



# **Web Accessibility Change Web Page Colours and Text 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 background and text colours for our website and other webpages you visit to make them more readable.




## **Modifications for the Following Browsers and Operating Systems**

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

# Change Your Text and Webpage Colours Using Windows

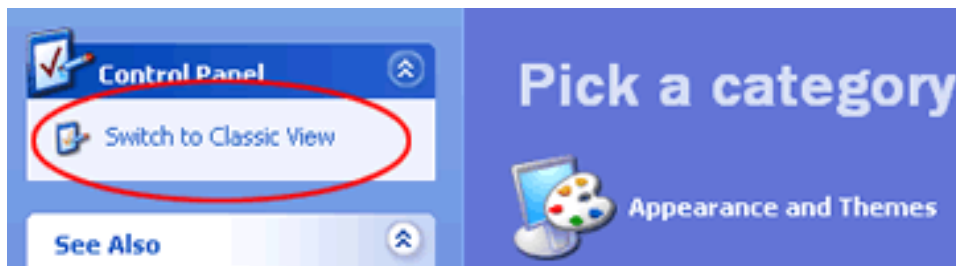
## Step 1: Open the 'Start' Menu

Click on the '**Start**' button, press the **Windows key** , or press **Ctrl + Esc** to open up the menu.

## Step 2: Open the 'Control Panel'

- Click on '**Control Panel**', or press **C** until it is highlighted and then press **Enter** if necessary. (**Note:** in earlier versions of XP, you will need to click on '**Settings**' or press **S** first.)
- In older versions of windows you need to be in Classic View. If you see text that states 'Pick a category', you need to click on '**Switch to Classic View**' press the tab button until the selection is highlighted and press **Enter**.

**Fig 1.**



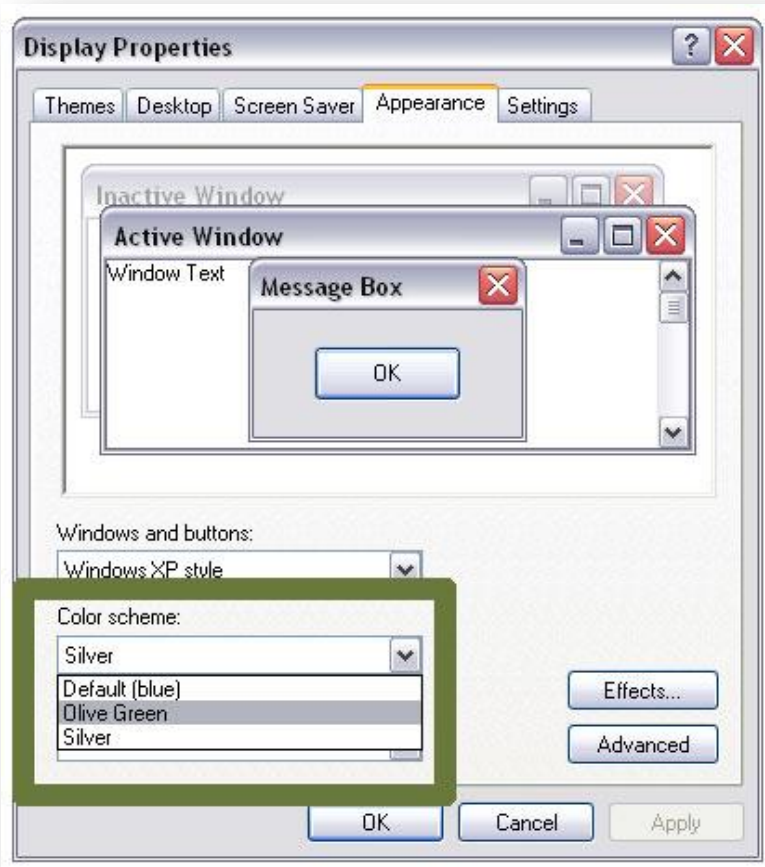
### Step 3: Open up the Display Tab

- Click on '**Display**', or press **D** until it is highlighted and then press **Enter** if necessary.
- (**Note:** if the Display properties cannot be viewed, when in the **Control Panel Tab** click on the **Appearance and Personalization** and click on **Display** or press **D** until it is highlighted and then press **Enter** if necessary.

