Microsoft Dynamics® GP

Accessibility for people with disabilities

White Paper

This document describes how to make Microsoft Dynamics GP more accessible for everyone to use.

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Microsoft Dynamics®

Accessibility for People with Disabilities

Microsoft® is committed to making its products and services easier for everyone to use. The following topics provide information about the features that make Microsoft Dynamics GP® more accessible for people with disabilities.

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Menu bar and toolbar keyboard shortcuts

Use keyboard shortcuts to select commands from Microsoft Dynamics GP menus and toolbars. The shortcut letter is underlined on the menu or toolbar when you press ALT. To access a menu using keyboard shortcuts, press ALT and the underlined letter of the menu that you want to access. For example, press ALT, A to display the Transactions menu and press ALT, F to display the File menu. To select a command from a menu by using the keyboard, press ALT and the underlined letter of the menu that you want to access, then select the underlined letter in the command name. For example, to open the Transaction Entry window, press ALT, A, F, G.

If you complete most of your tasks using the keyboard only, be sure to display the main toolbar in the Microsoft Dynamics GP application window so that you can access common windows using keyboard shortcuts.

Microsoft Dynamics GP application window keyboard shortcuts

Use the following shortcut keys to navigate quickly within the Microsoft Dynamics GP application window.

Navigation	Keyboard shortcut
Address Bar	ALT + D
Search box	ALT + S
Toolbars	ALT
Move to next toolbar command	CTRL + TAB
Move to previous toolbar command	CTRL + SHIFT + TAB
Home	CTRL + 1
Second through ninth navigation pane button	CTRL + number of navigation pane button. For example, press CTRL + 2 to activate the second navigation pane button.
Forward and Back buttons	ALT + RIGHT OR LEFT ARROW

Window navigation keyboard shortcuts

Use the following shortcut keys to navigate quickly within a window.

Navigation	Keyboard shortcut
Move to next field	TAB
Move to previous field	SHIFT + TAB
Move from scrolling window to next field	CTRL + TAB
Move from scrolling window to previous field	SHIFT + CTRL + TAB
Default button on a window	ENTER
Close the current window	CTRL + W
Exit application	ALT + X

Tools keyboard shortcuts

Use these keyboard commands to activate the following Microsoft Dynamics GP tools.

Tool	Keyboard shortcut
Report Writer	ALT + F9
Modify Current Report	CTRL + F9
Modifier	ALT + F10
Modify Current Window	CTRL + F10
Record a Macro	ALT+ F8
Play a Macro	CTRL + F8

Window-specific keyboard shortcuts

Use the following shortcut keys to open the windows listed below.

Window	Keyboard shortcut
Assembly Entry — Decrease Level	CTRL + D
Assembly Entry — Increase Level	CTRL + I
Edit Payables Checks — Create Temporary Vendor	CTRL + T
Edit Purchase Order Status— Display Vendor Item Detail	CTRL + D
Payables Manual Payment Entry — Create Temporary Vendor	CTRL + T
Payables Transaction Entry — Create Temporary Vendor	CTRL + T
Purchase Order Entry — Create Temporary Vendor	CTRL + T
Purchase Order Entry — Display Vendor Item Detail	CTRL + D
Purchase Order Entry — Open Item Detail	CTRL + E
Purchase Order Inquiry Zoom — Display Vendor Item Detail	CTRL + D
Purchase Order Inquiry Zoom — Open Item Detail	CTRL + E
Purchase Order Processing Item Inquiry — Display Vendor Item Detail	CTRL + D
Purchasing Invoice Entry — Display Vendor Item Detail	CTRL + D
Purchasing Invoice Entry — Open Item Detail	CTRL + E
Purchasing Invoice Entry — Open Match Shipments to Invoice	CTRL + M
Purchasing Invoice Inquiry Zoom— Display Vendor Item Detail	CTRL + D
Purchasing Item Detail Entry — Display Vendor Item Detail	CTRL + D
Purchasing Item Detail Inquiry Zoom — Display Vendor Item Detail	CTRL + D
Purchasing Item Receipts Zoom — Display Vendor Item Detail	CTRL + D
Purchasing Vendor Detail Entry — Create Temporary Vendor	CTRL + T
Receivings Item Detail Entry — Display Vendor Item Detail	CTRL + D
Receivings Transaction Entry — Create Temporary Vendor	CTRL + T
Receivings Transaction Entry — Display Vendor Item Detail	CTRL + D
Receivings Transaction Entry — Open Item Detail	CTRL + E
Receivings Transaction Inquiry Zoom — Open Item Detail	CTRL + E
Receivings Transaction Inquiry Zoom— Display Vendor Item Detail	CTRL + D
Sales Transaction Entry — Open Item Detail	CTRL + E
Sales Transaction Entry— Quick Print	CTRL + Q
Select Purchase Order Items — Display Vendor Item Detail	CTRL + D
Vendor Account Maintenance — Open Additional Vendor Accounts	CTRL + E

