



Web Accessibility Change Your Fonts Handbook





H2O Power is committed to providing our services in a way that respects the dignity and independence of persons with disabilities.

H2O power is also committed to making strong efforts to provide accessible web content to all of our clients, customers, third parties and members of the public.

This handbook demonstrates step-by-step how to adjust and change your fonts if you're having trouble viewing it.



Modifications for the Following Browsers and Operating Systems

- Windows
- Internet Explorer
- Mozilla Firefox for Mac OS X
- Apple Safari

Changing Your Fonts with Windows

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Step 1. Open up the Start Menu

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

Step 2. Open Up the Control Panel

Click on Control Panel or press C on your keyboard and it will pop up.

Step 3. Open up the Display

Double-click the **Display** icon or press **D** on your keyboard until the **Display** icon is highlighted and press **Enter** to open up the **Display Properties** window.

Step 4. Open up the Appearance Tab

Click on the **Appearance** tab or press **Ctrl** and **Tab** on your keyboard until it comes to the front.

Step 5. Open up the Advanced Tab

Click **Advanced** or press the **Tab** key until **Advanced** is highlighted and press **Enter**. This will display the **Advanced Appearance** box.

Step 6. Navigate through items on the Menu

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.

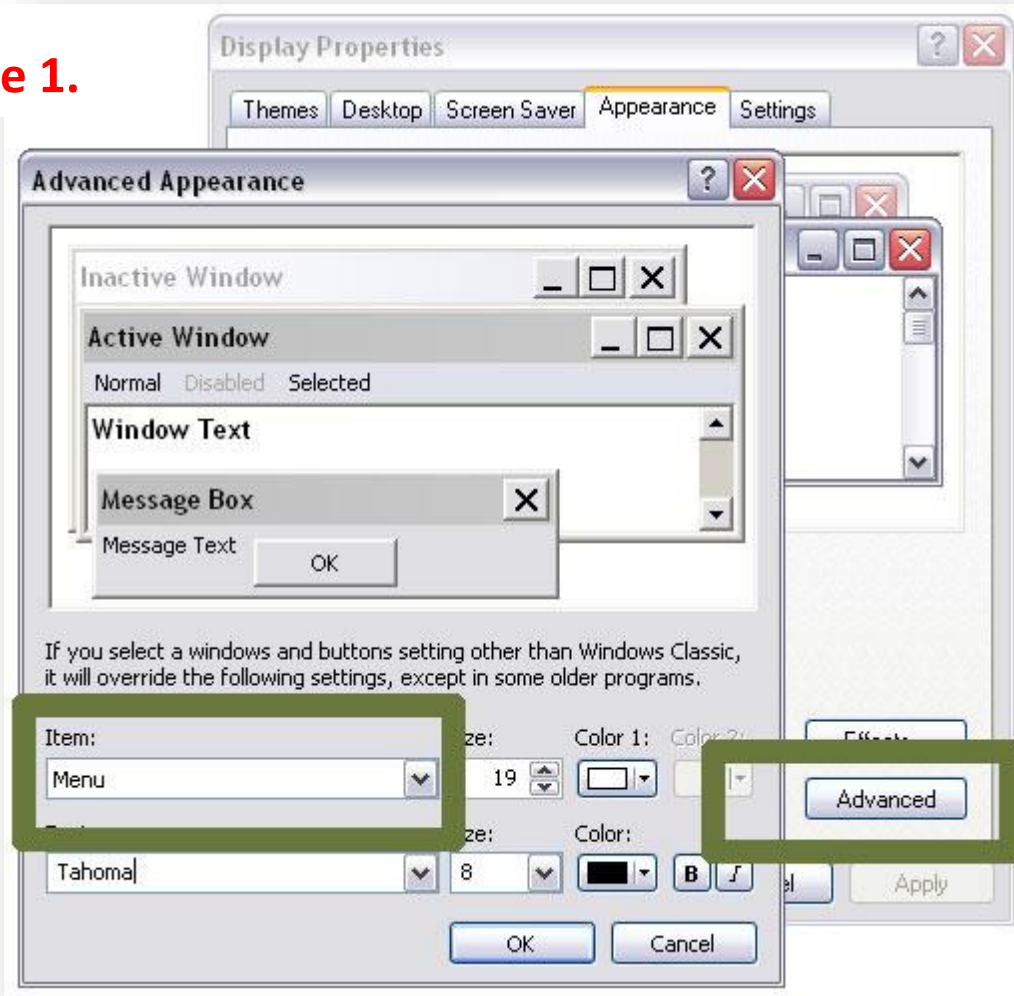
Step 7. Select Your Font in the Drop-Down

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.

Step 8. Select Your Size in the Drop Down

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**.

Figure 1.



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.

