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Changing Colours in Windows

This skillsheet refers to Windows versions 95, 98, ME, NT and 2000.

First pull up the start menu with the Windows Logo key or by clicking on the Start Button. Then select Settings and then Control Panel from the sub-menu.

Open the Display item by double clicking or moving the highlight with the arrow keys and pressing Enter. Bring the Appearance page to the front by clicking on the tab or pressing Control+Tab twice.

This page contains a snapshot of a sample Windows screen and below a bar listing the currently selected 'colour scheme'.

(A) Select an existing colour scheme

To change to a new scheme, click the mouse on the 'colour scheme' box and press the up and down arrow keys. When the snapshot looks good press the enter key to select it. Some of these "High Contrast" schemes include contrasting colours and larger fonts.

(B) Create a new colour scheme

Select one of the pre-defined schemes as a basis for your own as above. Choose the item you wish to change by clicking on a particular element in the snapshot window or by Tabbing three times to and moving up and down through the "Item:" box below it with the arrow keys.

You can change the foreground (text) and background colours of each item by clicking on the coloured block (bottom right) or pressing Tab until highlighted and pressing Enter.

A colour palette will appear and you can click on or arrow around and press Enter on the desired colour.

To save changes click or Tab to and press Enter on the "Save As..." button, give it a name and press Enter.

To see how your changes will look when applied click on the "Apply" button or press Alt+A.

To close the dialog box completely click or Tab to and press Enter on the "OK" button.

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