Other common keyboard shortcuts

You can use the following shortcut keys instead of choosing command buttons in Microsoft Dynamics GP windows.

Command	Keyboard shortcut
Copy	CTRL + C
Paste	CTRL + V
Print	CTRL + P
Select All	CTRL + A
View Functional Currency	CTRL + U
View Originating Currency	CTRL + O
View Reporting Currency	CTRL + R

Command	Keyboard shortcut
Account Alias	CTRL + Q
Analysis	CTRL + Y

Customizing toolbars

The Microsoft Dynamics GP toolbars contain specific tasks that you can complete for selected categories, such as transactions or cards, and are customizable on a per-user basis. You can use the Toolbar Customization window to customize the toolbars available to you. You can add commands to toolbars, as well as customize the appearance of commands. You also can remove commands from a toolbar. See the System User's Guide (Help >> Contents >> Select Using The System) for more information about the Microsoft Dynamics GP toolbars.

To customize a toolbar:

1. Open the Toolbar Customization window
   (Layout menu >> Toolbars >> Customize)
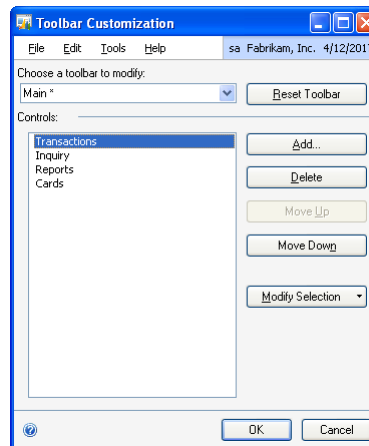
2. Select a toolbar to add a window or command to.

3. Choose Add to open the Add Command window.

4. Choose a menu from the menu groups listed.

5. In the Categories/Commands pane, expand a category to display the windows and commands in it, select a category or a command from the list.

6. Choose OK.

The following table contains other actions you can complete to customize toolbars. After you have finished customizing toolbars, choose OK to save your changes and close the window.

Action	Procedure
Reset Toolbar	Select a toolbar to reset from the drop-down list. Choose Reset Toolbar to change the selected toolbar back to the default settings.
Delete a command	Choose a toolbar from the drop-down list. Select a command in the controls pane, then choose Delete to remove that command from the selected toolbar.
Change the order of commands on a toolbar	Choose a toolbar from the drop-down list. Select a command in the controls pane, then choose Move Up or Move Down to move the selected command to another position on the toolbar.
Rename a command	Choose a toolbar from the drop-down list. Select a command in the controls pane, then choose Modify Selection >> Name to open the Change Name window. Enter a new name for the command and choose OK to save your changes and close the window. If you are renaming a command to have an ampersand (&) or a pound (#) symbol in it, you must first enter a backward slash (\) before the symbol. Without the "\" a pound sign appears as ellipses (...). The "&" makes the first letter of the word that is entered after it underlined in the menus.
Change a command icon	Choose a toolbar from the drop-down list. Select a command in the controls pane, then choose Modify Selection >> Change Button Image to open the Change Icon window. Select a new icon and choose OK to save your changes and close the window.
Only show name of command on the toolbar	Choose a toolbar from the drop-down list. Select a command in the controls pane, then choose Modify Selection >> Text Only.
Only show icon of command on the toolbar	Choose a toolbar from the drop-down list. Select a command in the controls pane, then choose Modify Selection >> Image only.
Show name and icon of a command on the toolbar	Choose a toolbar from the drop-down list. Select a command in the controls pane, then choose Modify Selection >> Image and Text.
Use the default style to show a command on the toolbar	Choose a toolbar from the drop-down list. Select a command in the controls pane, then choose Modify Selection >> Default Style.
Divide a toolbar for easier viewing (insert a divider line)	Choose a toolbar from the drop-down list. Select the command that the divider line comes before from the contents pane. Choose Modify Selection >> Insert Divider Line

