar**.
5. Click on the **Tracking Speed** bar and move the bar to the **right** or **left** to change the speed of the mouse pointer from slow to fast. Alternately, press the **Tab** key repeatedly to highlight the **Tracking Speed** bar and then the **right/left** arrow keys to change the speed of the pointer.
6. Once you have selected your preferred pointer speed, click on the red **Close** button at the top left of the Keyboard & Mouse window or press **Command** and **W** to close the window.
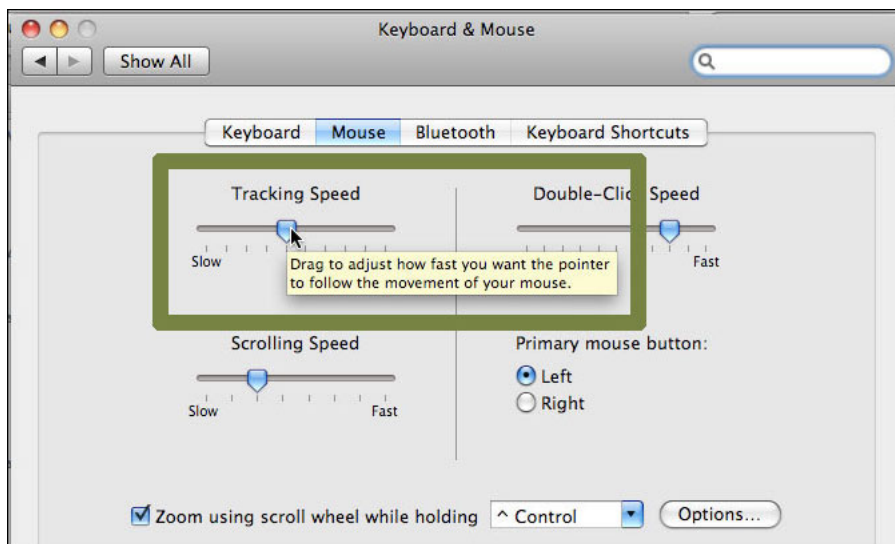
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Change Colors

Change the text and background colors of web pages you visit to make them more readable.

Help for users with Microsoft Windows based computers.

- Windows XP
- Windows 7
- Internet Explorer 6
- Internet Explorer 7
- Internet Explorer 8

Help for users with Apple Macintosh OS X based computers.

- Macintosh OS X
- Mozilla Firefox for Mac OS X

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WINDOWS XP

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Open the Control Panel by clicking on **Control Panel** or press **C** on your keyboard.
3. Open the Display Properties window by double-clicking on **Display Properties** or press **D** on your keyboard until the **Display** icon is highlighted and press **Enter**
4. Open the Appearance tab by clicking on **Appearance** or press **Ctrl** and **Tab** on your keyboard until the Appearance tab comes to the front.
5. Select the drop-down box below the **Color Scheme** heading, or press **Alt** and **C** on your keyboard to go to the drop-down box. Browse the list using your mouse, or use the **up/down** arrows. To preview, click on a scheme or press **Enter** on your keyboard. To select this option and exit Display Properties press **Enter** on your keyboard or click **OK**.
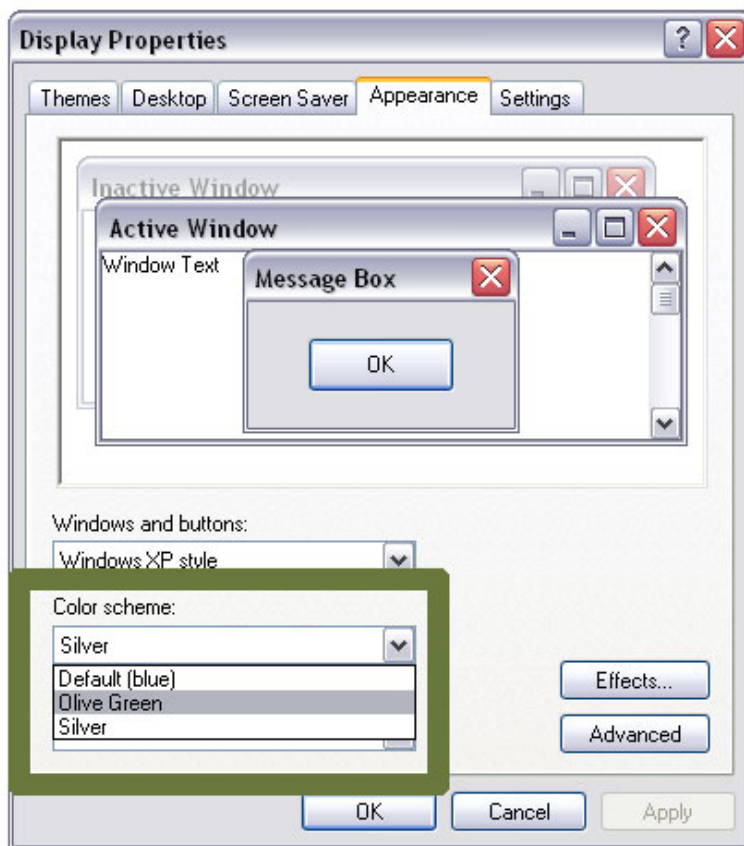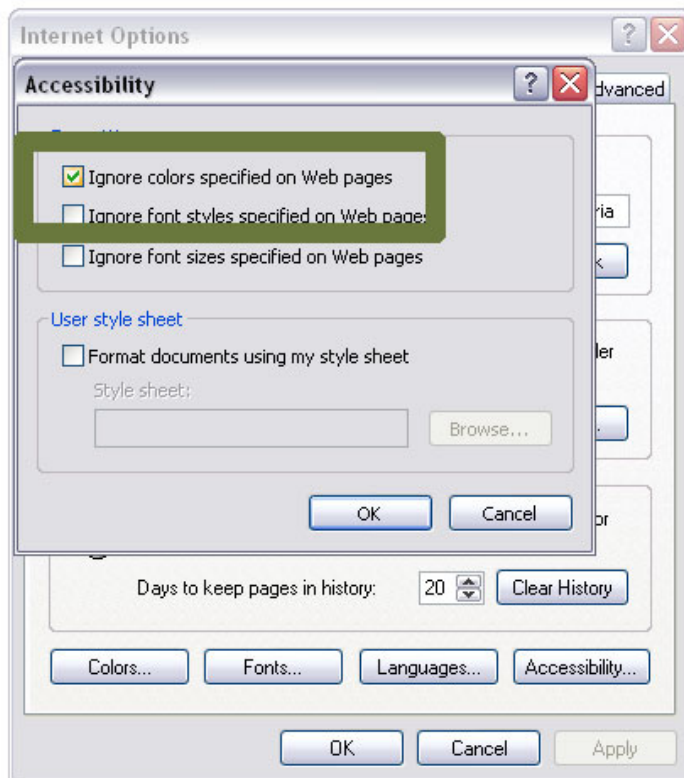
WINDOWS 7