Change Your Fonts with Internet Explorer

Step 1. Open the Tools Menu

Use your mouse or press **Alt** and **T** on your keyboard.

Step 2. Select Internet Options

Use your mouse or press **Alt** and **O** on your keyboard.

Step 3. Select the Accessibility button

Select the **Accessibility** button. Use your mouse or press **Alt** and **E** on your keyboard.

Step 4. Check the “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.

Figure 1.

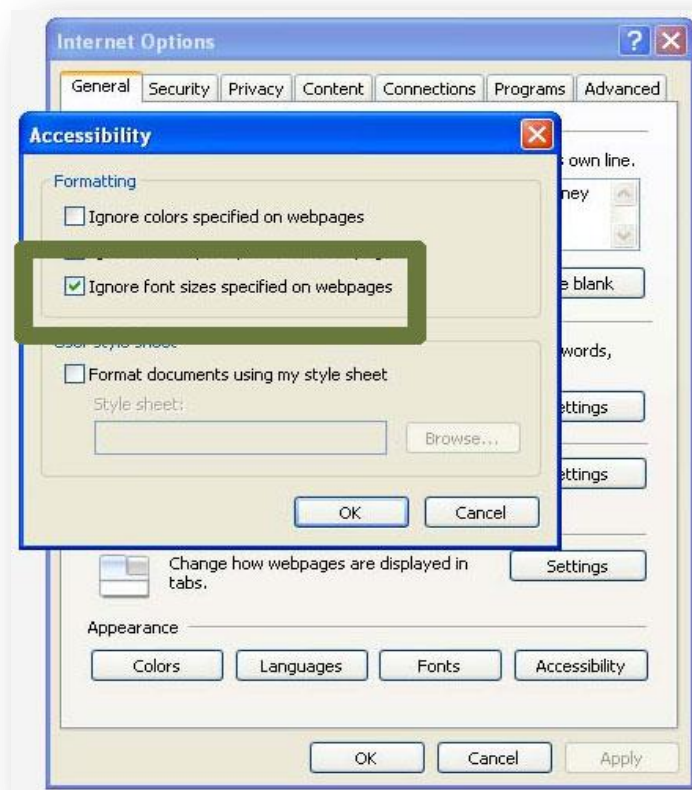
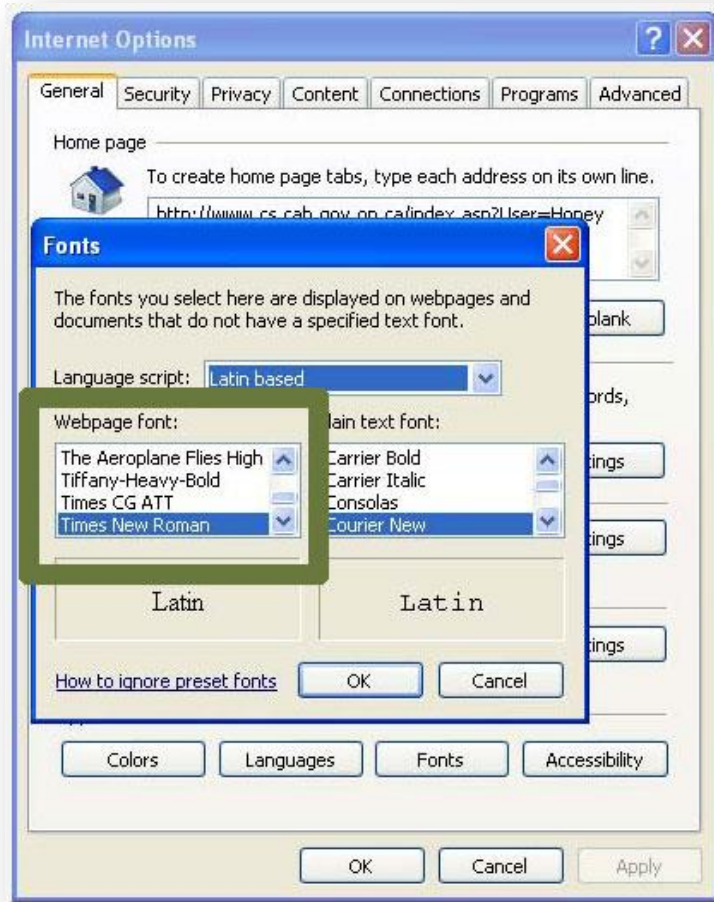


Figure 2.



Step 1. Return to Internet Options

Click on the OK button or select Enter on your keyboard to return to the return to the **Internet Options** box.

Step 2. Select Your Fonts

Click Fonts or press **Alt** and **N** on your keyboard to bring up the font dialogue box.

Step 3. Click On the Heading “Web Page Fonts”

Select the heading **“Web Page Fonts”** or press **Alt** and **W** 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.