### Step 4. Click on the Appearance Tab

- Select the drop-down box below the Colour Scheme heading, or press **Alt** and **C** on your keyboard to jump to the box. Browse through the list using your mouse, or use the up/down arrows.
- Click on a scheme or press **Enter** on your keyboard to select it. To select this option and exit **Display Properties** press **Enter** on your keyboard or click the **OK** icon.

**Fig 2:**



# Change Your Text and Background Colours Using Internet Explorer

## Step 1: Open the Tools menu

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

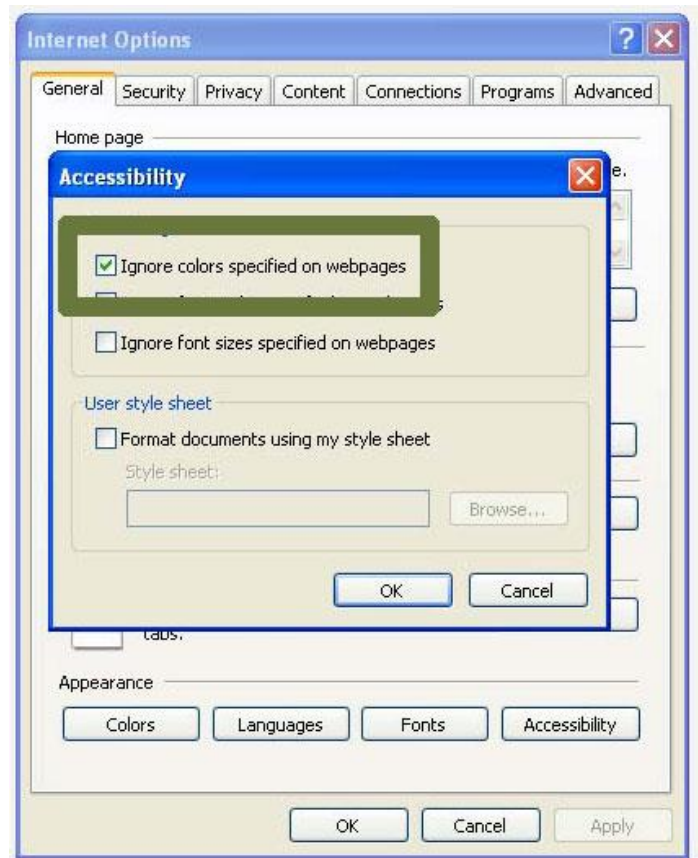
## Step 2: Select Internet Options

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

## Step 3: Select the Accessibility button

- Use your mouse or press **Alt** and **E** on your keyboard.

Figure 1:

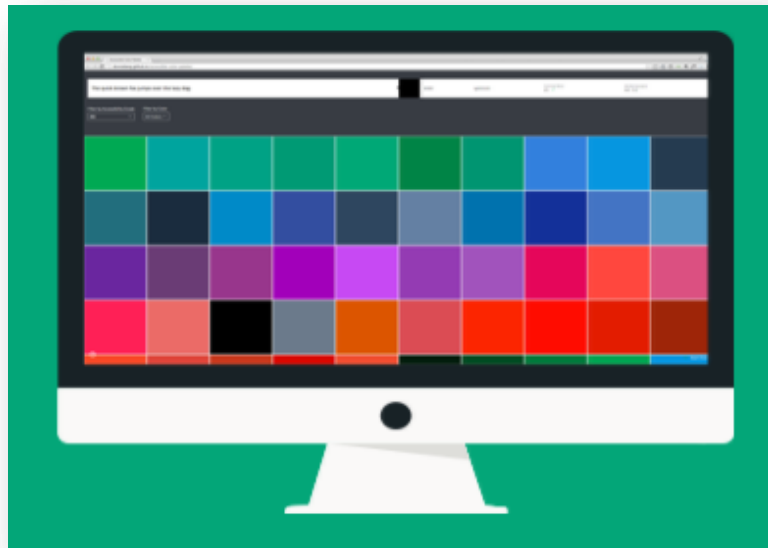


## Step 4: Check the box "Ignore colours specified on web page"

- Use your mouse or press **Alt** and **C** on your keyboard.
- To confirm your choice and return to **Internet Options** press **Enter** on your keyboard or click the **OK** icon. The text and backgrounds on websites will now display the

colour scheme set on your computer. If you are satisfied with this colour scheme, press **OK** or hit **Enter** on your keyboard to return to the browser.

