

The Career Workshop website has been designed to be as accessible as possible to all our users, including people with disabilities. This document gives information on how you can change the font, colours and size of the text via your browser. This might make it easier for some people to use our website.

We have given information for Internet Explorer, Firefox, Netscape and Safari.

1) Increase or decrease the font size of pages displayed on screen

Internet Explorer	Firefox and Netscape	Safari (Mac OS)
<ul style="list-style-type: none">From the main IE menu bar select View > Text SizeChoose the text size which is best for you	<ul style="list-style-type: none">From the main menu bar select View > Text SizeIncrease or decrease the text size as required	<ul style="list-style-type: none">Choose View from the Safari menu and select Make Text Bigger or Make Text Smaller <p>Or</p> <ul style="list-style-type: none">Select Increase Font Size (A) or Decrease Font Size (A) on the browser

2) Change colours, fonts and font sizes

Internet Explorer	Firefox and Netscape
<ul style="list-style-type: none">From the main IE menu bar select Tools > Internet OptionsIn the Internet Options box, choose the General tabChoose the Colors or Fonts buttonMake the required changes	<ul style="list-style-type: none">From the main menu bar select Tools > OptionsIn the Options box, choose the General tabSelect the Fonts and Colors buttonMake the required changes

3) Change colours, fonts and font sizes permanently

Internet Explorer	Firefox and Netscape	Safari (Mac OS)
<ul style="list-style-type: none">• From the main IE menu bar select Tools > Internet Options• In the Internet Options box, choose the General tab• Choose the Accessibility button towards the bottom right corner• In the formatting section, check all three boxes	<ul style="list-style-type: none">• From the main menu bar select Tools > Options• In the Options box, choose the General tab• Select the Fonts and Colors button• Make the required changes• Check the Always Use My boxes to permanently apply the changes	<ul style="list-style-type: none">• Choose Safari from the Safari menu and Preferences 2• Choose Appearance in the Preferences dialog box and select fonts and sizes here, and via Extras for colour