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Open the Color Management window by typing **theme** and click on **Change window glass colors** or use the up/down arrow keys to select and press **Enter**.
3. Click on a color scheme to preview. To select a color scheme and exit Window Color and Appearance, press **Enter** on your keyboard or click **Save Changes**.
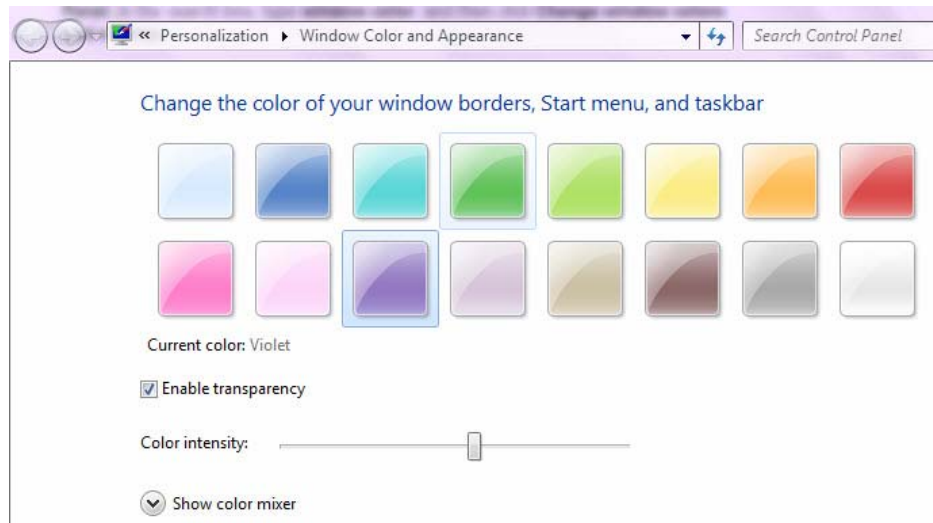
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INTERNET EXPLORER 6

1. Open the Tools menu on the browser by clicking on **Tools** or press **Alt** and **T** on your keyboard.
2. Open the Internet Options window by clicking on **Internet Options** or press **Alt** and **O** on your keyboard.
3. Open the Accessibility tab by clicking on **Accessibility** or press **Alt** and **E** on your keyboard.
4. Check the box **Ignore colors specified on web page** 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 **OK**. The text and backgrounds on websites will now display the selected color scheme. If you are satisfied with this color scheme, press **OK** or press **Enter** on your keyboard to return to the browser.
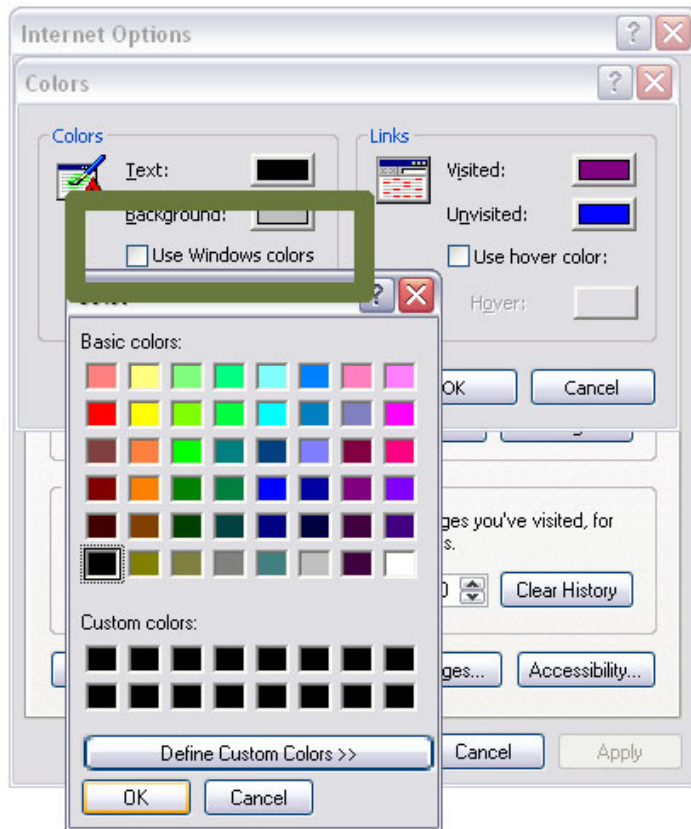

To personalize a color scheme:

1. Open the Tools menu on the browser by clicking on **Tools** or press **Alt** and **T** on your keyboard.
2. Open the Internet Options window by clicking on **Internet Options** or press **Alt** and **O** on your keyboard.
3. Open the Colors window by clicking on **Colors** or press **Alt** and **O** on your keyboard.
4. Click to uncheck the default **Use Windows Colors** option or press **Alt** and **W** on your keyboard.

5. Click on the **Text** button or press **Alt** and **T** on your keyboard. The Text button will not be available until the **Use Windows Colors** has been unchecked.
6. Select the preferred text color by clicking on it, or by using the **arrow** keys on your keyboard.
7. Repeat **Steps 5 and 6** to select the preferred background color.
8. Press **OK** twice or press **Enter** twice on your keyboard to return to the browser.

INTERNET EXPLORER 7

1. Open the Tools menu on the browser by clicking on **Tools** or press **Alt** and **T** on your keyboard.
2. Open the Internet Options window by clicking on **Internet Options** or press **Alt** and **O** on your keyboard.
3. Open the Accessibility tab by clicking on **Accessibility** or press **Alt** and **E** on your keyboard.
4. Click on the **Ignore colors 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 press **OK**. The text and background on all websites will now display the color scheme you have selected. If you are satisfied with this color scheme, press **OK** or press **Enter** on your keyboard to return to the browser.
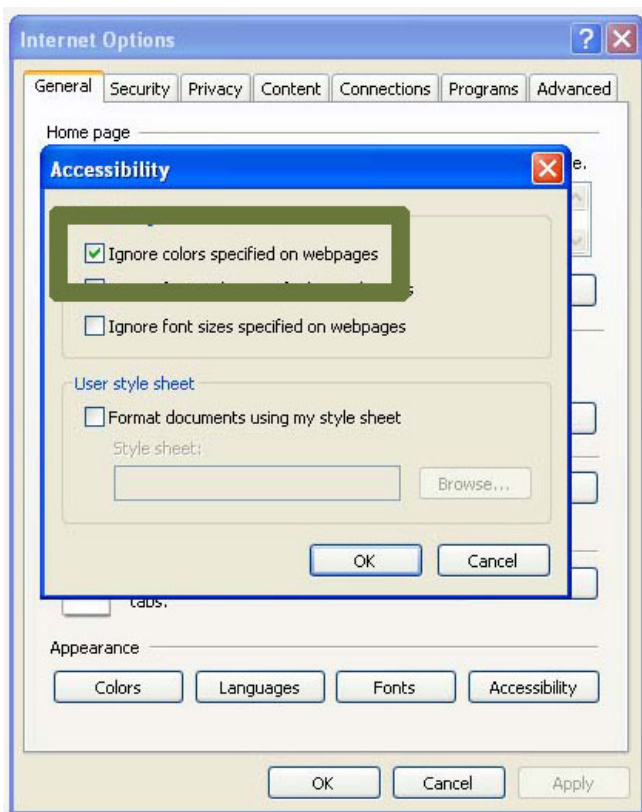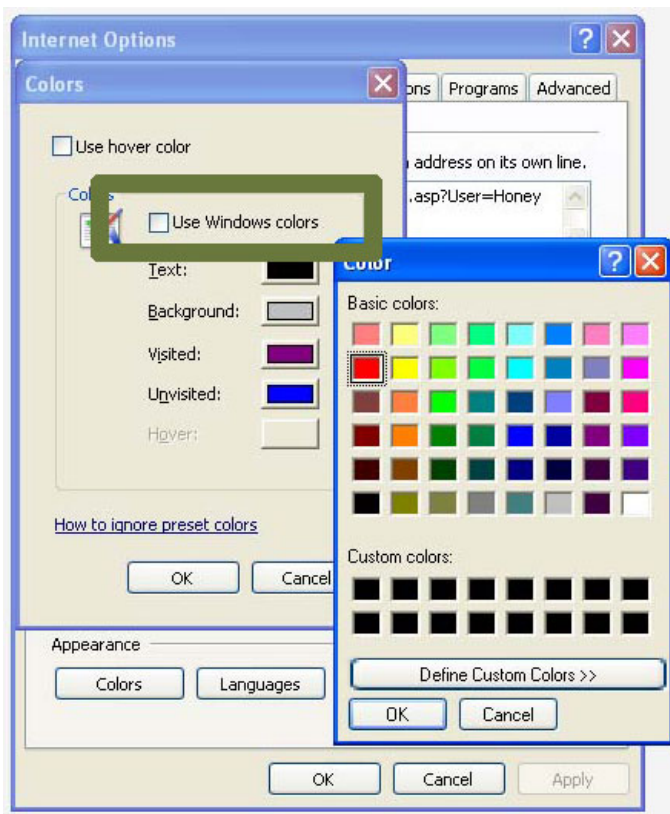

