



Mapeley

## Changing Text Size

The site is best viewed at the screen resolution 1024 x768.

However, visitors who wish to can alter the font size on the screen to make it easier to read. If you are using a wheel mouse: hold down the CTRL key and scroll the wheel on the mouse. This will alter the size of the text in your browser.

If you are using **Internet Explorer**: go to View, click on Text Size and select your preferred font size.

If you are using any other type of browser; there will be a similar option to change the size of the text. Use your browser's Help function if you cannot locate this.

## Downloadable Documents



The majority of our downloadable documents are in Adobe PDF format. For further information about PDFs, please see below.

We are working towards making our documents available in other formats, to help make sure that they are accessible for everyone. Some documents are available in Rich Text Format (RTF). An RTF document can be viewed using any word-processing software.

## PDFs

PDF (Portable Document Format) is a suitable format for documents on a website. A PDF file can contain large amounts of content or images in a more user-friendly way than a webpage.

To open PDF files, you need a viewer called Adobe Reader. This small program is free to download from the Adobe website and is available for any PC or Mac user.

To view any PDF on our site, you will need to make sure that you have Adobe Reader installed on your computer. See the link above by clicking on the Adobe graphic or by visiting <http://www.adobe.com/products/acrobat/readstep2.html>.

Once you have installed this software, you will be able to open any of the PDFs available on our website.



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## **Making Adobe Accessible**

PDFs are not always accessible to all internet users. On the Adobe website, they give details of how to convert any pdf documents written in English to a text file. Adobe also has features that are useful to internet users with visual impairments.

## **Browser Versions**

Our site is designed using the latest technology standards, such as cascading style sheets, to deliver information efficiently and in the most accessible way. The site has been designed and tested to support a wide variety of web browsers and versions.

However, you may experience formatting problems on a small number of older browser versions and we therefore recommend that you use the latest available version of your particular web browser software. You can usually check which version you have by selecting the 'About' option from your browser's 'Help' menu.

As well as using the latest version, we also encourage all users to regularly visit their browser provider and download the latest security updates. This will ensure the safe and correct functioning of your browser software.

## **Accessibility Browser Settings**

If you are having difficulties viewing our pages, most browsers allow users to change the settings to alter the way pages are displayed, which may improve readability.

Most browsers allow you to:

- Ignore settings specified by a web page
- Change the size of the font
- Change the style of the font
- Change the colour of the font
- Change the background colour
- Stop images downloading (so they are not visible)

## **Internet Explorer (version 7 and below)**

### **How to override font and colour settings:**

From the browser menu, go to the 'Tools' menu and select 'Internet Options' Click on the 'Accessibility' option, which can be found under the 'General' tab.



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You will see the following options:

Ignore colours specified on Web pages  
Ignore font styles specified on Web pages  
Ignore font sizes specified on Web pages

Tick the options that are appropriate to you, Click 'OK', Click 'OK' again to close the 'Internet Options' box

#### **How to change the colour of the text and background:**

From the browser menu, go to the 'Tools' menu and select 'Internet Options', Click on the 'Colours' option, which can be found under the 'General' tab

Untick the 'Use windows colours' option, Select your own text and background colours (black text on a yellow background provides the most contrast)

To change the colours of visited and unvisited links, click on the colours and select your preferred colour from the palette that appears, Click 'OK', Click 'OK' again to close the 'Internet Options' box

#### **How to change the font style:**

From the browser menu, go to the 'Tools' menu and select 'Internet Options', Click on the 'Accessibility' option, which can be found under the 'General' tab, Tick the 'Ignore font styles specified on Web pages' option

Click 'OK'

Back at the 'General' tab, click 'Fonts'

From this screen you can change the way your pages display 'web page font' and 'plain text font.' Once you have chosen your required settings, click 'OK', Click 'OK' again to close the 'Internet Options' box

#### **How to stop images downloading:**

This allows you to view only text and the page will load much faster. From the main menu, go to the 'Tools' menu and select 'Internet Options',

Go to the 'Advanced' tab

Scroll down the settings until you reach 'Multimedia'

Untick the 'Show pictures' option

Click 'OK' to close the 'Internet Options' box