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Making Text Easier to see in Windows

Many people find the text on the screen uncomfortable or difficult to read.

If you are working at a higher screen resolution or using a laptop with a smaller screen you may find the text too small to read easily.

If you have a vision impairment you may also want to increase the size of the text to make it easier to read.

It is possible to increase the size of the text within Windows. This includes icon text, menus, message boxes and the items in Windows Explorer and the Control Panel etc. Even some programs will have all or part of their text increased as a result.

This skillsheet shows you how to choose your preferred text size in 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 or consult the Help facility in your version of Windows.

Changing Your Screen Resolution

- Click the **Start** button, or press the **Windows logo** key (located between the **Ctrl** and **Alt** keys) – or **Ctrl + Esc**.
- Click on **Control Panel** or press **C**.
- Double click on **Display** or press the **D** key repeatedly until **Display** is highlighted and press **Enter** to bring up the **Display Properties** (see Fig. 1).

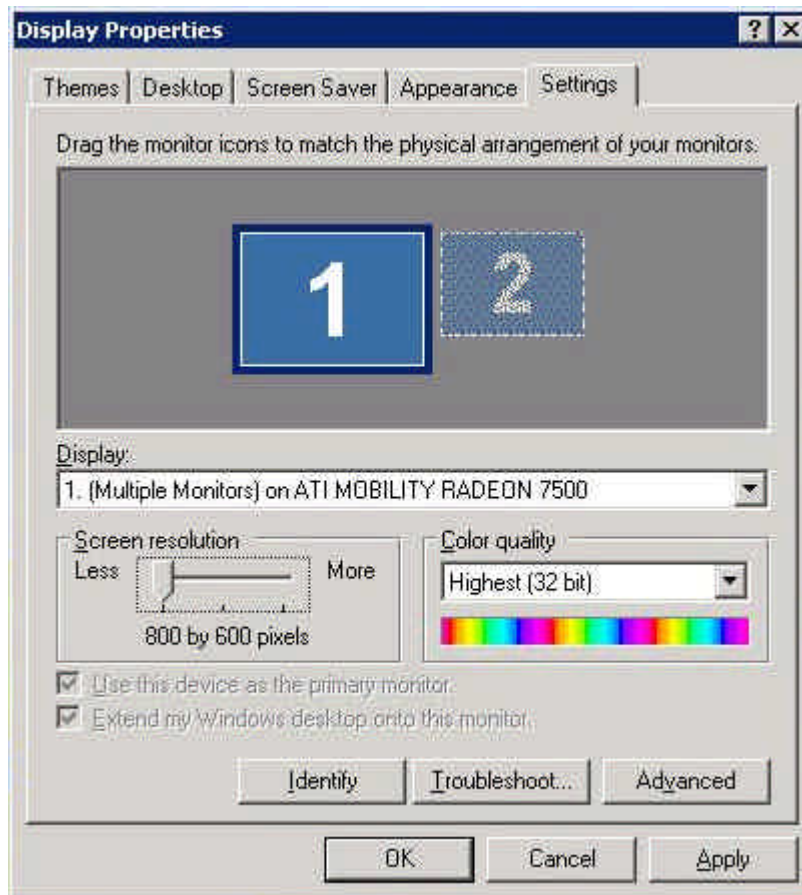


Fig. 1

- Click and drag the slider underneath the heading **Screen resolution** to a lower setting than what is already there, i.e. 640 by 480 or 800 by 600. Alternatively, press **Alt + S** to select the screen resolution slider bar and then press the **left** or **right arrow keys** to adjust the slider bar.
- Click **OK** or press **Enter** to close the dialog box and see the changes you have made.

Using Large Fonts

- Click the **Start** button, or press the **Windows logo** key (located between the **Ctrl** and **Alt** keys) – or **Ctrl + Esc**.
- Click on **Control Panel** or press the letter **C** on the keyboard.
- Double click on **Display** or press the **D** key repeatedly until **Display** is highlighted and then press **Enter**. This should bring up the **Display Properties** box.
- Click on the **Appearance** tab or press **Control + Tab** until the **Appearance** tab is at the front.

- Under **Font size** click on the drop down menu to change it to large or extra large. Alternatively press **Alt + F** on the keyboard and then use the **up and down arrows** to select the font size followed by **Enter**. You may need to press **Enter** or click **OK** again to return to Windows.