Step 4. Return to Internet Options

Use your mouse to click **OK** or press **Enter** on your keyboard to return to **Internet Options**.

Step 5. Return to the Browser

Use your mouse to click **OK** or press **Enter** again on your keyboard to return to the browser.

Change Your Fonts With Mozilla Firefox for Mac OS X



Step 1. Select the Firefox Menu

Use your mouse to click on the **Firefox** menu or press **Control** and **F2** and then press **Enter**.

Step 2. Click on Preferences

Use your mouse to click on **Preferences** or use the down arrow key to highlight **Preferences** and then press **Enter**.

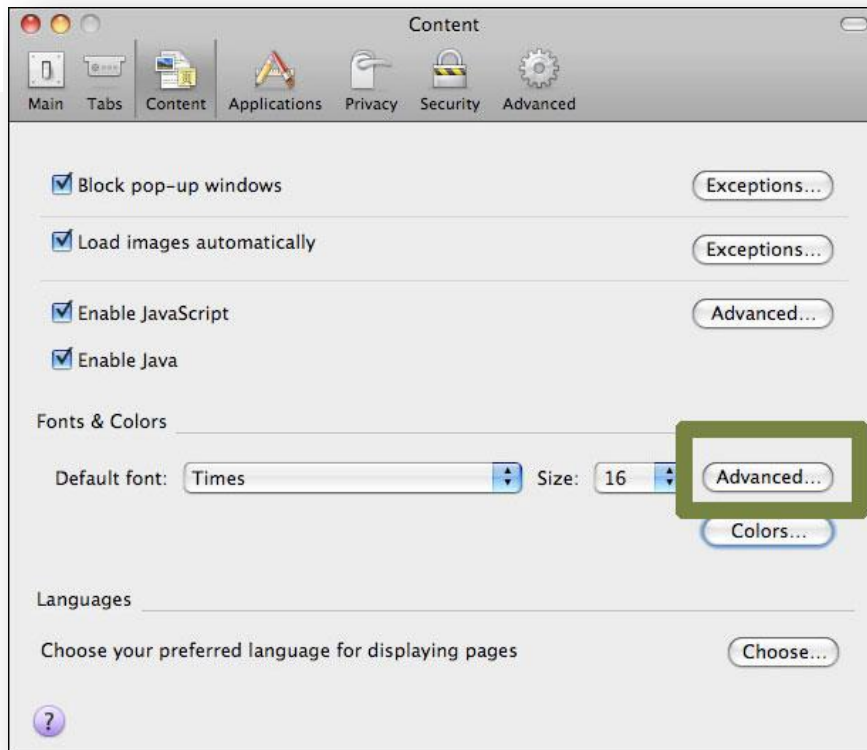
Step 3. Click on the Content Tab

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**.

Step 4. Select Fonts and Colours

This 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.

Figure 1.



Step 1. Select your Mac OS system Colours

You can choose to use your Mac OS system colours by using your mouse to click on the Use **System Colours** checkbox or by using the tab key to highlight the **Use System Colours** checkbox and pressing the spacebar.

Step 2. Select A New Font

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.

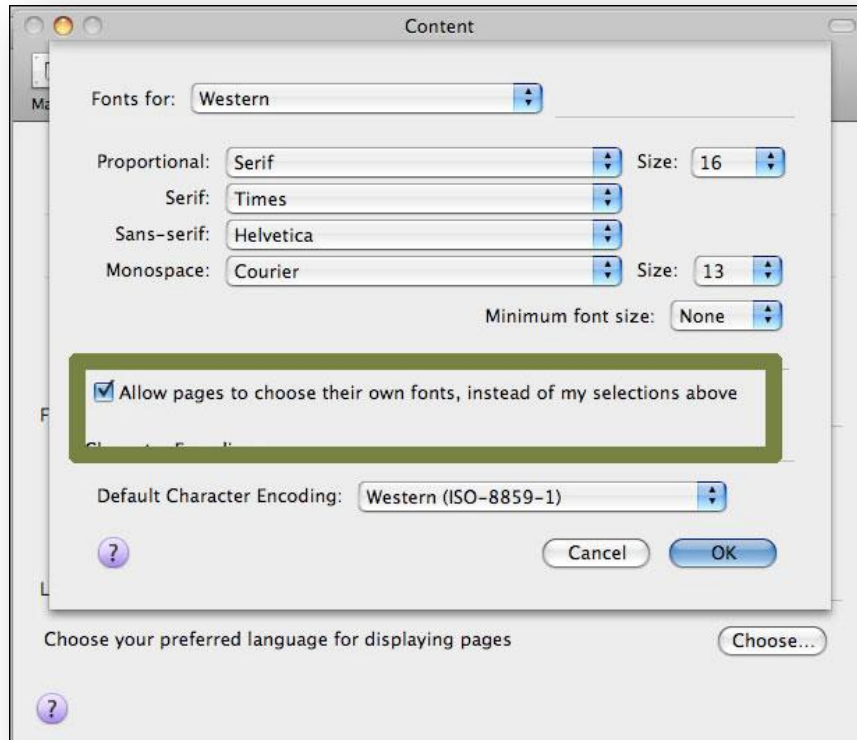
Step 3. Allow Pages to Choose Their Own Fonts

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.

