

Making your computer easier to use

Setting up your Browser

You can edit your browser to give you greater flexibility if you have specific needs.

We have listed below some guidance which may be of use to you.

Please note that there will be no effect on screen images.

There are 4 main browsers commonly used please find yours below:

1. Microsoft Internet explorer
2. Microsoft Edge
3. Google chrome
4. Firefox

1. Microsoft Internet Explorer

To change font size:

Step 1. On the View menu, choose Text Size

Step 2. Increase or decrease to suit your needs

To permanently apply font and colour changes:

Step 1. On the View / Tools menu, click Internet Options

Step 2. On the General tab, select Accessibility

Step 3. Click the three boxes to show ticks

Changing the default font:

Using a sans serif font (such as Arial), rather than a serif font (such as Times New Roman) can make text easier to read.

Step 1. On the View / Tools menu, click Internet Options

Step 2. On the General tab, click Fonts

Step 3. In the Proportional and Fixed-width font lists, select the fonts you would like to use

Changing text and background colour:

Websites can specify particular fonts, typefaces and background colours for their pages and the combinations can sometimes make the text difficult to read. You can override these settings by choosing your own preferred, clearer colour scheme - black text on a yellow background gives the most contrast:

Step 1. On the View / Tools menu, click Internet Options

Step 2. On the General tab, click Colours

Step 3. Click on the tick box labelled Use Windows Colours

Step 4. Click Text and select the colour you want. Click OK

Step 5. Click Background and select the colour you want to use. Click OK

To hide images on web pages:

Step 1. On the View / Tools menu, click Internet Options

Step 2. On the Advanced tab, scroll down to Multimedia

Step 3. Click on Show pictures to remove the tick

Step 4. Click on Apply, and then click on OK

To change the size of the window:

Step 1. Click Full Screen on the toolbar

2. Microsoft Edge

Microsoft Edge also offers a number of accessibility options to give you greater browsing flexibility.

To change the size of text, images and apps:

Step 1. Click Start and select Settings

Step 2. Select Ease of Access and click Display

- To make only the text on your screen larger, adjust the slider under Make Text Bigger
- To make everything larger, including images and apps, choose an option from the drop-down menu under - '**Make Everything Bigger**'

To zoom in or zoom out on parts of your screen, use Magnifier. To turn on Magnifier:

- To zoom in, press the Windows logo key and Plus (+). Zoom in further by continuing to press these keys
- To zoom out, press the Windows logo key and Minus (-). Zoom out further by continuing to press these keys

3. Google Chrome

Google Chrome also offers a number of accessibility options to give you greater browsing flexibility.

To do this:

Step 1. At the top right of the page, click More

Step 2. Select More again and then click Settings

Step 3. Under Appearance, make the changes to font size, text, images and videos

To change font size:

Step 1. Click the Down arrow next to Font size and select the font size most suitable for you

To zoom in or zoom out:

Step 1. Open Chrome

Step 2. At the top right of the page, click More

Step 3. Next to Zoom, select the zoom options most suitable for you:

Step 4. To zoom in, click Zoom in

Step 5. To zoom out, click Zoom out

Step 6. To use full-screen mode, click Full Screen

4. Firefox

In addition to offering similar flexibility options as Microsoft Internet Explorer and Microsoft Edge, Firefox allows you to resize text beyond the 2-up, 2-down steps that Internet Explorer can offer - making it a better choice of browser if you are visually impaired.

To change font size:

Step 1. Go to View Menu

Step 2. Choose Text Size and select Increase or Decrease

To stop images loading:

Step 1. Go to Tools and click Options

Step 2. Select the Content tab

Step 3. Uncheck Load Images