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# Step by Step Tutorials for Microsoft Internet Explorer 7 Accessibility Options

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# Microsoft Internet Explorer 7 Accessibility Features Overview


Make computers easier and more comfortable to use with accessibility features and utilities built right into Internet Explorer 7.

- **Zoom in on a Web page**
- **Change text size on Web pages**
- **Choose colors used on Web pages**
- **Choose fonts used on Web pages**
- **Choose accessibility settings for Web pages**
- **Format Web pages using a custom style sheet**
- **Choose advanced settings**

Following are step by step tutorials for use in turning accessibility options on and off.

## Zoom in on a Web page


With Microsoft Internet Explorer 7 you can make Web pages easier to read by magnifying the page (zooming in). If you zoom in, everything on the Web page will be magnified (including text, images, and controls). Zooming will change the magnification of the Web site, regardless of the Web site's formatting. **See also Change text size on Web pages.**

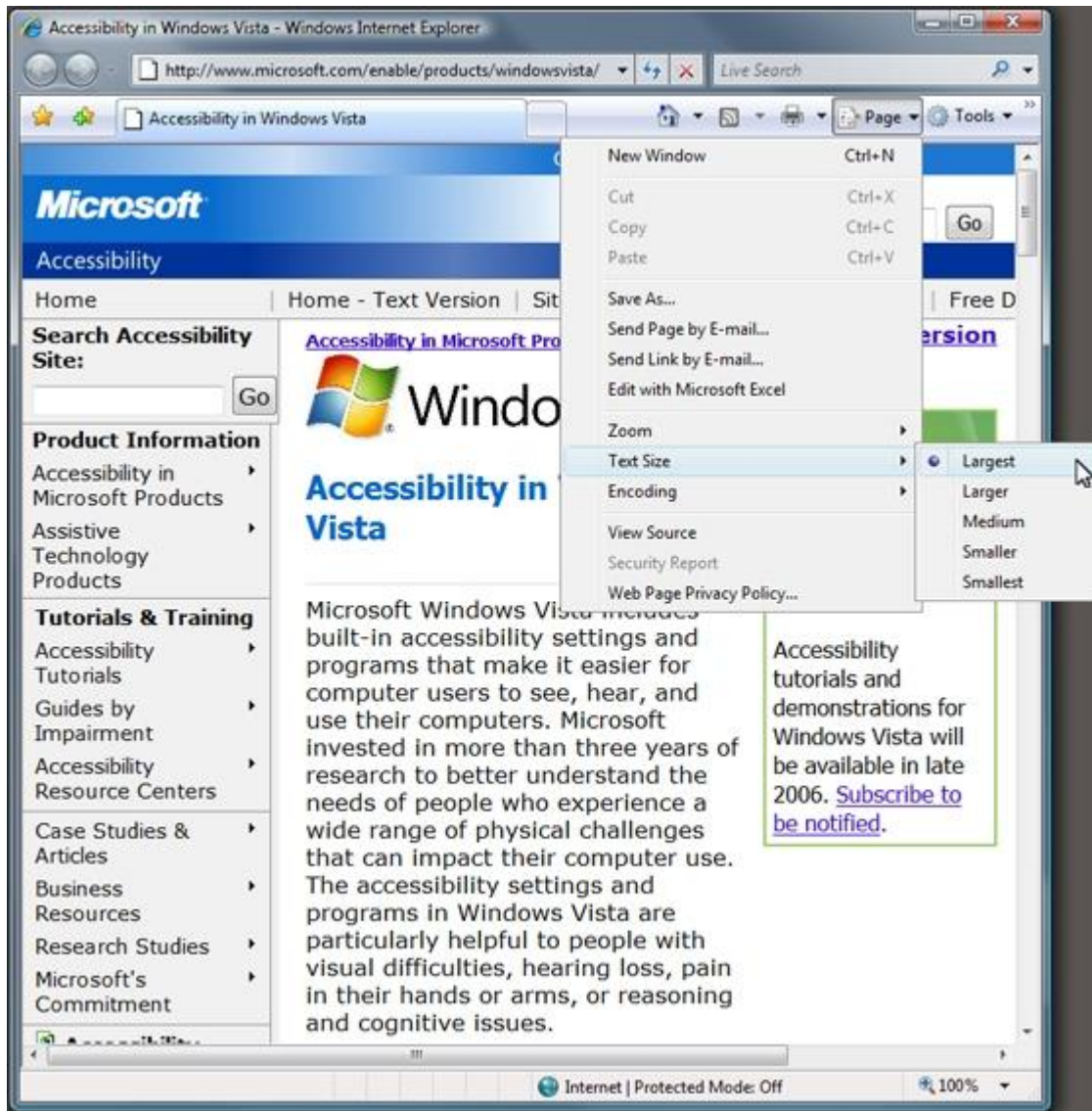
	Mouse actions	Keyboard actions
1	<p>On the <b>Start</b> menu:</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b>.</li> </ul>	<p>Display the <b>Start</b> menu by pressing the Windows logo key .</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b> by using the arrow keys, then ENTER.</li> </ul>
2	<p><b>To zoom in or out on a Web page:</b></p> <ul style="list-style-type: none"> <li>Click the <b>Magnifying glass icon</b> at the bottom right corner of the Internet Explorer window. Or, select the arrow to open the list of options and select one.</li> </ul>	<p><b>To zoom in or out on a Web page:</b></p> <ul style="list-style-type: none"> <li>Press CTRL + PLUS SIGN (+) to zoom in, or CTRL + HYPHEN (-) to zoom out.</li> </ul>



