

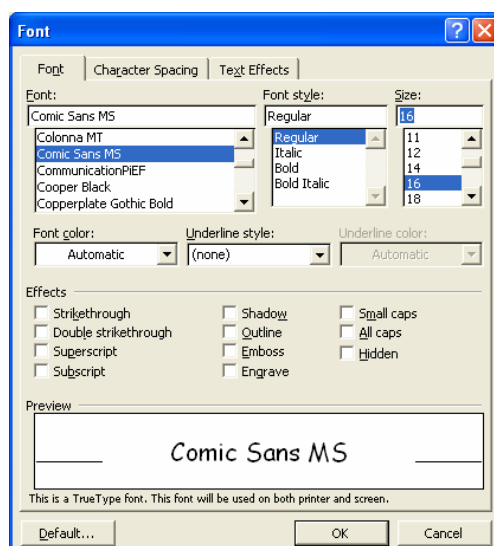
Changing the default font in Microsoft Word

This guide shows you how to change default font settings in Word.

For example, the default settings may be Times New Roman size 12 but a more appropriate setting for your pupils may be Comic Sans size 14.

Instructions

1. Open Microsoft Word
2. Click on **Format** (top menu bar)
3. Click on **Font**
4. Select the font settings you want:



5. When happy with your selection click on the **Default** button in the bottom-left corner of the box
6. Check it has worked; close and reopen Word

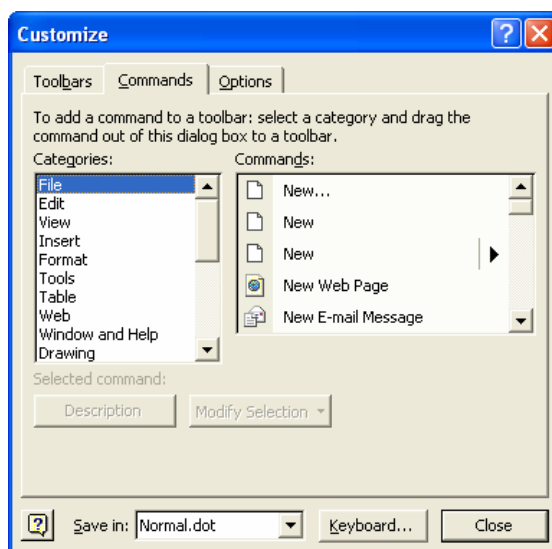
Customising Microsoft Office toolbars

This guide shows you how to customise Office toolbars in Office so you can choose which icons are displayed.

For example, you may want to remove the print icon or change the print icon so the print pop-up box appears.

Instructions

1. Open a Microsoft Office program (we use Word in this example)
2. Right-Click in an empty grey area at the top of the screen
A drop-down menu will appear with a list of available toolbars
3. Click on **Customise** (bottom of list)



4. Click on the **Commands** tab
The large box on the right shows the icons (Commands) you can add to your toolbar. They are arranged in categories (left side). To view a different bank of icons click on a different category

To add an icon to a toolbar

1. Drag-and-drop the icon you want to add from the Commands list onto the toolbar

To remove an icon from a toolbar

1. Drag-and-drop the icon from the toolbar, releasing it anywhere on the screen

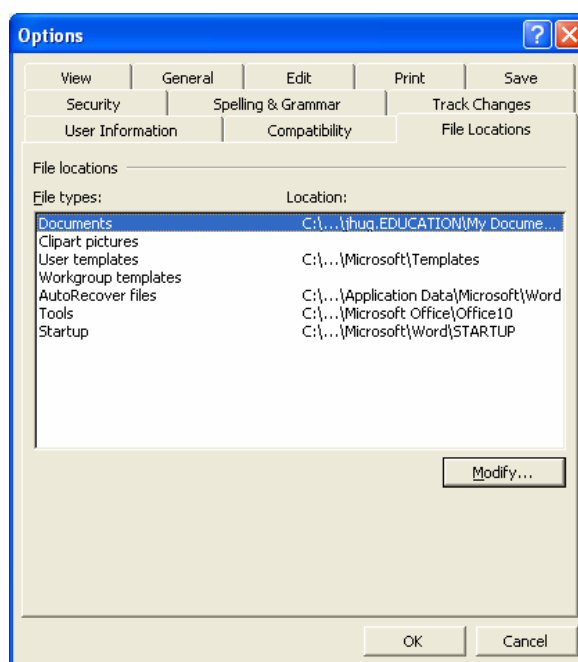
Changing file locations

This guide shows you how to change Microsoft Office settings so that the computer, by default, will save or look for work in a chosen folder on a chosen drive.

For example, when you insert a picture from file you may want to go straight to a folder of digital photographs, or direct pupils to a class folder when saving their work.