To personalize a color scheme:

1. Open the Tools menu on the browser by clicking on **Tools** or press **Alt** and **T** on your keyboard.
2. Open the Internet Options window by clicking on **Internet Options** or press **Alt** and **O** on your keyboard.
3. Open the Colors window by clicking on **Colors** or press **Alt** and **O**.
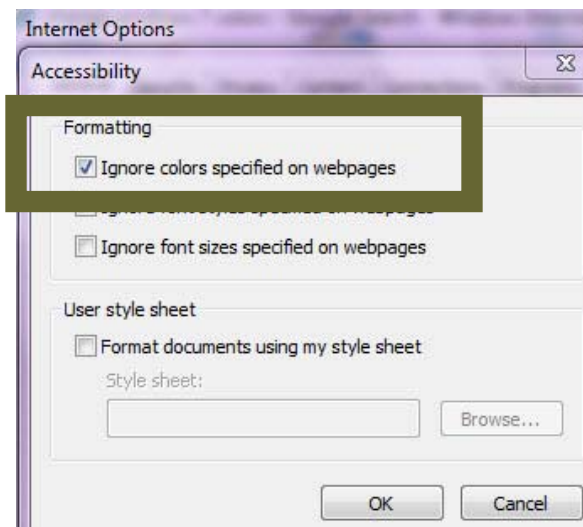
4. Click to de-select the checkbox beside the default **Use Windows Colors** option or press **Alt** and **W** on your keyboard.

5. Open the Text tab by clicking on the **Text** or press **Alt** and **T** on your keyboard. The Text option will only be available when the checkbox for **Use Windows Colors** is de-selected.

6. Use the mouse or use the **arrow** keys on your keyboard to select your preferred text color and press the **Spacebar** to select.

7. Repeat **Steps 5 and 6** for the background color (**Alt** and **B**), visited links (**Alt** and **I**) and unvisited links (**Alt** and **N**), if desired.

8. Once satisfied with the colors selected, click **OK** or press **Enter** on your keyboard to return to Internet Options.

9. Click **OK,** or press **Tab** on your keyboard until **OK** is selected and press **Enter** on your keyboard to return to the browser.

INTERNET EXPLORER 8

1. Open the Tools menu on the browser by clicking on **Tools** or press **Alt** and **T** on your keyboard.
2. Open the Internet Options window by clicking on **Internet Options** or press **O** on your keyboard.
3. Open the Accessibility window by clicking on **Accessibility** or press **Alt** and **E** on your keyboard.
4. Click on the checkbox beside **Ignore colors specified on web pages** or press **Alt** and **C** on your keyboard.
5. To confirm your choice and return to **Internet Options** press **Enter** on your keyboard or press **OK**. The text and background on all websites will now display the color scheme you have selected. If you are satisfied with this color scheme, press **OK** or press **Enter** on your keyboard to return to the browser.


To personalize a color scheme:

1. Open the Tools menu on the browser by clicking on **Tools** or press **Alt** and **T** on your keyboard.
2. Open the Internet Options window by clicking on **Internet Options** or press **O** on your keyboard.
3. Open the Colors window by clicking on **Colors** or press the **Tab** key repeatedly until the Colors button is selected and press **Enter**.
4. Click to de-select the checkbox beside the default **Use Windows Colors** option or press **Alt** and **W** on your keyboard.
5. Open the Text tab by clicking on the **Text** or press **Alt** and **T** on your keyboard. The Text option will only be available when the checkbox for **Use Windows Colors** is de-selected.
6. Click on a color, or use the **arrow** keys on your keyboard to select your preferred text color and press **Enter**, or the **Spacebar** to select.
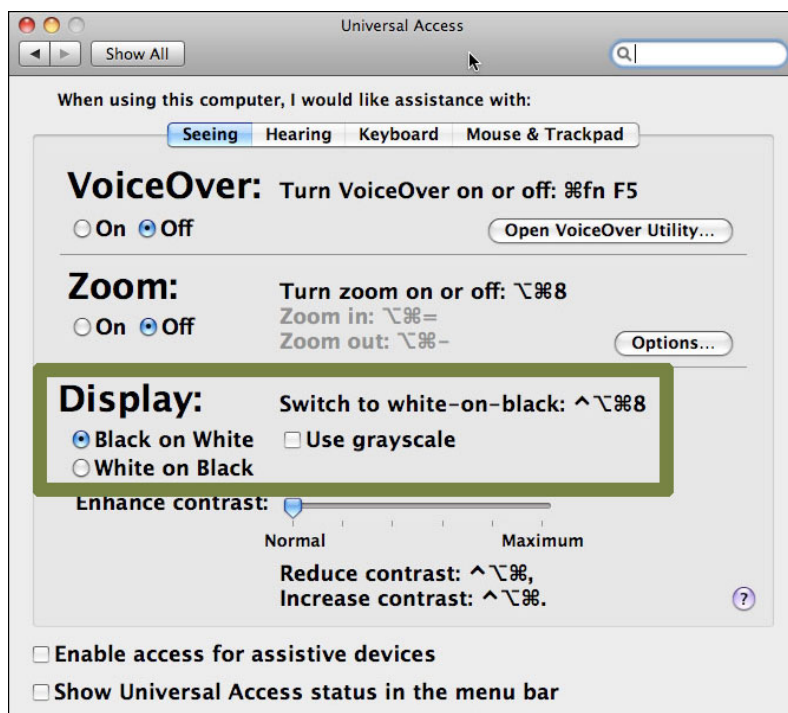
7. Repeat **Steps 5 and 6** for the background color (**Alt** and **B**), visited links (**Alt** and **I**) and unvisited links (**Alt** and **N**), if desired.

8. Once satisfied with the colors selected, click **OK** or press **Enter** on your keyboard to return to Internet Options.