## If You Prefer a Personalized Colour Scheme



**Step 1.** In the still-open **Internet Options** box, use your mouse to select the **Colours** button or press **Alt** and **O**.

**Step 2.** Uncheck the default "**Use Windows Colours**" option. Use your mouse or press **Alt** and **W** on your keyboard to de-select the check mark.

**Step 3.** Select the **Text** button. Use your mouse or press **Alt** and **T** on your keyboard. You must de-select "**Use Windows Colours**" before this will work.

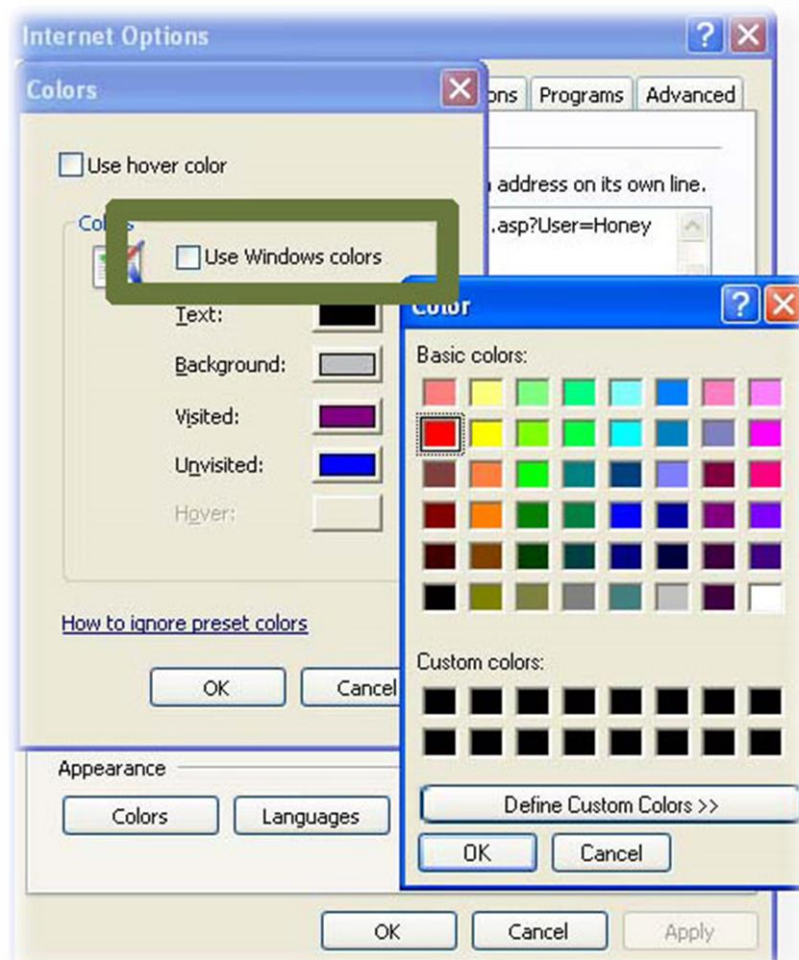


**Step 4.** Use the mouse or use the arrow keys on your keyboard to select your preferred text colour and press the **Spacebar** to select. Repeat **Steps 8 and 9** for the background colour (**Alt** and **B**), visited links (**Alt** and **I**) and unvisited links (**Alt** and **N**), if desired.