Changing your display

Use the User Display Preferences window to change how Microsoft Dynamics GP looks on your computer. You can select the colors and styles for links, required and editable fields, and the alternating lines in the scrolling windows that appear in Microsoft Dynamics GP windows.

If you have low vision, you can use the Accessibility Wizard available with your operating system to select a high contrast color scheme which removes color gradients from the user interface. You also can use the Display Properties window available with your operating system to specify additional color settings that might improve visibility of the user interface.

Since many fields in Microsoft Dynamics GP are editable, be sure to choose a combination of colors and patterns that is easy to look at for long periods of time.

To change your display:

1. Open the User Display Preferences window.
    (Microsoft Dynamics GP menu >> User Preferences >> Display button)
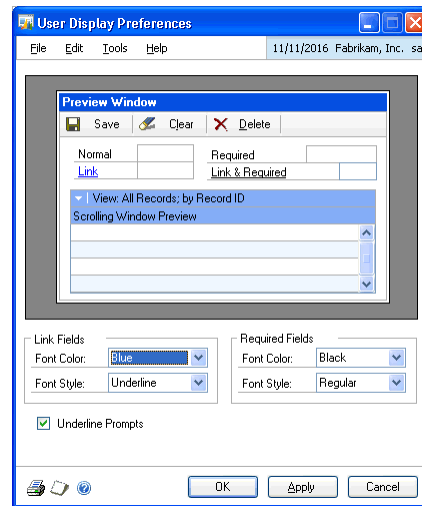
2. In the Link Fields group, specify how you want links to look.

3. In the Required Fields group, specify how you want required fields to look.

    You can display field names in a specific color and style by selecting the Show Required Fields option on the Help menu.

4. Choose Apply and use the Preview window to view your selections.

5. When you've finished making changes, choose OK to close the window and save your changes. Choose OK to close the User Preferences window.

Macros overview

A macro is a recording of each key you pressed or mouse click you made while performing a procedure. (You could think of creating a macro as a "recording session.") Later, the macro can be played. As it is played, each entry is re-created just as though you were typing the keystrokes and using the mouse yourself.

Although a macro can begin anywhere within Microsoft Dynamics GP, the point where a macro begins must be active before you can play it. For example, if you begin recording a macro using the General System Reports window, that window must be active on your screen for the macro to play. We recommend that you begin every macro by making a selection from the menu bar or toolbar.

Recording a macro

Although you can create macros for any entries you make in the Microsoft Dynamics GP system, macros typically are most effective for the following tasks:

- Printing routine reports that can be compiled the same way at regular intervals.

- Performing one or more tasks that require lengthy computer processing time. You can begin replaying the macro when you're ready to go home for the evening or a weekend. The macro automatically completes the task and, if you want, exit the Microsoft Dynamics GP system when it is finished.

- Standardizing the completion of crucial accounting tasks, such as posting, printing financial statements, or closing a month or a year.

The following table lists all the menu options available while recording a macro.

Recording option	Description
Record	Displays the dialog box where you specify the macro's name and location.
Stop Record	Ends the recording of the macro.
Suspend Recording	Allows you to enter a prompt that appears when the macro is played; the macro is paused, as well. Choose Resume Recording to continue recording.
Resume Recording	Continues recording the macro after recording is suspended, if you used the Suspend Recording option.
Insert Pause	Pauses the recording of the macro.See *Recording a macro* on page 7 and *Recording a data entry step* on page 8 for more information.