9. Click **OK** or press the **Tab** key on your keyboard until **OK** is selected and press **Enter** to return to the browser.
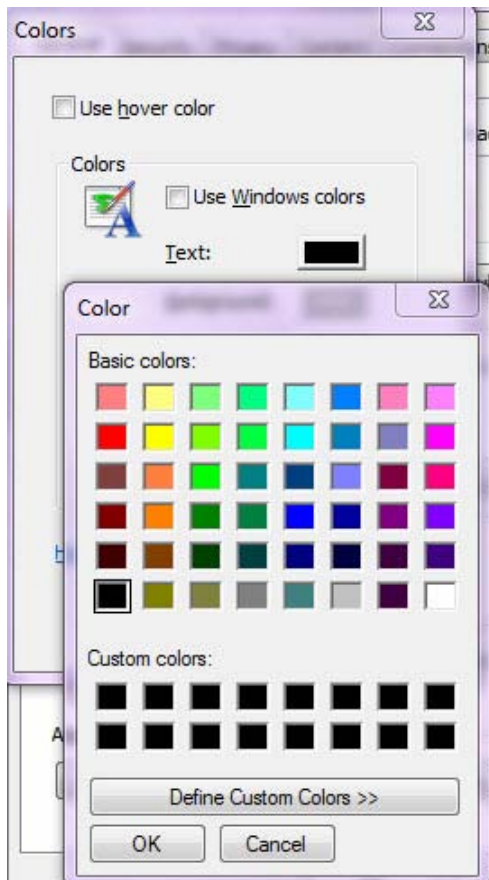
MACINTOSH OS X

1. Open the Apple menu by clicking on **Apple**, or press **Control** and **F2** and then press **Enter**.

2. Open the System Preferences by clicking on **System Preferences** or use the **down** arrow key to highlight System Preferences and then press **Enter**.

3. Open the Universal Access option by clicking on **Universal Access**, or press the **Tab** key repeatedly to highlight the Universal Access icon and then press the **Spacebar**.

4. Open the Seeing tab by clicking on **Seeing**, or press **Control** and **F7** and then the **right** arrow key to highlight the Seeing tab and then press the **Spacebar**.

5. To remove all colors from your display, click on **Set Display to Grayscale** or press the **Tab** key repeatedly to highlight the Set Display to Grayscale button and press the **Spacebar**.

6. Once the preferred color scheme has been selected, click the red **Close** button at the top left of the Universal Access window or press **Command** and **W** to return to the browser.

MOZILLA FIREFOX FOR MAC OS X

1. Open the Firefox menu by clicking on **Firefox** or press **Control** and **F2** and then press **Enter**.
2. Open the Preferences window by clicking on **Preferences** or use the **down** arrow key to highlight Preferences and then press **Enter**.
3. Open the Content tab by clicking on **Content**, or press **Control** and **F7** and then the **right** arrow key to highlight the Content tab and then press **Enter**.
4. Open the Colors option by clicking on **Colors** or press the **Tab** key repeatedly to highlight the Colors button and press the **Spacebar**.
5. Choose to use your Mac OS system colors by clicking on the checkbox beside **Use System Colors**, or by pressing the **Tab** key to highlight the Use System Colors checkbox and pressing the **Spacebar**.
6. Chose non Mac OS system colors by clicking on the colored boxes next to **Text**, **Background**, **Unvisited Links** and **Visited Links**, and select a new color for each option. Alternately, press the **Tab** key to highlight the colored boxes next to each option and then use the **arrow** keys to display a new color for each. Press the **Spacebar** to select the preferred color.
7. Click on the checkbox beside **Allow pages to choose their own colors** to de-select, or press the **Tab** key to highlight the Allow pages to choose their own colors checkbox and pressing the **Spacebar** to de-select.
8. Click on **OK** or press **Enter** to close the Colors dialogue box and return to the browser.
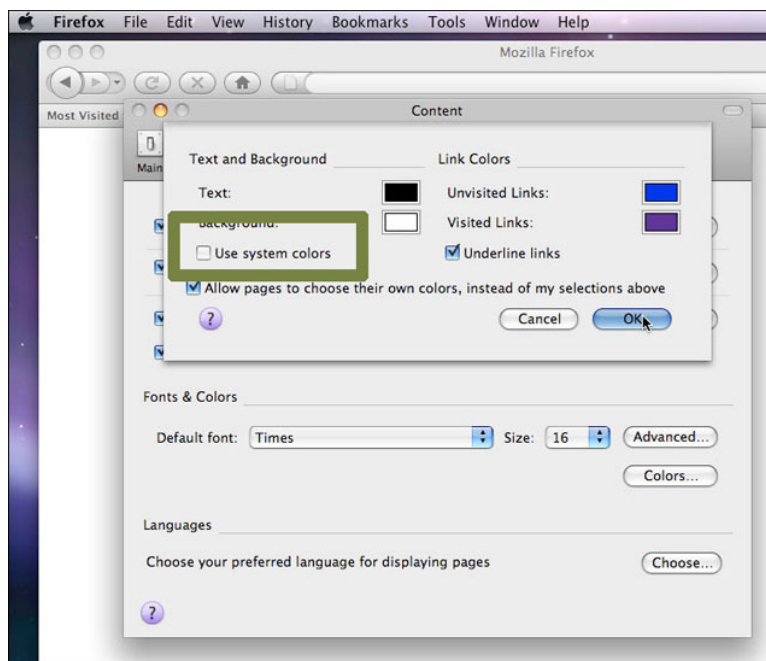
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Change fonts

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

Help for users with Microsoft Windows based computers.

- Windows XP
- Windows 7
- Internet Explorer 6
- Internet Explorer 7
- Internet Explorer 8

Help for users with Apple Macintosh OS X based computers.

- Mozilla Firefox for Mac OS X
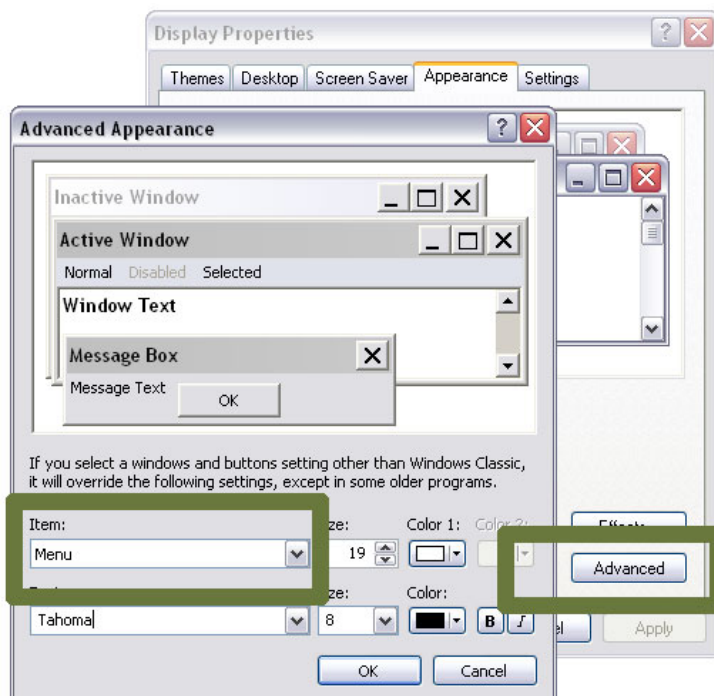- Apple Safari

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WINDOWS XP

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Open the Control Panel by clicking on **Control Panel** or press **C** on your keyboard.
3. Open the Display Properties window by double-clicking on **Display Properties** or press **D** on your keyboard until the Display icon is highlighted and press **Enter**.
4. Open the Appearance tab by clicking on **Appearance** or press **Ctrl** and **Tab** on your keyboard until it comes to the front.
5. Open the Advanced tab by clicking on **Advanced Appearance** or press the **Tab** key until Advanced is highlighted and press **Enter**.
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, and select **Menu**.
7. Click the **Font** drop-down box or press **Alt** and **F** on your keyboard to select (or press **Tab** on your keyboard).
8. Click on a font to select, or use the **up/down** arrow keys to select.
9. Click in the **Size** drop-down box or press **Alt** and **E** on your keyboard (or press **Tab** on your keyboard). Click on a size to select, or use the **up/down** arrows to select. Alternatively, type a font point size using your keyboards number pad and press **Enter**.