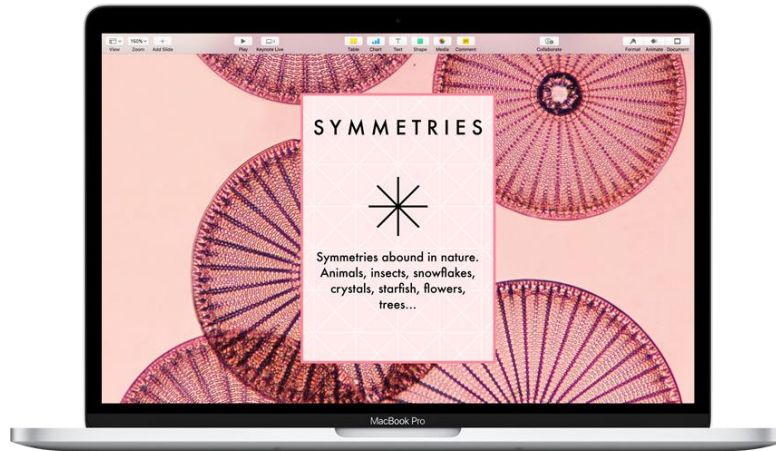
**Step 5.** Use your mouse to click **OK** or hit **Enter** on your keyboard to return to **Internet Options**.

**Step 6.** Use your mouse to click **OK** or hit **Tab** on your keyboard until **OK** is selected, and press **Enter** on your keyboard to return to the browser.

**Figure 2:**



# Change Your Text and Background Colours Using Apple OS X



**Step 1.** Use your mouse to click on the **Apple** menu or press Control and F2 and then press **Enter**.

**Step 2.** Use your mouse to click on **System Preferences** or use the down arrow key to highlight **System Preferences** and then press enter.

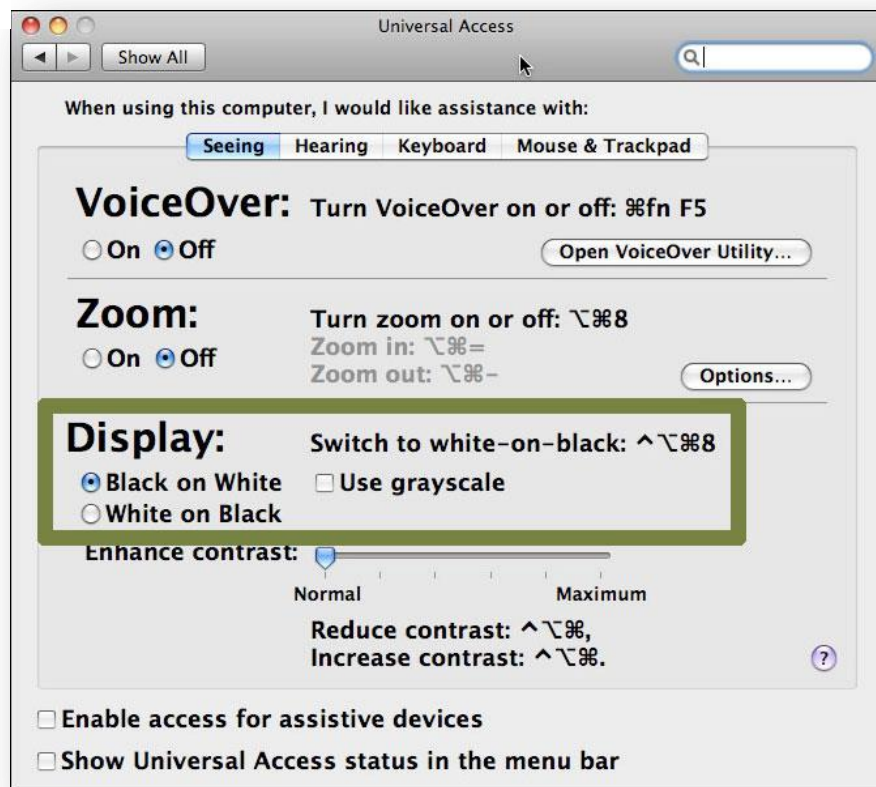
**Step 3.** Use your mouse to click on the **Universal Access** icon or use the tab key repeatedly to highlight the **Universal Access** icon and then press the spacebar.

**Step 4.** Use your mouse to click on the **Seeing** tab or press **Control** and **F7** and then the right arrow key to highlight the **Seeing** tab and then press the spacebar.

**Step 5.** To remove all colours from your display, use your mouse to click on the **Set Display to Grayscale** button or use the tab key repeatedly to highlight the **Set Display to Grayscale** button and press the spacebar.