## Change text size on Web pages


With Microsoft Internet Explorer 7 you can make Web pages easier to see by changing the size of text used on Web pages. If you change the text size, graphics and controls will remain in their original size but the text size will change. If the text size was explicitly set by the person who created the Web page you must override it. See **Choose accessibility settings for Web pages**.

	Mouse actions	Keyboard actions
1	<p>On the <b>Start</b> menu:</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b>.</li> </ul>	<p>Display the <b>Start</b> menu by pressing the Windows logo key .</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b> by using the arrow keys, then ENTER.</li> </ul>
2	<p><b>To change the text size on a Web page:</b></p> <ul style="list-style-type: none"> <li>Select the <b>Page</b> menu.</li> <li>Point to <b>Text Size</b>.</li> <li>Select your choice of <b>Largest, Larger, Medium, Smaller, Smallest</b> text sizes.</li> </ul>	<p><b>To change the text size on a Web page:</b></p> <ul style="list-style-type: none"> <li>Select the <b>Page</b> menu, by pressing ALT+P.</li> <li>Select <b>Text Size</b> by pressing X.</li> <li>Select your choice of <b>Largest, Larger, Medium, Smaller, Smallest</b> text sizes by pressing the arrow keys, then ENTER.</li> </ul>

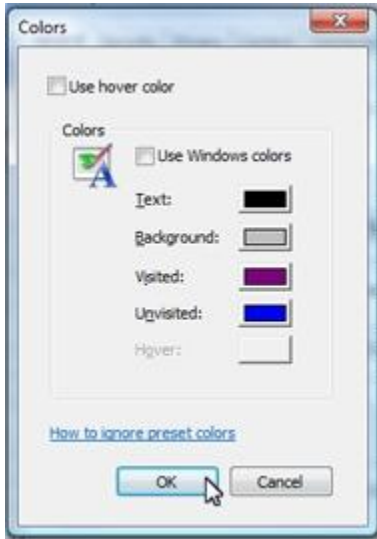


## Choose colors used on Web pages

To make Web pages easier to see, you can change the text, background, link and hover colors in Internet Explorer 7.