   Note
   Review 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 **6**.

WINDOWS 7

1. Click the **Start** button or press the **Windows** logo key on your keyboard.
2. Open the Window Color and Appearance window by typing colors, and click on **Change window colors and metrics** to select or use the **up/down** arrow keys on your keyboard to highlight and press **Enter**.
3. Click the drop-down box beside **Item** or press **Alt** and **I** on your keyboard. Navigate through list items using your mouse or the **up/down** arrow keys, and select **Menu**.
4. Click in the **Font** drop-down box to select or press **Alt** and **F** on your keyboard (or press **Tab** repeated on your keyboard until this drop-down box is highlighted).
5. Click on a font to select, or use the **up/down** arrow keys on your keyboard.
6. Click in the **Size** drop-down box or press **Alt** and **E** on your keyboard (or press **Tab** on your keyboard repeatedly until this drop-down box is highlighted).
7. Click on a size to select, or use the **up/down** arrows. Alternatively, type a font **point size** using your keyboards number pad and press **Enter**.

   Note
   Review 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 **6**.
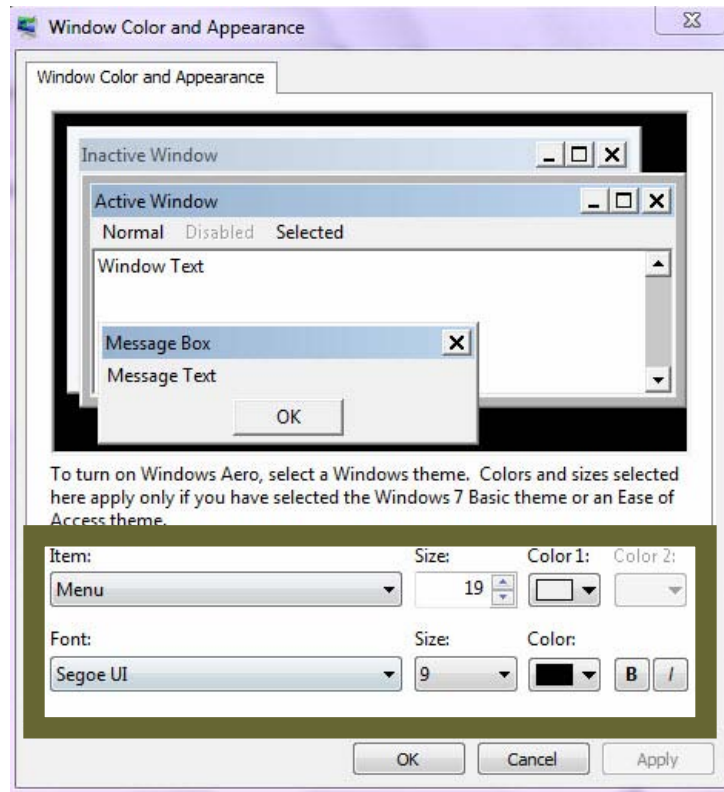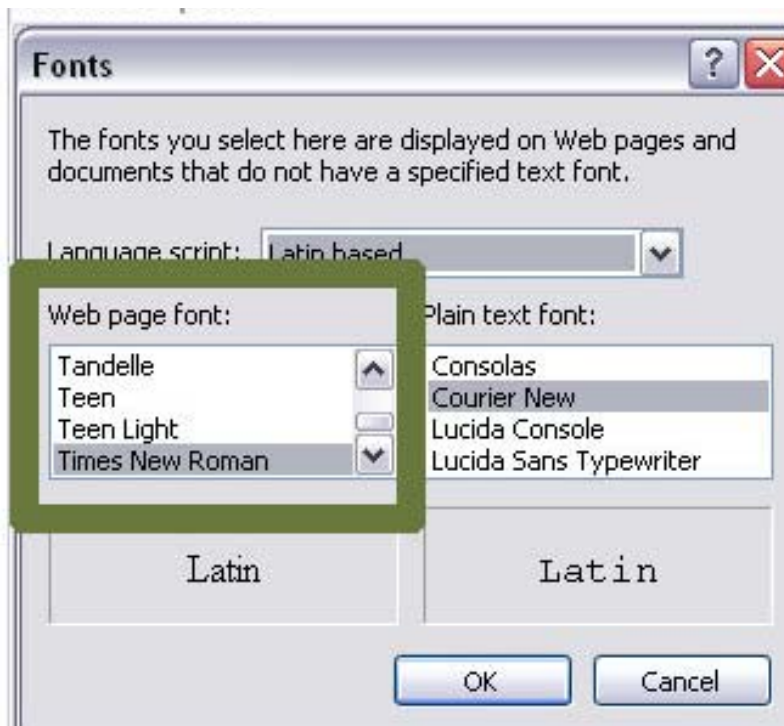
INTERNET EXPLORER 6

1. Open the Tools menu on the browser by clicking on **Tools** or press **Alt** and **T** on your keyboard.
2. Open Internet Options by clicking on **Internet Options** or press **Alt** and **O** on your keyboard.
3. Open the Accessibility option by clicking on **Accessibility** or press **Alt** and **E** on your keyboard.
4. Select to ignore font styles by clicking on the checkbox beside **Ignore font styles specified on web page**, or press **Alt** and **S**. This overrides font settings of any web page you view with the settings you define.
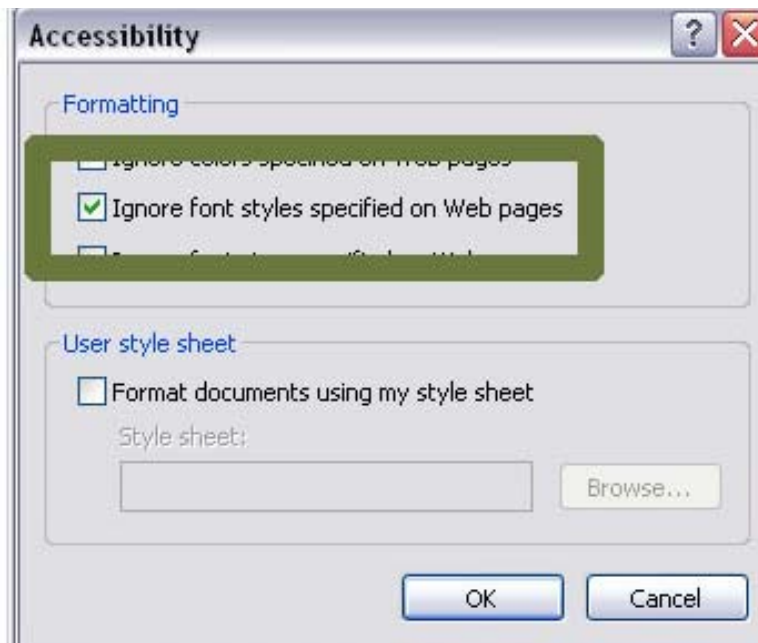
5. Click **OK** or press **Enter** on your keyboard to return to the Internet Options box.
6. Open the Fonts window by clicking on **Fonts** or press **Alt** and **N** on your keyboard.
7. Open the Web Page Fonts option by clicking on **Web Page Fonts** or press **Alt** and **W** on your keyboard. Use either your mouse or **up/down** arrow keys to scroll through the list of fonts, and select.
8. Click on **OK** or press **Enter** on your keyboard to return to Internet Options.
9. Click on **OK** or press **Enter** on your keyboard to return to the browser.