After the macro is recorded, you can edit it using a text editor, such as Notepad. To delete a particular Microsoft Dynamics GP macro, you can either record a new macro using the same name, or delete the macro's file at the operating system level.

To record a macro:

1. Start from the menu bar. Doing so makes it easy to remember where you started your macro from. You'll need to know the point where the macro began to be able to replay the macro.

2. On the Microsoft Dynamics GP menu, choose Tools >> Macro >> Record to display the Name the macro window.

3. Specify a name and location for the macro using naming conventions:

    - Make the filename descriptive (for example, a macro might be named YTDIncome.mac).

    - Use the .MAC extension to indicate that it's a macro.

    - Save all your macros in a folder. Otherwise, the macro is saved in the main folder for your system. If you are using Microsoft Windows Vista®, files can't be saved to the folder where Microsoft Dynamics GP program files are stored, typically C:\Program Files\Microsoft Dynamics\GP.

    To program the macro so that you can enter data while playing a macro, see *Recording a data entry step* on page 8.

4. Perform the procedure to be recorded.

When you record a macro, use keyboard commands rather than your mouse as much as possible. If you edit the macro later in Notepad, it is easier to find the commands and steps to change.

5. Stop the macro.
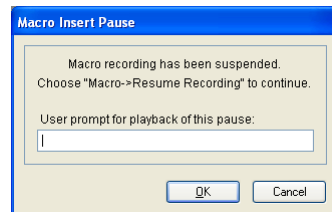(Microsoft Dynamics GP menu >> Tools >> Macro >> Stop Record)

Recording a data entry step

If the procedure you're recording requires that the user enter additional information or perform certain actions each time the macro is played, you can insert pauses in the macro at selected points and add a message that is displayed when the macro pauses.

When you play the macro, it pauses at these points, allowing you to take the necessary action and then continue playing the macro. For instance, you may want to insert a macro pause before a report is printed by the macro. The message could prompt the user to verify printer setup before continuing playback. After printer setup has been verified, the user would continue playing the macro (Microsoft Dynamics GP menu >> Tools >> Macro >> Continue).

To record a data entry step:

1. Complete steps 1 through 4 in the *Recording a macro* on page 7 procedure.

2. When you reach the point where you need to enter data or perform an action, on the Microsoft Dynamics GP menu, choose Tools >> Macro >> Insert Pause. The Macro Insert Pause window appears.

3. Enter a message that instructs the user to complete the action needed before continuing playback. The message appears at the specified point when you play back the macro.

4. Choose OK.

5. On the Microsoft Dynamics GP menu, choose Tools >> Macro >> Resume Recording to restart the recording.

6. Repeat steps 2 through 5, as necessary, until you are finished recording the macro.

7. Stop the macro.
(Microsoft Dynamics GP menu >> Tools >> Macro >> Stop Record)

Playing a macro

You can play Microsoft Dynamics GP macros in the following ways:

- On the Microsoft Dynamics GP menu, choose Tools >> Macro >> Play.

- Add a shortcut for the macro. See the System User's Guide (Help >> Contents >> Select Using The System) for more information about the shortcuts.

- Add the macro to a list of routines, and select it from the list of routines. See the System Administrator's Guide (Help >> Contents >> select System Administration) for more information on customizing routines.

To play a macro:

1. On the Microsoft Dynamics GP menu, choose Tools >> Macro >> Play. The Select a Macro to Play window is displayed.

2. Select the macro to play and choose Open. The macro begins playing.

3. To control how the macro plays, select one of the playback options.

   The options are listed in the following table.