Instructions

1. Open a Microsoft Office program (we use Word in this example)
2. Click on **Tools** (top menu bar)
3. Click on **Options**
4. Click on the **File Locations** tab



5. To change the default location for saving/opening documents highlight Documents; to change the default location for your digital photographs highlight Clipart pictures
6. Click on **Modify**
7. Browse for the folder you want to default to
8. Click on **OK**

Changing display options in Explorer

This guide shows you 3 ways of changing display options when browsing websites with Explorer, making best use of a large screen projection.

For example, changing Explorer setting quickly transforms a web page into a literacy shared reading resource.

Instructions

To change text size on a web page

1. Open Internet Explorer
2. Click on **View** (top menu bar)
3. Click on **Text Size**
4. Select an appropriate size



Changing text size

To hide the toolbars

1. Press **F11** on your keyboard (top row)
To show it, press F11 again

To auto-hide the Standard buttons

1. Right-click in an empty grey area of the Standard buttons toolbar
2. Select **Auto-Hide**
3. To show, move mouse pointer to top of screen



F11 hides toolbars



Auto-Hide standard buttons

Changing the Desktop settings

This guide shows you how to change Windows default Desktop settings.

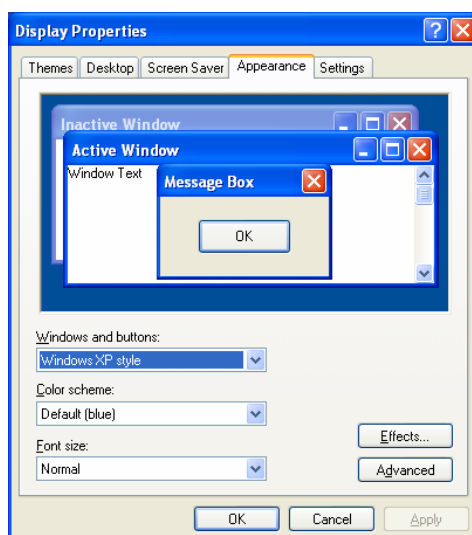
For example, you can make the desktop icons and font size on menu bars larger.



Instructions

Please note: You may need technical support to complete these tasks in school due to restricted access by the network protection software (Ranger).

1. Right-click anywhere in space on your Desktop screen
2. Click on **Properties** (bottom of list)
3. Click on the **Appearance** tab

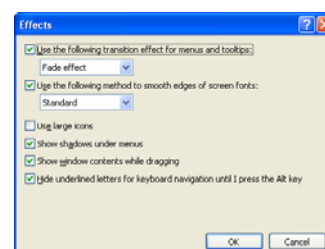


To make font size larger

1. Click on the drop-down button under the Font size heading (Default setting shown is Normal)
2. Select either **Large** or **Extra Large** size
3. Click on **OK**
(These settings will applied to all program menus)

To make icons larger

1. Click on the **Effects** button
2. Check the **Use large icons** box
3. Click on **OK**



Changing mouse settings

This guide shows you how to change mouse settings on your computer.

For example, you can change the size of the pointer, slow the speed of the mouse, make it more visible by leaving a trail and highlight it's on screen location.

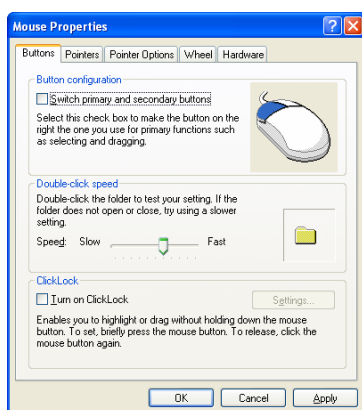
Instructions

Please note: You may need technical support to complete these tasks in school due to restricted access by the network protection software (Ranger).

1. Click on **START** (bottom left of screen)
2. Click on **Settings**
3. Click on **Control Panel**
4. Double-click on the **Mouse** icon to open Mouse Properties



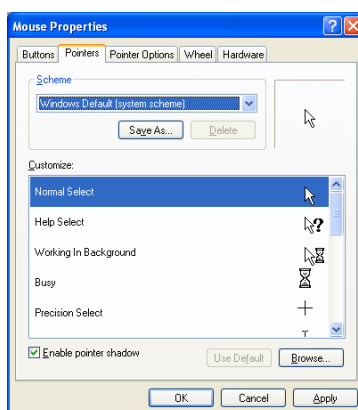
Mouse



Buttons tab

For a left-handed pupil, to swap the left and right mouse button functions check the **Switch primary and secondary buttons** box.

Click on **Apply** to keep new settings. Choose another tab or click **OK**.