INTERNET EXPLORER 7

1. Open the Tools menu by clicking on **Tools** or press **Alt** and **T** on your keyboard.
2. Open the Internet Options window by clicking on **Internet Options** or press **O**.
3. Open the Accessibility tab by clicking on **Accessibility** or press **Alt** and **E**.
4. Click on the checkbox beside **Ignore font styles specified on web page** to select, or press **Alt** and **S** on your keyboard. This overrides font settings of any web page you view with the settings you define.

5. Click **OK** or press **Enter** on your keyboard to return to the Internet Options box.
6. Open the Fonts window by clicking on **Fonts** or press **Alt** and **N** on your keyboard
7. Click on the drop-down box beside **Web Page Fonts** or press **Alt** and **W** on your keyboard.
8. Use your mouse or **up/down** arrow keys to scroll through the list of fonts, and select the preferred font.
9. Click **OK** or press **Enter** on your keyboard to return to Internet Options.
10. Click **OK** or press **Enter** on your keyboard to return to the browser.

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INTERNET EXPLORER 8

1. Open the Tools menu by clicking on **Tools** or press **Alt** and **T** on your keyboard.
2. Open the Internet Options window by clicking on **Internet Options** or press **Alt** and **O**
3. Open the Accessibility tab by clicking on **Accessibility** or press **Alt** and **E**
4. Click on the checkbox beside **Ignore font styles specified on web page** to select, or press **Alt** and **S** on your keyboard. This overrides font settings of any web page you view with the settings you define.

5. Click **OK** or press **Enter** on your keyboard to return to the Internet Options box.
6. Open the Fonts window by clicking on **Fonts** or press **Alt** and **N** on your keyboard
7. Click on the drop-down box beside **Web Page Fonts** or press **Alt** and **W** on your keyboard.
8. Use your mouse or **up/down** arrow keys to scroll through the list of fonts, and select the preferred font.
9. Click **OK** or press **Enter** on your keyboard to return to Internet Options.
10. Click **OK** or press **Enter** on your keyboard to return to the browser.

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MOZILLA FIREFOX FOR MAC OS X

1. Open the Firefox menu by clicking on **Firefox** or press **Control** and **F2** and press **Enter**.
2. Open the Preferences window by clicking on **Preferences** or use the **down** arrow key to highlight Preferences and then press **Enter**.
3. Open the Content tab by clicking on **Content** or press **Control** and **F7** and then the **right** arrow key to highlight the Content tab and then press **Enter**.
4. Locate the **Fonts & Colors** section, close to the bottom of this window. Open the Advanced option by clicking on **Advanced** or press the **Tab** key repeatedly to highlight the Advanced button and press the **Spacebar**.
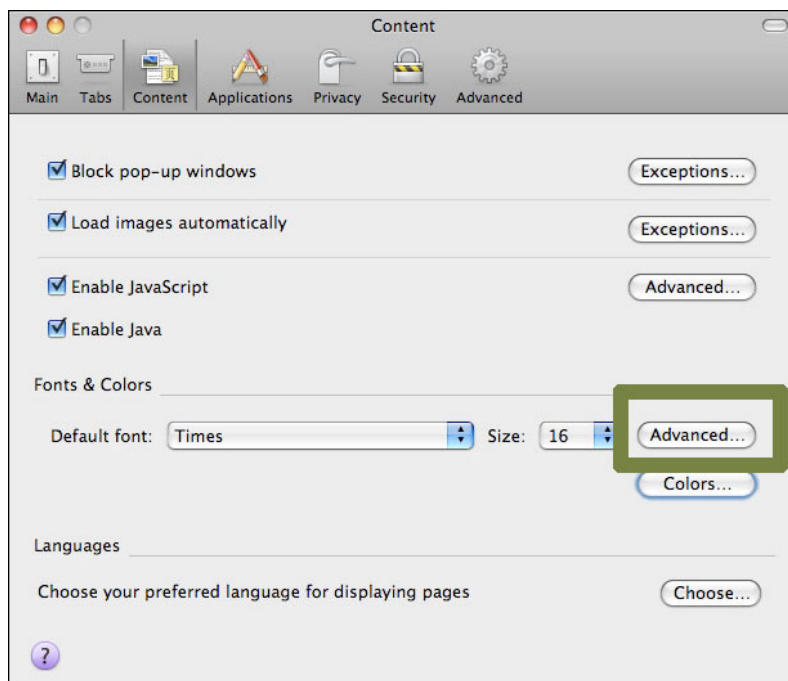

5. Choose to use your Mac OS system colors by clicking on the **Use System Colors** checkbox to select, or by using the **Tab** key to highlight the Use System Colors checkbox and pressing the **Spacebar**.
6. Click on the dropdown lists next to **Proportional**, **Serif**, **Sans Serif** and **Monospace** to select a new font for each. Alternately, press the **Tab** key to highlight the dropdown and then use the **arrow** keys to highlight a new font for each. Press the **Spacebar** to select.
7. Click on the checkbox beside **Allow pages to choose their own fonts** to de-select, or press the **Tab** key to highlight the Allow pages to choose their own fonts checkbox and de-select by pressing the **Spacebar**.
8. Click **OK** or press **Enter** to close the Advanced Fonts dialog box and return to Firefox.
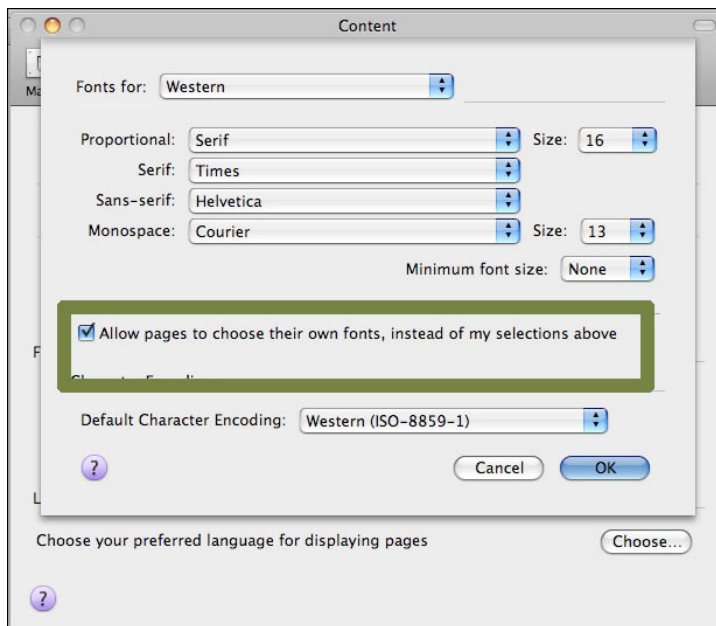
APPLE SAFARI