Playback option	Description
Play	Displays a dialog box that contains all the macros in the current folder that were assigned a .MAC extension.
	After you select a macro to play, the Macro menu displays up to four options: Stop Play, Pause, Step, and Continue.
Stop Play	Stops playing the macro.
Pause	Pauses the macro until you choose Continue or Step.
Step	Allows you to play the macro one line at a time. For instance, if your macro doesn't run through successfully, this option allows you to follow the process of the macro, step by step, to determine where the problem is.
	The macro does not step through a dialog box one line at a time because the Step option is not available when a dialog box is displayed.
Continue	Continues playing the macro after play is paused, if the Pause option was used when recording the macro.
	If the Insert Pause option was used when recording, a dialog box appears when you play the macro, displaying a prompt. This prompt was entered in the Macro Insert Pause window. Choose OK in the dialog box, enter or verify the appropriate data, then choose Continue from the Macro menu.

4. If a prompt appears as the macro is running, complete the requested action and choose OK.

Shortcuts overview

Shortcuts are displayed in the upper part of the navigation pane when your Home Page is displayed. If the navigation pane is not visible, choose the Layout menu and select Navigation Pane. Choose the Home navigation pane button to display your shortcuts and your home page. See the System User's Guide (Help >> Contents >> Select Using The System) for more information about the navigation pane and home pages.

Use shortcuts to quickly open frequently used windows and resources within Microsoft Dynamics GP. For example, if you regularly access a small subset of windows in your daily tasks, you can create shortcuts to those windows and store them in one folder. You can do the same with windows that you use less frequently, such as those used for month-end closing procedure. Besides creating shortcuts for Microsoft Dynamics GP windows, you can create shortcuts to the following items:

- SmartList favorites
- Microsoft Dynamics GP macros
- Internet Web pages
- Other applications in your system

You can't create two shortcuts with the same name at the same level in the list of shortcuts. If an existing shortcut has the same name as the one you're creating, the shortcut appears with a number after the name.

The default set of shortcuts contain a Startup folder. Shortcuts that you move into this folder starts automatically when you log in to a company in Microsoft Dynamics GP.

Shortcuts also may include a User Classes folder. The User Classes folder is created for you by the system administrator and contains shortcuts to specific tasks and windows. The system administrator can modify and delete a User Classes folder or any other shortcuts within the folder.

The following table explains shortcut options that are available.

Option	Action
Open a shortcut	Click the shortcut to open.
Open a shortcut in a folder	Click a folder name to expand its contents and click the shortcut to open.
Add a new shortcut folder	Right-click anywhere in the list of shortcuts and choose Add >> Folder.
Move a shortcut into a folder	Select the shortcut and drag it into a shortcut folder.
Delete a shortcut or folder	Right-click the shortcut or folder and choose Delete.
Rename a shortcut	Right-click the shortcut or folder and choose Rename.

Default shortcuts

Default shortcuts are available to each new user created in Microsoft Dynamics GP. Select the default shortcuts for more information about using Microsoft Dynamics GP and to set up your user preferences.

You can delete, move, or rename any of the following default shortcuts:

User Preferences   Choose this shortcut to open the User Preferences window, where you can customize the way Microsoft Dynamics GP appears on your workstation, change your user password, and set other options.

Shortcuts   Select the folder icon to expand this folder, which contains a shortcut to the CustomerSource Web site, where you can learn about available support options. The CustomerSource Web site requires login credentials.

Startup   Organize shortcuts to specific windows to open and applications to start whenever you open a company in Microsoft Dynamics GP.

# Creating shortcuts to Microsoft Dynamics GP windows

The most common type of shortcut you'll create is a shortcut to a window within Microsoft Dynamics GP. You also can add shortcuts of multiple Microsoft Dynamics GP windows at one time to group them in a shortcut folder.

