

Accessibility

This website includes the following functionality to improve accessibility:

- Audio accompaniment for on screen text via an easy to use audio player.
- Downloadable and printable text only PDF documents for all sections within the site.
- Responsive HTML for easy readability on mobile and tablet devices.
- Alternative text tags on all images within the site which provide simple descriptions of the images.
- Downloadable PDF handbook version with images of all information within the site.

If you still find it difficult to access our websites, we have provided some further suggestions for improving your experience:

What you can do

For people who can't see very well

- **Change text and background colours** - Both operating system and web browser colour settings can be configured to make content easier to see.

- **Change your fonts** - Both operating system and web browser font settings can be configured to make text easier to read.
- **Magnify your screen** - Windows and OSX offer screen magnification options.
- **Make the mouse pointer easier to see** - Your operating system will offer various mouse pointer configurations including colour, size and the ability to add a trail to make it more visible and easier to follow.
- **Make your computer speak text aloud** - Your operating system will have built in text-to-speech features. There are also many third-party screen reader applications that may offer enhanced text-to-speech abilities.
- **Make your text larger** - You can adjust your operating system or web browsers text settings to increase text size. There are also keyboard shortcuts which allow you to quickly adjust this feature.
- **Third-party hardware and software** - There are many third-party products available on the market to help aid your impairment. For example, screen readers, talking browsers, specially designed keyboards/touchpad's.

For people who are blind

- **Make your computer speak text aloud** - Your operating system will have built in text-to-speech features. There are also many third-party screen reader applications that may offer enhanced text-to-speech abilities.

- **Third-party hardware and software** - There are many third-party products available on the market to help aid your impairment. For example, screen readers, talking browsers, specially designed keyboards/touchpad's.

For people who can't hear very well

- **Visual aids** - Some audio and visual content offer subtitles. There may also be a sign language alternative in some cases.

For people who find a keyboard or mouse hard to use

- **Make your keyboard easier to use** - Your operating system will offer several options to control the pace of repeated keystrokes and avoid accidental keystrokes.
 - **Use the keyboard with one hand** - Change your operating system settings so that you do not need to press multiple keys at the same time.
 - **Use an on screen keyboard** - Activate your operating systems virtual keyboard, so that you can use a mouse, switch or other device instead of a keyboard.
 - **Make use of keyboard shortcuts** - Use built in and customisable keyboard shortcuts to save time and minimise the use of a mouse.
- **Make your mouse easier to use** - Your operating system will offer several options to control the pace of the mouse cursor and click speed. If

you are left handed you can also switch the button configuration to take this into account.

- **Use a mouse or keyboard alternative** - Third-party hardware and software can be used to replace your keyboard or mouse. For example specially designed switch devices, automatic mouse-click software and the Dasher text entry software are some of the alternatives available.
- **Voice recognition software** - Third-party voice recognition software is available to allow you to enter text using voice commands rather than by using the keyboard. Some operating systems already have this feature available to you.
- **Use your keyboard to control the mouse** - It is possible to use the numeric keypad instead of the mouse by configuring your operating system settings.

For people who find words difficult

- **Change your fonts** - Both operating system and web browser font settings can be configured to make text easier to read.
- **Check your spelling and grammar** - Use automated spell checking software to ensure your spelling grammar mistakes are kept to a minimum.
- **Make your computer speak text aloud** - Your operating system will have built in text-to-speech features. There are also many third-party screen reader applications that may offer enhanced text-to-speech abilities.

- **Make your text larger** - You can adjust your operating system or web browsers text settings to increase text size. There are also keyboard shortcuts which allow you to quickly adjust this feature.
- **Dictionary and thesaurus software** - For some people, it can often be hard to find the right words to use when writing a document or filling in a web form. There are a number of ways to help with this, with dictionary and thesaurus software widely available as either computer programmes or built in to websites. There is also specialist software for people who have difficulty with words that sound the same but have different meanings. Smart word prediction software is also available to aid with the above.
- **Voice recognition software** - Third-party voice recognition software is available to allow you to enter text using voice commands rather than by using the keyboard. Some operating systems already have this feature available to you.