Step 4. Close Advanced Fonts

Use your mouse to click on the **OK** button or press enter to close the **Advanced Fonts** dialog and return to Firefox.

Figure 2.



Change Your Fonts With Apple Safari



Step 1. Select the Safari Menu

Use your mouse to click on the **Safari** menu or press **Control** and **F2** and then press **Enter**.

Step 2. Click on Preferences

Use your mouse to click on **Preferences** or use the down arrow key to highlight **Preferences** and then press **Enter**.

Step 3. Select the Appearance Icon

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.

Step 4. Click the Select Button

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.

Figure 1.

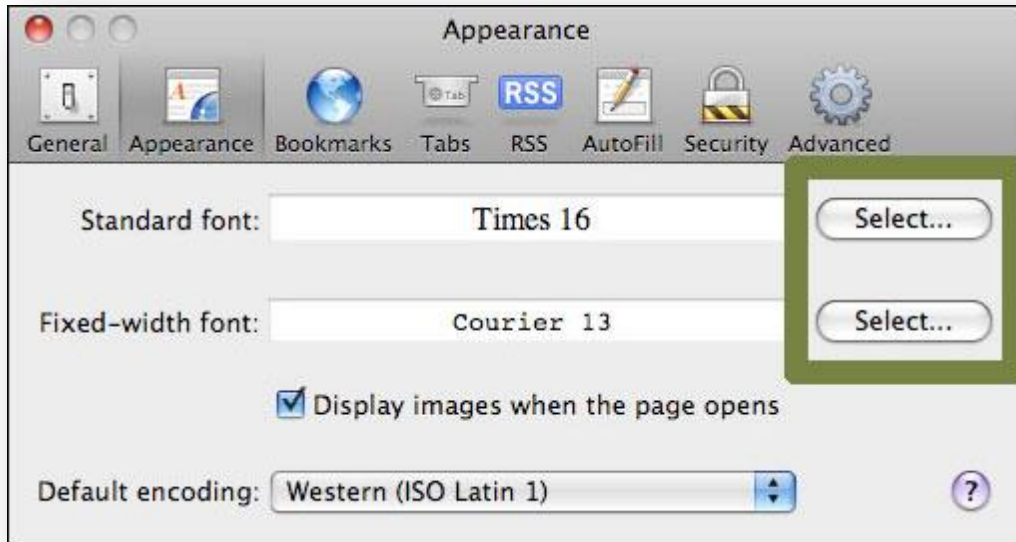
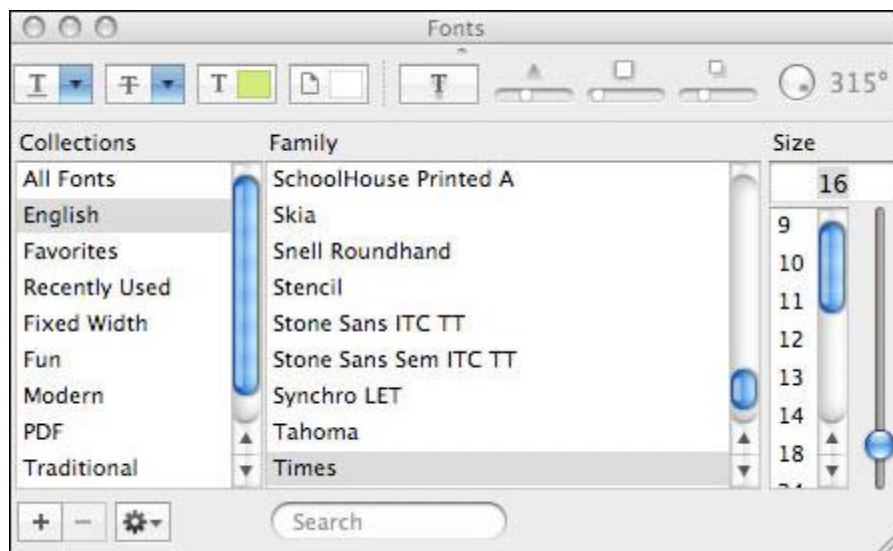


Figure 2.



Step 1. Select Your Font and Font Size

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.

Step 2. Exit Out of the Selection Dialog

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.

Step 3. Input Your Selection

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.

Step 4. Close Selection Tab

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.