	Mouse actions	Keyboard actions
1	<p>On the <b>Start</b> menu:</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b>.</li> </ul>	<p>Display the <b>Start</b> menu by pressing the Windows logo key .</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b> by using the arrow keys, then ENTER.</li> </ul>
2	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>Select the <b>Tools</b> menu.</li> <li>Select <b>Internet Options</b>.</li> </ul>	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>Select the <b>Tools</b> menu, by pressing ALT+O.</li> <li>Select <b>Internet Options</b> by pressing O.</li> </ul>
3	<p>On the <b>General</b> tab, select:</p> <ul style="list-style-type: none"> <li>The <b>Colors</b> button.</li> </ul>	<p>On the <b>General</b> tab:</p> <ul style="list-style-type: none"> <li>Select the <b>Colors</b> button by pressing ALT+O.</li> </ul>
4	<p>Under <b>Colors</b>:</p> <ul style="list-style-type: none"> <li>Remove the check mark from the <b>Use Windows colors</b> check box.</li> <li>Choose a text color by selecting the color box next to <b>Text</b> and then choosing from the available colors.</li> <li>Choose a background color by selecting the color box next to <b>Background</b> and then choosing from the available colors.</li> <li>Choose a visited link color by selecting the color box next to <b>Visited</b> and then choosing from the available colors.</li> <li>Choose an unvisited link color by selecting the color box next to <b>Unvisited</b> and then choosing from the available colors.</li> </ul>	<p>Under <b>Colors</b>:</p> <ul style="list-style-type: none"> <li>Remove the check mark from <b>Use Windows colors</b> by pressing ALT+W.</li> <li>Choose a text color by selecting the color box next to <b>Text</b> by pressing ALT+T, and then choosing from the available colors by pressing the arrow keys, then ENTER.</li> <li>Choose a background color by selecting the color box next to <b>Background</b> by pressing ALT+B, and then choosing from the available colors by pressing the arrow keys, then ENTER.</li> <li>Choose a visited link color by selecting the color box next to <b>Visited</b> by pressing ALT+I, and then choosing from the available colors by pressing the arrow keys, then ENTER.</li> <li>Choose an unvisited link color by selecting the color box next to <b>Unvisited</b> by pressing ALT+N, and then choosing from the available colors by pressing the arrow keys, then ENTER.</li> <li>Choose a hover color by selecting the color box next to <b>Hover</b> by pressing ALT+O, and then choosing from the available colors by pressing the arrow keys, then ENTER.</li> </ul>


<p><b>5 To use a color for links you hover over with the mouse,</b></p> <ul style="list-style-type: none"><li>• Select the <b>Use hover color</b> check box, and then select the color box next to <b>Hover</b> and then choose from the available colors.</li></ul>	<p><b>To use a color for links you hover over with the mouse,</b></p> <ul style="list-style-type: none"><li>• Select the <b>Use hover color</b> check box by pressing ALT+H, and then select the color box next to <b>Hover</b> by pressing ALT+O, and then choose from the available colors by pressing the arrow keys, then ENTER.</li></ul>
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## Choose fonts used on Web pages


You can choose the fonts used on Web pages and documents to make them more legible.

	Mouse actions	Keyboard actions
1	<p>On the <b>Start</b> menu:</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b>.</li> </ul>	<p>Display the <b>Start</b> menu by pressing the Windows logo key .</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b> by using the arrow keys, then ENTER.</li> </ul>
2	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>Select the <b>Tools</b> menu.</li> <li>Select <b>Internet Options</b>.</li> </ul>	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>Select the <b>Tools</b> menu, by pressing ALT+O.</li> <li>Select <b>Internet Options</b> by pressing O.</li> </ul>
3	<p>On the <b>General</b> tab:</p> <ul style="list-style-type: none"> <li>Select the <b>Fonts</b> button.</li> </ul>	<p>On the <b>General</b> tab:</p> <ul style="list-style-type: none"> <li>Select the <b>Fonts</b> button by pressing ALT+N.</li> </ul>
4	<p>Under <b>Webpage font</b>:</p> <ul style="list-style-type: none"> <li>Select the font you want to use from the drop-down list.</li> </ul>	<p>Under <b>Webpage font</b>:</p> <ul style="list-style-type: none"> <li>Select the font you want to use from the drop-down list by pressing ALT+W, then the arrow keys.</li> </ul>
5	<p>Under <b>Plain text font</b>:</p> <ul style="list-style-type: none"> <li>Select the font you want to use from the list.</li> <li>Select <b>OK</b>.</li> </ul>	<p>Under <b>Plain text font</b>:</p> <ul style="list-style-type: none"> <li>Select the font you want to use from the list by pressing ALT+P, then the arrow keys.</li> <li>Select <b>OK</b> by pressing TAB+ENTER.</li> </ul>

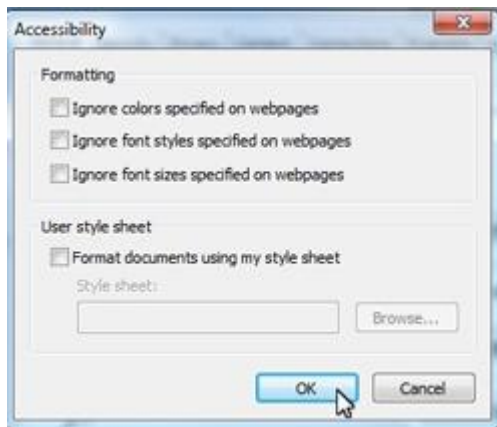


## Choose accessibility settings for Web pages

You can choose to set Internet Explorer to ignore colors, font styles, and font sizes specified on Web pages to make the pages easier to see. You can also choose to format documents using your own style sheet.