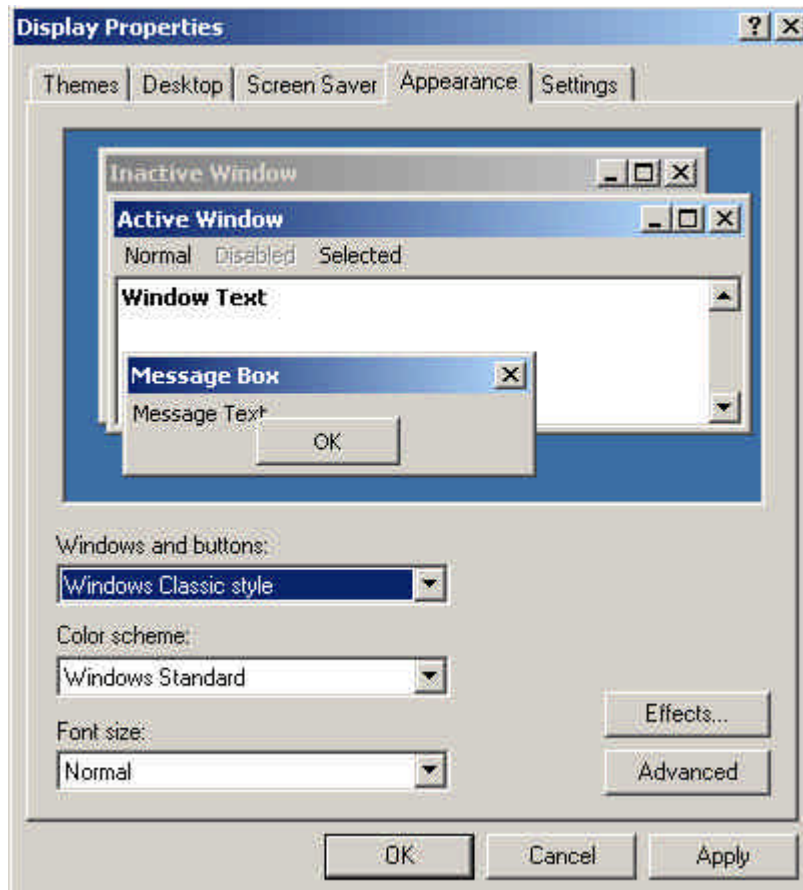


Fig. 2

Changing Appearance

It is possible to change the font size for the individual elements within Windows such as menu's, title bars etc.

- Click the **Start** button, or press the **Windows logo** key (located between the **Ctrl** and **Alt** keys) – or **Ctrl + Esc**.
- Click on **Control Panel** or press the letter **C** on the keyboard.
- Double click on **Display** or press the **D** key repeatedly until **Display** is highlighted and then press **Enter**.
- Click on the **Appearance** tab or press **Control + Tab** until the **Appearance** tab is at the front (see Fig. 2).

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. 3).

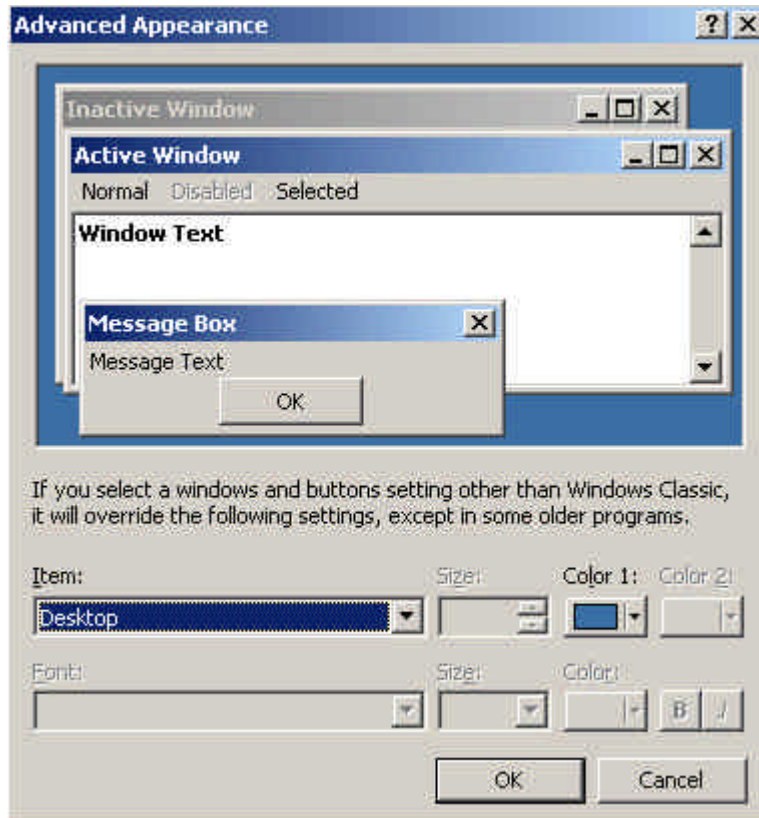


Fig. 3

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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