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## Choosing your Preferred Text Style in Windows

Windows uses the MS Sans Serif text style (or font) for its menus, icons, title bars and all other elements within Windows. Most people find this font easily legible, however it is possible to choose a different font and/or increase the size of the font used throughout Windows.

Some people find a mono-spaced font such as `Courier` easier to read – these may include people with dyslexia.

Others may benefit from increasing the size of the text. We have seen in a previous module how to change the size of the text in Windows in one easy step, but there is also a way to change the sizes of individual elements within Windows.

This skillsheet shows you how to choose your own text style (and size if desired) within Windows.

This skillsheet is for Windows XP. Similar features are available in other versions of Windows. Please see our website at [www.abilitynet.org.uk/myway](http://www.abilitynet.org.uk/myway) or consult the Help facility in your version of Windows.

### To Change the Text Style (and size if desired)

- Open the **Start menu** by clicking on the **Start** button or by pressing the **Windows logo** key (located between the **Ctrl** and **Alt** keys) - or **Ctrl + Esc**.
- Click on **Settings** or press **S**.
- Click on **Control Panel** or press **C** to display the Control Panel.
- Double click on **Display** or press **D** until Display is highlighted and press **Enter** to display the **Display Properties**.
- Click on the **Appearance** tab or press **Ctrl + Tab** until the **Appearance** tab is at the front (see Fig. 1).

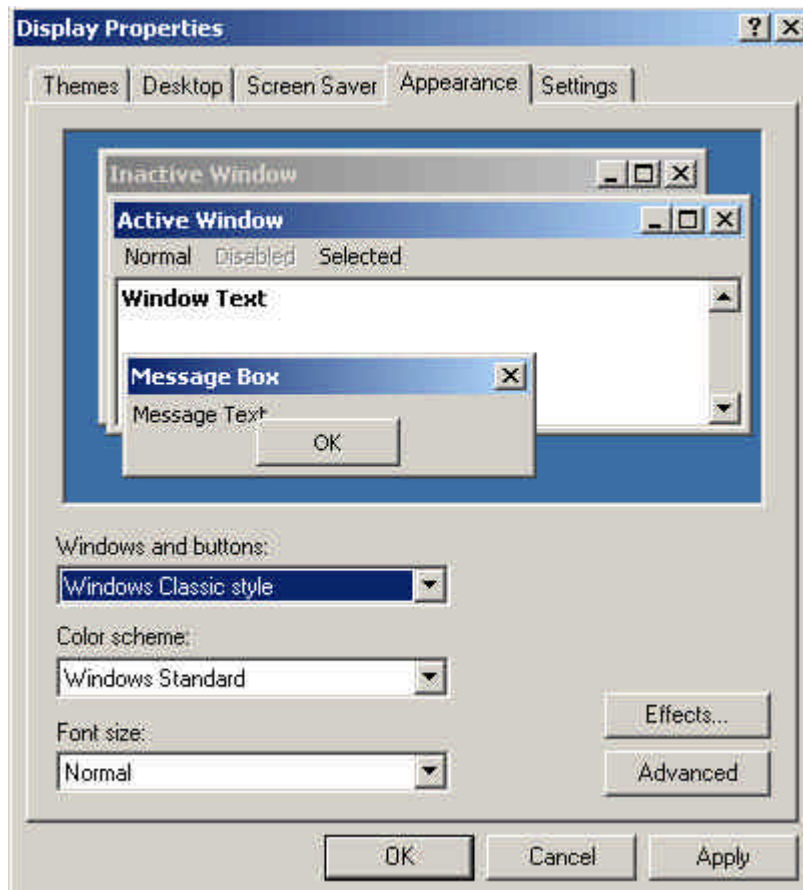


Fig. 1

In order to change the font for individual items, you need to make sure that the **Windows and buttons** setting is set to Windows Classic Style.

- Click in the **Windows and buttons** drop down box and choose Windows Classic Style. Alternatively, press **Alt + W**, press the **down arrow** until Windows Classic Style is selected and press **Enter**.
- Click on the **advanced** button or press **Alt + A** to display the Advanced Appearance page (see Fig. 2).



Fig. 2

As an example we'll change the font style of all the menus through out Windows from 8 point MS Sans Serif to 10 point MS Comic Sans. If you do not want to keep these changes, you can just press cancel at the end of the exercise.

- Click on the **drop down box** below the **Item** heading, or press **Alt + I** to jump there.
- Use either the mouse or the **up and down arrow keys** to navigate through the list of items. Each of these items can be modified individually. Move down the list until **Menu** is highlighted and then press **Enter**. Any font changes you now make will only apply to Menu items throughout Windows.
- Click in the **Font** drop down box or press **Alt + F** to select it. Use the mouse or the arrow keys to select the font you want to use, i.e. **Comic Sans MS (western)**.
- Click in the **Size** box to the right of the font drop down box or press **Alt + E** to jump there.
- Use the mouse or the arrow keys to scroll through the different sizes and either click on the size you want, i.e. **size 10**, and then click OK, or when the size you want is selected, i.e. **size 10**, press **Enter**. Alternatively, just type in **10** and press Enter.
- Now press **Enter** or click **OK** to return to Windows.

Now look at a menu to see the changes you have made. If you are still not happy with the font, repeat the above steps until you find a font style and size you are happy with.

Apart from the menus within Windows, many other items can also have their font style modified. Just follow the above instructions, choosing the appropriate item from the item list instead of Menu.

The following items can all have their font style changed:

- Active titlebar
- Icon
- Inactive titlebar
- Menu
- Message box
- Palette title
- Selected items
- Tooltip

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