1. Open the Safari menu by clicking on **Safari** or press **Control** and **F2** and press **Enter**.
2. Open the Preferences window by clicking on **Preferences** or use the **down** arrow key to highlight Preferences and then press **Enter**.
3. Open the Appearance tab by clicking on **Appearance** or press **Control** and **F5** and then the **right** arrow key to highlight the Appearance tab and then press the **Spacebar**.
4. Open the Font Selection option by clicking on the **Select** button beside **Standard Font,** or press the **Tab** key repeatedly to highlight the Select button next to Standard Font and then press the **Spacebar**.
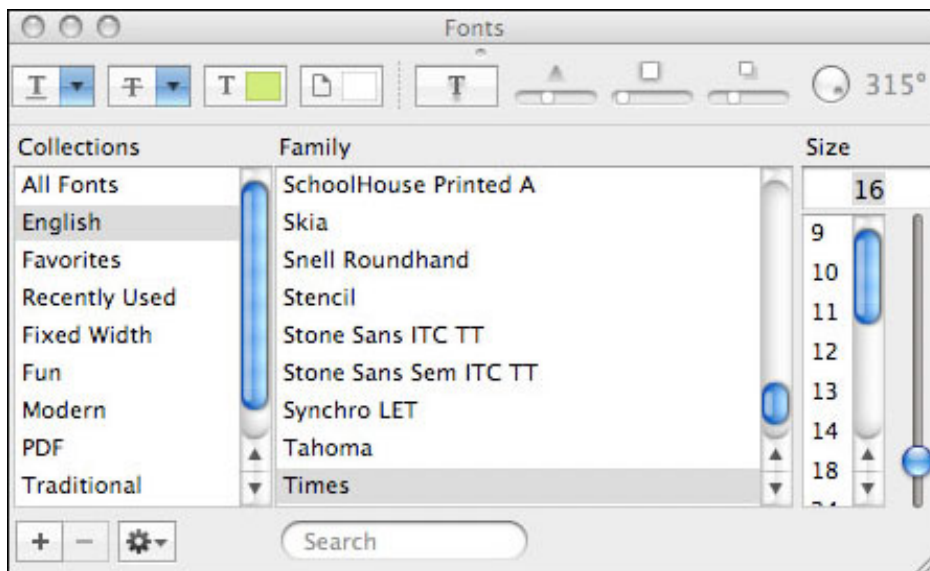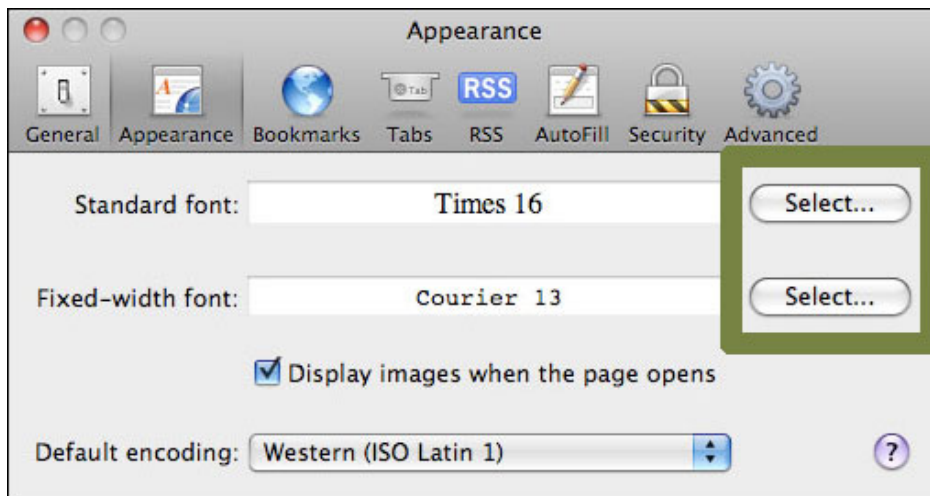
5. Click on the preferred font and font size to select. Alternately, press **Control** and **F7** to highlight the font selection dialog box and use the arrow keys to select a new font and font size.

6. When you have selected a font, click on the red **Close** button at the top right of the Font Selection window or press **Escape** to close.
7. In the Font Selection window, click on **Select** beside **Fixed Width Font**, or press the **Tab** key repeatedly to highlight the Select button next to **Fixed Width Font** and then press the **Spacebar**.
8. Click on the preferred font and font size or press **Control** and **F7** to highlight the Font Selection dialog box and use the **arrow** keys to select a font and font size.
9. Click on the red **Close** button at the top right of the Font Selection box or press **Escape** to close the box.
10. Once you have selected your preferred font choices, click the red **Close** button at the top left of the Preferences window or press **Escape** to return to the browser.

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Magnify screen

If resizing text in your browser or operating system isn't an option, you are able to make the website easier to view through magnification.

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

- Windows XP
- Windows 7

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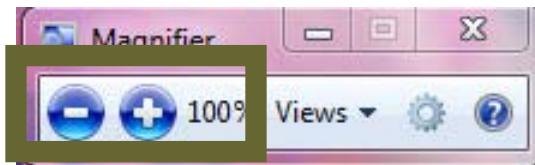
- Macintosh OS X

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WINDOWS XP

1. Click the **Start** button or press the **Windows** logo key on your keyboard.

2. Open the Programs window by clicking on **All Programs,** or press **P** on the keyboard until All Programs is highlighted and press **Enter**.

3. Open the Accessories tab by clicking **Accessories** or press **A** on the keyboard until **Accessories** is highlighted and press **Enter**.

4. Open the Accessibility option by clicking on **Accessibility**. If you are using the keyboard, it will already be highlighted. Press **Enter**.

5. Open the Magnifier option by clicking on **Magnifier** or press **M** on the keyboard until Magnifier is highlighted and press **Enter**. The Magnifier will now be activated.

6. In the **Settings** box, click on **Magnification Level** or use the **up/down** arrow keys to **increase/decrease** the magnification level.

