

University of Salford

Disability Service

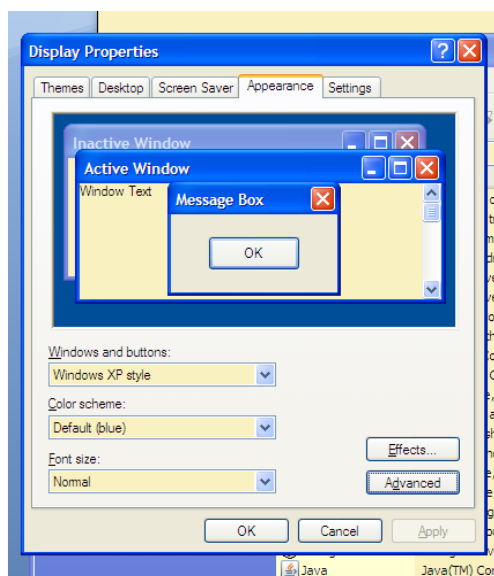
How do I change the background colour on my computer?

If you find it easier to read on coloured paper rather than white, you might also like to change the background colour on your own computer. The background colour will then change for all the Office applications you use, such as Word and Outlook, and also when you read most electronic documents. Unfortunately it does not work on all electronic documents, particularly some PDFs and web pages.

Here is a step by step guide to changing the background colour -

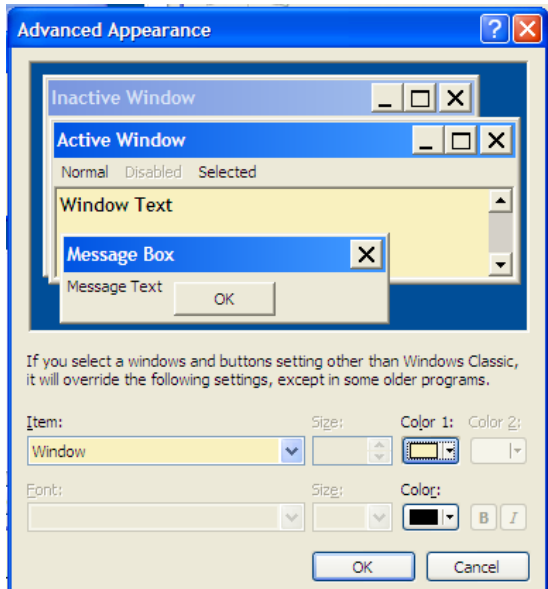
1. Go to the Control Panel
2. Select "Display"
3. Choose "Appearance" tab

(Note these screen shots have been taken from a computer with a pale yellow background already selected. The background will appear white on your computer until you have made changes).

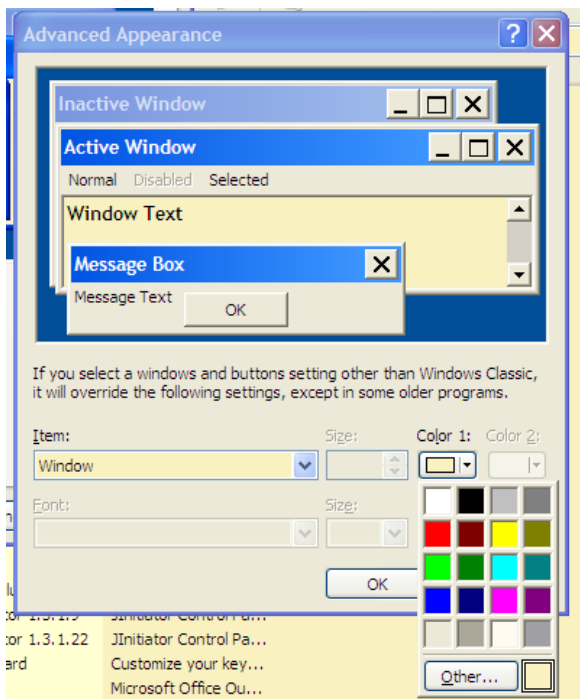


4. Select "Advanced" (lower right hand side)

Click arrow in “Item” (lower left side) and choose “Window”

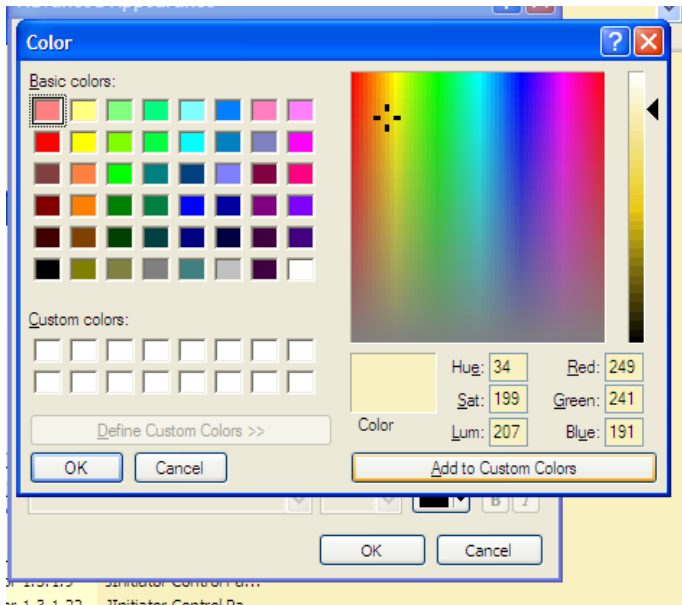


5. Click “Color 1” and this will display a range of set colours which may be too bright or strong, but it is worth a try. Just click and OK



6. If you want to change the colour to one that is not there, then click “Other”. This brings up a screen with more colours. If these are not suitable, you can create customer colours.

7. To create customer colours, move the slider on the right hand side down and up and the cross around until you get the colour you want displayed in the box below the coloured box.



Click “Add to custom colours”

Then “OK”

Then you can choose to “Apply” to see if you like it. If not go back into the custom colour and change it again until you find the right hue. When you are happy with the colour, click “OK” until you are back to the Control Panel.

At present if you make changes to a University computer, you will have to change it back before you log off. IT services are aware this and are working on ways to enable you to make changes more easily.

Disability Service Contact details:

Drop In – Monday 11am to 1pm, Wednesday & Friday 1pm-3pm – University House.

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