	Mouse actions	Keyboard actions
1	<p>On the <b>Start</b> menu:</p> <ul style="list-style-type: none"> <li>• Select <b>Internet Explorer 7</b>.</li> </ul>	<p>Display the <b>Start</b> menu by pressing the Windows logo key .</p> <ul style="list-style-type: none"> <li>• Select <b>Internet Explorer 7</b> by using the arrow keys, then ENTER.</li> </ul>
2	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>• Select the <b>Tools</b> menu.</li> <li>• Select <b>Internet Options</b>.</li> </ul>	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>• Select the <b>Tools</b> menu, by pressing ALT+O.</li> <li>• Select <b>Internet Options</b> by pressing O.</li> </ul>
3	<p>On the <b>General</b> tab:</p> <ul style="list-style-type: none"> <li>• Select the <b>Accessibility</b> button.</li> </ul>	<p>On the <b>General</b> tab:</p> <ul style="list-style-type: none"> <li>• Select the <b>Accessibility</b> button by pressing ALT+E.</li> </ul>
4	<p>Under <b>Formatting</b>, select:</p> <ul style="list-style-type: none"> <li>• <b>Ignore colors specified on webpages</b> if you want your browser to ignore colors specified on Web pages.</li> <li>• <b>Ignore font styles specified on webpages</b> if you want your browser to ignore font styles specified on Web pages.</li> <li>• <b>Ignore font sizes specified on webpages</b> if you want ignore font sizes specified on Web pages.</li> </ul>	<p>Under <b>Formatting</b>, select:</p> <ul style="list-style-type: none"> <li>• <b>Ignore colors specified on webpages</b> if you want your browser to ignore colors specified on Web pages, by pressing ALT+C.</li> <li>• <b>Ignore font styles specified on webpages</b> if you want your browser to ignore font styles specified on Web pages, by pressing ALT+S.</li> <li>• <b>Ignore font sizes specified on webpages</b> if you want your browser to ignore font sizes specified on Web pages, by pressing ALT+Z.</li> </ul>
5	<p>To format Web pages using your own style sheet, under <b>User style sheet</b>, select:</p> <ul style="list-style-type: none"> <li>• <b>Format documents using my style sheet</b>.</li> <li>• <b>Style sheet</b>, then type the name of your style sheet, or navigate to it by</li> </ul>	<p>To format Web pages using your own style sheet, under <b>User style sheet</b>, select:</p> <ul style="list-style-type: none"> <li>• <b>Format documents using my style sheet</b> by pressing ALT+D.</li> <li>• <b>Style sheet</b>, by pressing ALT+T, then type the name of your style</li> </ul>