**Step 6.** When you are happy with your colour scheme, use your mouse to click the red **Close** button at the top left of the **Universal Access** window or press **Command** and **W** to close the window.

**Figure 1:**





## Change Your Text and Background Colours Using Firefox for Apple OS X

**Step 1.** Use your mouse to click on the **Firefox** menu or press **Control** and **F2** and then press **Enter**.

**Step 2.** Use your mouse to click on **Preferences** or use the down arrow key to highlight **Preferences** and then press enter.

**Step 3.** 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.** Use your mouse to click on the **Colours** button or use the tab key repeatedly to highlight the **Colours** button and press the spacebar.

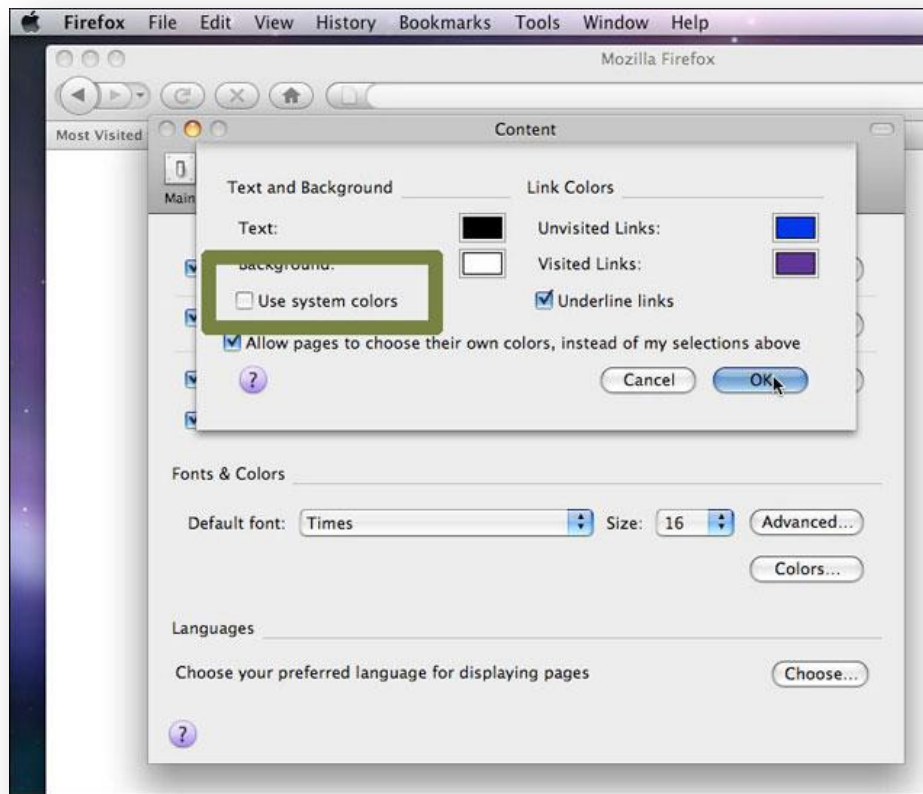
**Step 5.** You can choose to use your Mac OS system colors by using your mouse to click on the **Use System Colors** checkbox or by using the tab key to highlight the **Use System Colors** checkbox and pressing the spacebar.

**Step 6.** If you do not want to use the Mac OS system colors, use your mouse to click on the coloured boxes next to **Text, Background, Unvisited Links** and **Visited Links** to select a new color for each. Alternately, use the tab key to highlight the coloured boxes next to **Text, Background, Unvisited Links** and **Visited Links** and then use the arrow keys to highlight a new color for each. Press the spacebar to select that color.

**Step 7.** Use your mouse to click on the **Allow pages to choose their own colours** checkbox so that the checkmark disappears, or by using the tab key to highlight the **Allow pages to choose their own colours** checkbox and pressing the spacebar until the checkmark disappears.

**Step 8.** Use your mouse to click on the **OK** button or press **Enter** to close the Colours dialogue box and return to Firefox.

**Figure 1:**



**(Note:** that the current version of Safari does not provide options to change text and background colors.)