

Accessibility settings

The majority of browsers support access keys.

If you are using:

- Windows: you can jump to an area of the website by typing ALT+Accesskey
- Internet Explorer: you may also have to press 'enter' to activate the link
- Mac: you can jump to an area of the website by typing CONTROL+Accesskey.

Please refer to your browser's help feature for more instructions, as different browser and operating system combinations may work differently to what is written above.

Text size

Some users might find screen text easier to read by increasing the size at which text is displayed.

To do this you should simply adjust your browser's settings.

If you are using:

- Internet Explorer: go to 'view' > 'text size' > and select the size you want
- Firefox: go to 'view' > 'zoom' > and then either 'increase' Ctrl + +, 'decrease' Ctrl + – or 'normal' Ctrl + 0
- Chrome: go to 'customize chrome' > 'zoom'
- Opera: go to 'view' > 'zoom' > and select the size you want
- Safari: you can zoom in and out on text and images by holding down the 'apple' key and pressing the + or ? key. Alternatively you can increase or decrease text size by selecting 'make text bigger' or 'make text smaller' in the 'view' menu.

Text and background colour

You can also adjust the colour of text and backgrounds using controls in your web browser.

Browsers for PCs

- Firefox 2+: hold down the ALT and SHIFT keys and then press the number of the access key
- Safari: hold down the ALT key and press the number of the access key
- Chrome: hold down the ALT key and press the number of the access key
- Opera 9+: hold SHIFT and the ESC key and the list of access keys will appear
- Internet Explorer 5+: hold down the ALT key, press the access key, release all and press enter.

Browsers for Macs

- Firefox: hold down the CTRL and OPTION keys, press the number of the access key
- Safari: hold down the CTRL and OPTION keys, press the number of the access key
- Chrome: hold down the CTRL and OPTION keys, press the number of the access key
- Opera 9+: hold SHIFT and the ESC key and the list of access keys will appear.

Downloads

PDFs

PDF stands for portable document file.

Users who have concerns about accessibility should visit [Adobe's accessibility website](#).

Recent versions of Acrobat Reader have a 'read out loud' facility, which can be found under the 'view' menu.

Word and excel

A free word viewer is available from Microsoft at the [Microsoft download Center](#).

You'll find word, excel and power point viewers here too.

Or download the [Excel viewer](#).

Open source versions of similar software can be accessed at [open office](#)

Sound / MP3 and MP4 files

In order to play audio files you may need to download and install one of the programs below.

Windows media player is usually installed on new PCs and iTunes is usually on Apple Macintoshes by default.

The programs are free of charge and can be downloaded from the links below.

- [Windows media player](#) (runs on Windows PCs and Macintoshes)
- [iTunes](#) (runs on Windows PCs and Macintoshes)

Contact:

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- [Neutral](#)
- [No](#)

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