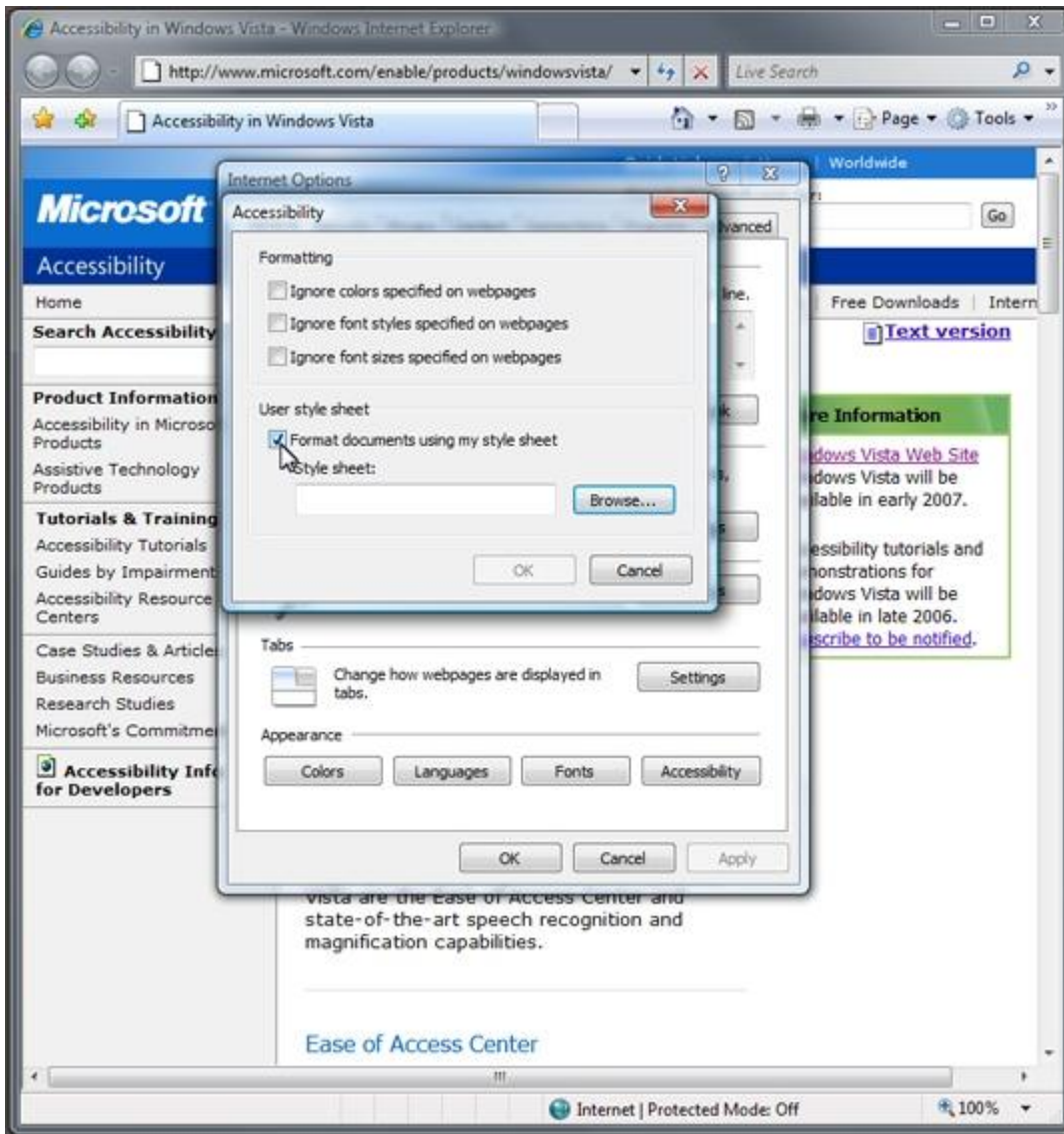
selecting the <b>Browse</b> button.	sheet, or navigate to it by selecting the <b>Browse</b> button by pressing ALT+B.
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# Format Web pages using a custom style sheet


You can choose to set your browser to format documents using your own style sheet.

	Mouse actions	Keyboard actions
1	<p>On the <b>Start</b> menu:</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b>.</li> </ul>	<p>Display the <b>Start</b> menu by pressing the Windows logo key .</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b> by using the arrow keys, then ENTER.</li> </ul>
2	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>Select the <b>Tools</b> menu.</li> <li>Select <b>Internet Options</b>.</li> </ul>	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>Select the <b>Tools</b> menu, by pressing ALT+O.</li> <li>Select <b>Internet Options</b> by pressing O.</li> </ul>
3	<p>On the <b>General</b> tab:</p> <ul style="list-style-type: none"> <li>Select the <b>Accessibility</b> button.</li> </ul>	<p>On the <b>General</b> tab:</p> <ul style="list-style-type: none"> <li>Select the <b>Accessibility</b> button by pressing ALT+E.</li> </ul>
4	<p>Under <b>User style sheet</b>, select:</p> <ul style="list-style-type: none"> <li><b>Format documents using my style sheet</b>.</li> <li><b>Style sheet</b>, then type the name of your style sheet, or navigate to it by selecting the <b>Browse</b> button.</li> <li>Get a custom style sheet at <a href="http://www.microsoft.com/enable/training/ie5/css.aspx">www.microsoft.com/enable/training/ie5/css.aspx</a></li> </ul>	<p>Under <b>User style sheet</b>, select:</p> <ul style="list-style-type: none"> <li><b>Format documents using my style sheet</b> by pressing ALT+D.</li> <li><b>Style sheet</b>, by pressing ALT+T, then type the name of your style sheet, or navigate to it by selecting the <b>Browse</b> button by pressing ALT+B.</li> <li>Get a custom style sheet at <a href="http://www.microsoft.com/enable/training/ie5/css.aspx">www.microsoft.com/enable/training/ie5/css.aspx</a></li> </ul>



## Choose advanced settings

To make Web pages easier to see and work with, you can change several accessibility, browsing, multimedia and printing settings in Internet Options.