To create a shortcut to the current Microsoft Dynamics GP window:

1. Open the window to add a shortcut for.

2. Choose File >> Add to Shortcuts.

To create shortcuts to several Microsoft Dynamics GP windows:

1. Right-click anywhere in the list of shortcuts and choose Add >> Add Window.

2. The Add Window Shortcut window appears.
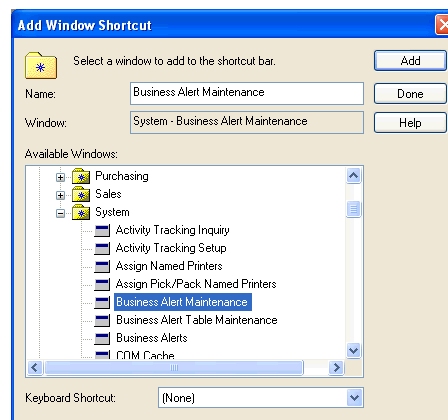
3. Enter a name for the shortcut in the Name field. The name can be up to 79 characters long.

4. From the Available Windows list, locate and select a window to create a shortcut for.

5. Choose Add to create a shortcut to the window.

6. To create additional shortcuts, repeat steps 3 through 5 for each window to create a shortcut for.

7. Choose Done to close the Add Window Shortcut window.

Creating shortcuts to SmartList favorites

You can quickly access the information stored in your Microsoft Dynamics GP data that you regularly refer to by adding shortcuts to SmartList favorites. See the System User's Guide (Help >> Contents >> Select Using The System) for more information about SmartList.

To create a shortcut to a SmartList favorite:

1. Right-click anywhere in the list of shortcuts and choose Add >> Add SmartList.

2. The Add SmartList Favorite Shortcut window appears.
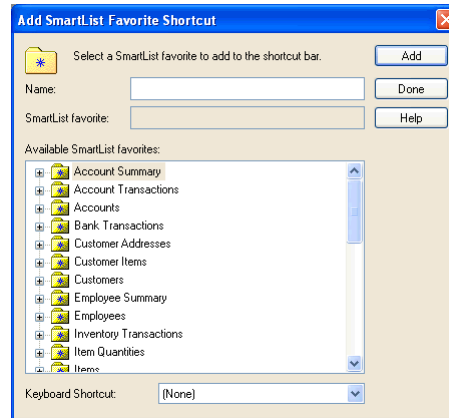
3. From the list of available SmartList Favorites, locate and select the favorite to create a shortcut for. The favorite appears in the SmartList favorite field.

4. Accept or enter the name for the SmartList favorite in the Name field. The name can be up to 79 characters long.

5. Choose Add to create a shortcut to the favorite.

6. To create additional SmartList favorite shortcuts, repeat steps 3 through 5 for each SmartList favorite to create a shortcut for.

7. Choose Done to close the Add SmartList Favorite Shortcut window.

Creating shortcuts to macros

By creating shortcuts to macros that you frequently use, you can start the macros from the main Microsoft Dynamics GP window.

To create a shortcut to a macro:

1. Right-click anywhere in the list of shortcuts and choose Add >> Add Macro.

2. The Add Macro Shortcut window appears.
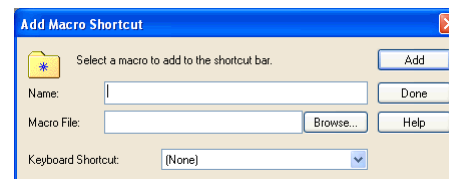
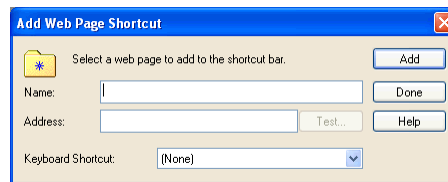3. Enter a name for the macro. The name can be up to 79 characters long.

4. Choose Browse to locate the macro to add. The Select a Macro window appears. After you locate and select the macro, choose Open to add it to the Macro file field in the Add Macro Shortcut window.

5. Choose Add to create a shortcut to the macro.

6. To create additional macro shortcuts, repeat steps 3 through 5 for each macro to create a shortcut for.

7. Choose Done to close the Add Macro Shortcut window.

Creating shortcuts to Web pages

If you regularly refer to Web pages or Web sites to complete your Microsoft Dynamics GP tasks, you can add shortcuts to those pages and access them quickly without having to enter the address in your Web browser application.