7. Minimize this box by pressing the **Minimize** button in the top-right corner or by pressing **Alt** and **Space** on the keyboard, then pressing **N**.
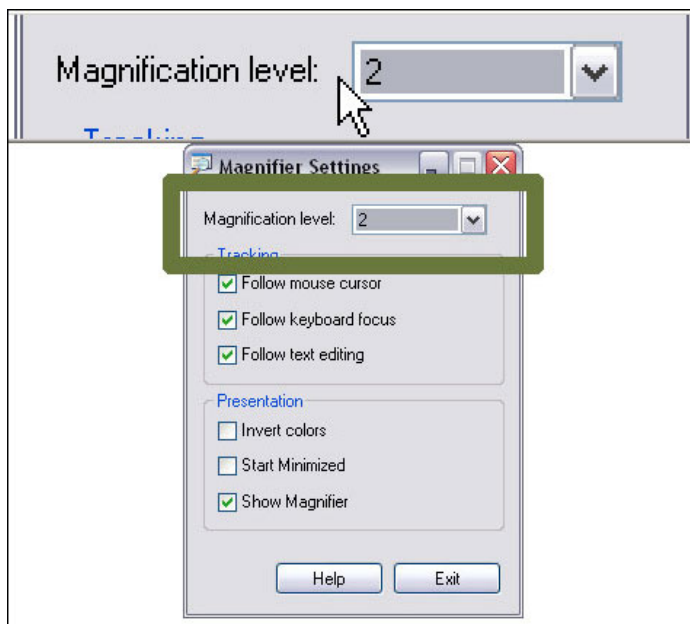
WINDOWS 7

1. Press the **Windows** key and **–** to decrease magnification or **+** to increase magnification.
2. Alternately, click the **Start** button or press the **Windows** logo key on your keyboard
3. Open the Magnifier window by typing **magnify** (or **magnifier**) and click on **Magnify** (or **Magnifier**) to select or press **Enter**.
4. Adjust the magnification by clicking on the – to reduce magnification or the + to increase magnification.
5. Minimize this box by pressing the **Minimize** button in the top-right corner or by pressing **Alt** and **Space** on the keyboard, then pressing **N**.
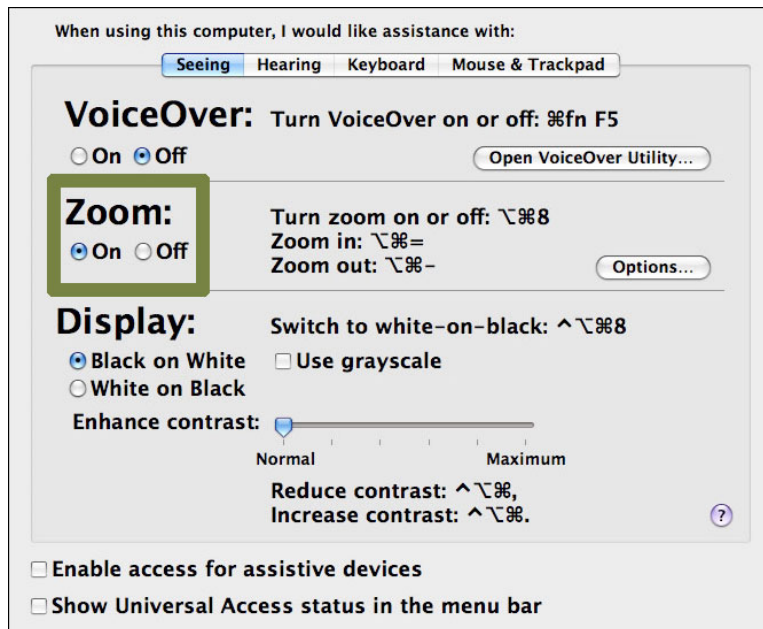
MACINTOSH OS X

1. Activate screen zooming by pressing **Option** and **Apple** and the **asterisk** (*) key at the same time.
2. Zoom in by pressing **Option** and **Apple** and the **plus** (**+**) key at the same time.
3. Zoom out by pressing **Option** and **Apple** and the **plus** (**-**) key at the same time.
4. Deactivate screen zooming by pressing **Option** and **Apple** and the **asterisk** (*) key at the same time.

To select maximum zoom level:

1. Open the Apple menu by clicking on the **Apple** or press **Control** and **F2** and then press **Enter**.
2. Open the System Preferences by clicking on **System Preferences** or use the **down** arrow key to highlight *System Preferences* and then press **Enter**.
3. Open the Universal Access window by clicking on **Universal Access** or press the **Tab** key repeatedly to highlight the Universal Access icon and then press the **Spacebar**.
4. Open the Seeing tab by clicking on **Seeing** or press **Control** and **F7** and then the **right** arrow key to highlight the Seeing tab and then press the **Spacebar**.
5. Click on the **Zoom Options** button or press the **Tab** key repeatedly to highlight the Zoom Options button and press the **Spacebar**.
6. Use your mouse to move the **Maximum Zoom** and **Minimum Zoom** sliders to the **right/left** to **increase/decrease** zoom levels. Alternately, press the **Tab** key to highlight the Maximum Zoom and Minimum Zoom sliders and use the **right/left** arrow keys to move the slider to **increase/decrease** zoom levels.

7. Once you have set your preferred zoom options, click on **Done** or press the **Tab** key repeatedly to highlight the Done button and press **Enter**.
8. Click on the red **Close** button at the top left of the Universal Access window or press **Command** and **W** to return to the browser.
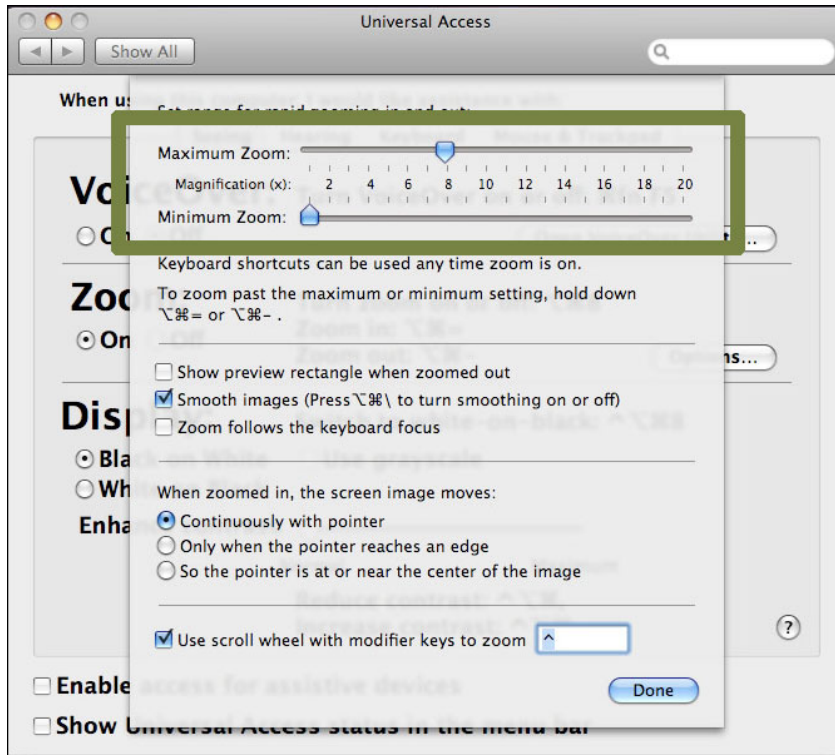
Browse Out Loud

If you have difficulty with reading online, learn how to make your computer speak back to you.

BROWSEALOUD

BrowseAloud is a speech enabling software that is free for people who have difficulty reading online. This includes people with mild visual impairment, people who speak English or French as a second language, or people with dyslexia or learning disabilities.

1. Follow the simple steps to [download and install BrowseAloud](#).
2. Once installed and setup, words are spoken out loud as your mouse pointer moves over them. For most browsers, you are able to have the text highlighted as it is read. Or, you can ask BrowseAloud to read a page to you in its entirety. To stop the reader at any time, press the **Ctrl** key on the keyboard.
3. For detailed instructions, visit the [BrowseAloud website](#).

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