	Mouse actions	Keyboard actions
1	<p>On the <b>Start</b> menu:</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b>.</li> </ul>	<p>Display the <b>Start</b> menu by pressing the Windows logo key .</p> <ul style="list-style-type: none"> <li>Select <b>Internet Explorer 7</b> by using the arrow keys, then ENTER.</li> </ul>
2	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>Select the <b>Tools</b> menu.</li> <li>Select <b>Internet Options</b>.</li> </ul>	<p>In Internet Explorer 7:</p> <ul style="list-style-type: none"> <li>Select the <b>Tools</b> menu, by pressing ALT+O.</li> <li>Select <b>Internet Options</b> by pressing O.</li> </ul>
3	<p>In <b>Internet Options</b>:</p> <ul style="list-style-type: none"> <li>Select the <b>Advanced</b> tab.</li> </ul>	<p>In <b>Internet Options</b>:</p> <ul style="list-style-type: none"> <li>Select the <b>Advanced</b> tab by pressing CTRL+TAB.</li> </ul>
4	<p>Under <b>Accessibility</b>, select from these options:</p> <ul style="list-style-type: none"> <li><b>Always expand ALT text for images.</b></li> <li><b>Move system caret with focus/selection changes.</b></li> <li><b>Reset text size to medium for new windows and tabs.</b></li> <li><b>Reset text size to medium while zooming (takes effect after you restart Internet Explorer).</b></li> <li><b>Reset zoom level to 100% for new windows and tabs.</b></li> </ul>	<p>Under <b>Accessibility</b>, select from these options by using the arrow keys to move up and down, and the SPACEBAR to insert or remove the checkmark:</p> <ul style="list-style-type: none"> <li><b>Always expand ALT text for images.</b></li> <li><b>Move system caret with focus/selection changes.</b></li> <li><b>Reset text size to medium for new windows and tabs.</b></li> <li><b>Reset text size to medium while zooming (takes effect after you restart Internet Explorer).</b></li> <li><b>Reset zoom level to 100% for new windows and tabs.</b></li> </ul>
5	<p>Under <b>Browsing</b>, select from these options:</p> <ul style="list-style-type: none"> <li><b>Underline links either Always, when you Hover over them, or Never.</b></li> <li><b>Use inline AutoComplete.</b></li> </ul>	<p>Under <b>Browsing</b>, select from these options by using the arrow keys to move up and down, and the SPACEBAR to insert or remove the checkmark:</p> <ul style="list-style-type: none"> <li><b>Underline links either Always,</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Use smooth scrolling.</b></li> </ul>	<p><b>when you Hover over them, or Never.</b></p> <ul style="list-style-type: none"> <li>• <b>Use inline AutoComplete.</b></li> <li>• <b>Use smooth scrolling.</b></li> </ul>
6	<p>Under <b>Multimedia</b>, select from these options:</p> <ul style="list-style-type: none"> <li>• <b>Always use ClearType for HTML.</b></li> <li>• <b>Enable automatic image resizing.</b></li> <li>• <b>Play animations in webpages.</b></li> <li>• <b>Play sounds in webpages.</b></li> <li>• <b>Show image download placeholders.</b></li> <li>• <b>Show pictures.</b></li> <li>• <b>Smart image dithering.</b></li> </ul>	<p>Under <b>Multimedia</b>, select from these options by using the arrow keys to move up and down, and the SPACEBAR to insert or remove the checkmark:</p> <ul style="list-style-type: none"> <li>• <b>Always use ClearType for HTML.</b></li> <li>• <b>Enable automatic image resizing.</b></li> <li>• <b>Play animations in webpages.</b></li> <li>• <b>Play sounds in webpages.</b></li> <li>• <b>Show image download placeholders.</b></li> <li>• <b>Show pictures.</b></li> <li>• <b>Smart image dithering.</b></li> </ul>
7	<p>Under <b>Printing</b>, turn on or turn off:</p> <ul style="list-style-type: none"> <li>• <b>Print background colors and images.</b></li> </ul>	<p>Under <b>Printing</b>, select by using the arrow keys to move up and down, and the SPACEBAR to insert or remove the checkmark:</p> <ul style="list-style-type: none"> <li>• <b>Print background colors and images.</b></li> </ul>