To create a shortcut to a Web page:

1. Right-click anywhere in the list of shortcuts and choose Add >> Add Web Page.

2. The Add Web Page Shortcut window appears.

3. Enter a name for the Web page in the Name field. The name can be up to 79 characters long.

4. Enter the Web page address in the Address field.

To verify the address that you entered, choose the Test button. Your default Web browser starts and attempt to open the Web page.

5. Choose Add to create a shortcut to the Web page.

6. Repeat steps 3 through 5 for each Web page to create a shortcut for.

7. Choose Done to close the Add Web Page Shortcut window.
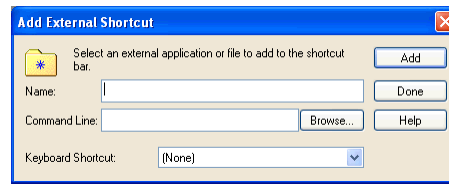
Creating external shortcuts

You can create shortcuts to external tasks by using the Add External Shortcut window.

To create an external shortcut:

1. Right-click anywhere in the list of shortcuts and choose Add >> Add External Shortcut.

2. The Add External Shortcut window appears.

3. Enter a name for the application or file in the Name field.

4. Choose the Browse button to locate the external application or file to add. The Select an Application window appears.

5. Select a program or file. Choose Open to add its path to the Command Line field in the Add External Shortcut window.

6. Choose Add to create a shortcut to the file.

7. Repeat steps 3 through 6 for each external shortcut you want to create.

8. Choose Done to close the Add External Shortcut window.

Renaming or deleting shortcuts and folders

After you've created a shortcut, you can modify its name. To rename a shortcut, complete one of the following actions.

- Right-click on the shortcut or folder and choose Rename.

- Right-click on the shortcut and choose Shortcut Properties. Type a new name in the Shortcut Properties window.

To delete a shortcut or folder, complete the following action.

- Right-click the shortcut or folder and choose Delete.

If you delete a folder, all the shortcuts and subfolders contained within it also are deleted.

Creating a new shortcut folder

You can organize shortcuts by grouping them into folders on the shortcut bar. For example, you may want to group shortcuts for a series of tasks in the same folder, or put shortcuts for the same type of files in one folder.

To create a new shortcut folder:

1. Right-click anywhere in the list of shortcuts and choose Add >> Folder.

2. A folder appears with the default name New Folder.

3. Enter a name for the folder.

Creating custom keyboard shortcuts

You can apply a series of keystrokes to activate a shortcut using the keyboard. You'll choose from a list of available keyboard shortcuts to assign the keystrokes. Any keys used for keyboard commands by the operating system, the main Microsoft Dynamics GP menus, or other shortcuts won't be available to use for custom keyboard shortcuts.

To create a custom keyboard shortcut:

1. In the list of shortcuts, right-click on the shortcut to assign a keyboard shortcut to and choose Shortcut Properties. The Shortcut Properties window opens.
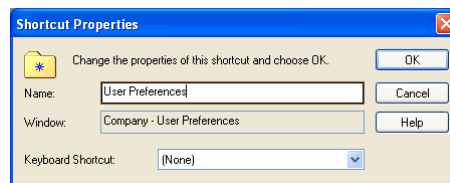
2. Choose a keyboard shortcut from the available keystrokes in the Keyboard Shortcut drop-down list.

3. Choose OK.

Accessibility features of Microsoft Dynamics GP Help

Microsoft Dynamics GP Help includes features that make it accessible to a wider range of users, including those who have limited dexterity, low vision, or other disabilities.

In addition, Microsoft Dynamics GP printable manuals are available on the Web.

Keyboard shortcuts for using the Help window

By using the following keyboard shortcuts in Help, you can quickly accomplish many common tasks.