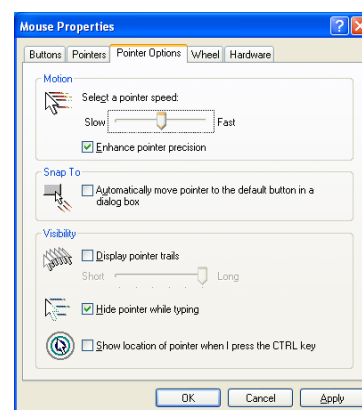


Pointers tab

To change the size of the mouse pointer click the drop-down button under the **Scheme** heading, (Windows Default, system scheme is shown).

You can select Large or Extra Large in different schemes. Select any to preview.

Click on **Apply** to keep new settings. Choose another tab or click **OK**.



Pointer Options tab

Drag the slider bar under the **Motion** heading to slow the speed of the pointer.

Visibility

Check the box to **Display pointer trails** to add a trail to the pointer.

Check the box to **Show location of...** to show the location of the pointer when you press the Ctrl key.

Click on **Apply** to keep new settings. Choose another tab or click **OK**.

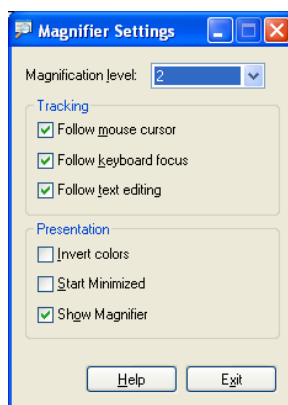
Windows Magnifier

This guide shows you how to activate Windows Magnifier.

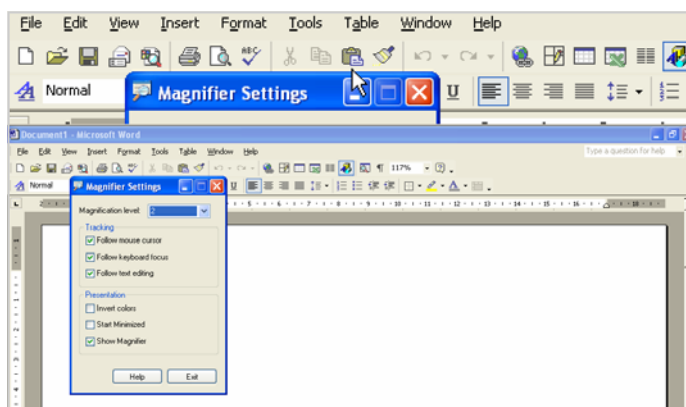
Magnifier adds a bar at the top of your screen in which the area around the mouse pointer is magnified. The magnification level, size of viewing area and other settings can be customised.

Instructions

1. Click on **START** (bottom left of screen)
2. Click on **Programs**
3. Click on **Accessories**
4. Click on **Accessibility**
5. Click on **Magnifier**



6. Customise settings to suite. When selecting a different setting you get an instant preview.
7. Press the Minimise button to continue to use Magnifier. Click on Exit to close program.



Position your mouse between the normal and magnified view and the pointer will change to a double arrow-headed line.



Sticky Keys and Filter Keys

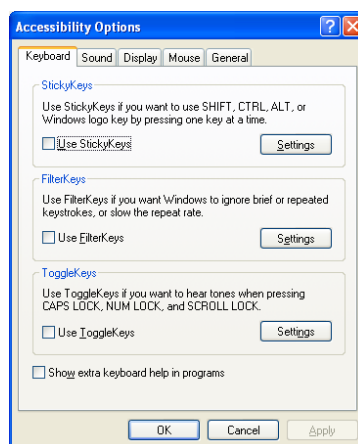
This guide shows you how to enable Sticky and Filter Key settings. Sticky keys allows users to press a simultaneous key command one key at a time, filter keys ignore brief or repeated key strokes.

For example, typing a capital letter with Sticky Keys enabled means pupils can press the shift button and then press the required letter without the need to keep the shift key down.

Instructions

Please note: You may need technical support to complete these tasks in school due to restricted access by the network protection software (Ranger).

1. Click on **START** (bottom left of screen)
2. Click on **Settings**
3. Click on **Control Panel**
4. Double-click on the **Accessibility Options** icon



Sticky Keys

1. Check the box to **Use Sticky Keys**
2. Click on **Settings** to customise settings if required
3. Click on **Apply** to keep new settings.
4. Click on **OK** when finished to close Accessibility Options properties

Filter Keys

1. Check the box to **Use Filter Keys**
2. Click on **Settings** to customise settings if required
The default setting is for keys to be held down for 1 second to register
3. Click on **Apply** to keep new settings.
4. Click on **OK** when finished to close Accessibility Options properties