To do this	Use this keyboard shortcut
Display the Help window	F1
Switch the cursor between the Help topic pane and the navigation pane (tabs such as Contents, Search, and Index).	F6
Change between tabs (for example, Contents, Search, and Index) while in the navigation pane.	ALT + Underlined letter of the tab
Expand or collapse bookmarks in the Contents tab.	RIGHT ARROW or LEFT ARROW
Select the next hidden text or hyperlink.	TAB
Select the previous hidden text or hyperlink.	SHIFT + TAB
Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.	ENTER

To do this	Use this keyboard shortcut
Display the Options menu to access any Help toolbar command.	ALT + O
Hide or show the pane containing the Contents, Search, and Index tabs.	ALT + O, and then press T
Display the previously viewed topic.	ALT + O, and then press B
Display the next topic in a previously viewed sequence of topics.	ALT + O, and then press F
Return to the specified home page.	ALT + O, and then press H
Stop the Help window from opening a Help topic (useful if you want to stop a Web page from being downloaded).	ALT + O, and then press S
Open the Internet Options dialog box for Microsoft Internet Explorer®, where you can change accessibility settings.	ALT + O, and then press I
Refresh a topic (useful if you have linked to a Web page).	ALT + O, and then press R
Print all topics in a book or a selected topic only.	ALT + O, and then press P
Close the Help window.	ALT + F4

To use the keyboard to navigate to Help topics about Accessibility features:

1. Start Microsoft Dynamics GP and use one of the following methods to display Help:

   • To display Help with information about the current window, press F1.
   • To display the main "contents" topic, press ALT + H + C.
   • To display Help with the Index tab showing, press ALT + H + I.

2. If the navigation pane is not showing, press ALT + O, and then press T.

3. If the Contents tab of the navigation pane is not showing, press ALT + C.

4. Use the arrow keys to browse the bookmarks and select the accessibility topic.

5. Alternatively, display the Index or Search tabs, and search for the term "accessibility".

To change the appearance of a Help topic:

1. To customize the colors, font styles, and font sizes used in Help, open the Help window.

2. Click Options, and then click Internet Options.

3. On the General tab, click Accessibility. Select Ignore colors specified on Web pages, Ignore font styles specified on Web pages, and Ignore font sizes specified on Web pages. You also can choose to use the settings specified in your own style sheet.

4. To change the colors used in Help, or to change the font, refer to the following procedures.

To change the color of the background or text in Help:

1. Open the Help window.

2. Click Options, and then click Internet Options.

3. On the General tab, click Accessibility. Then select Ignore colors specified on Web pages. You also can choose to use the settings specified in your own style sheet.

4. To customize the colors used in Help, on the General tab, click Colors. Clear the Use Windows Colors check box, and then select the font and background colors that you want to use.

If you change the background color of the Help topics in the Help window, the change also affects the background color when you view a Web page in Microsoft Internet Explorer.

To change the font in Help:

1. Open the Help window.

2. Click Options, and then click Internet Options.

3. On the General tab, click Accessibility. To use the same settings as those used in your instance of Microsoft Internet Explorer, select Ignore font styles specified on Web pages and Ignore font sizes specified on Web pages. You also can choose to use the settings specified in your own style sheet.

4. To customize the font style used in Help, on the General tab, click Fonts, and then click the font style you want.

If you change the font of the Help topics in the Help window, the change also affects the font when you view a Web page in Internet Explorer.

Accessibility features of Windows

The Windows® operating system has many built-in accessibility features that are useful for individuals who have difficulty typing or using a mouse, are blind or have low vision, or who are deaf or hard-of-hearing. The features are installed during setup. For more information about these features, see Help in Windows and the Microsoft Accessibility Web site at http://www.microsoft.com/enable.

Free step-by-step tutorials

Microsoft offers a series of step-by-step tutorials that provide detailed procedures for adjusting the accessibility options and settings on your computer. This information is presented in a side-by-side format so that you can learn how to use the mouse, the keyboard, or a combination of both.

To find step-by-step tutorials for Microsoft products, see the Microsoft Accessibility Web site.

Assistive technology products for Windows

A wide variety of assistive technology products are available to make computers easier to use for people with disabilities. You can search a catalog of assistive technology products that run on Windows at the Microsoft Accessibility Web site.

If you use assistive technology, be sure to contact your assistive technology vendor before you upgrade your software or hardware to check for possible compatibility issues.