

Quick Guide

Changing System Colours

Windows 10 allows you to change the colours of different parts of the screen to allow anyone with vision or sight issues to read the screen better. You can turn on a high contrast theme and / or turn on colour filters.

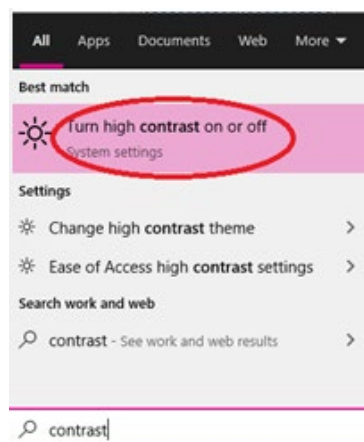
If you are a Mosaic user external to Lincolnshire County Council, you may not have the ability to follow this guide as your access to the relevant options may not be available.

If you cannot follow this guide, please contact your IT department.

Finding High Contrast Settings

Log in to your laptop and click on the search bar on the bottom left of the screen. In this field, type **contrast**.

On the results screen, click the relevant results under 'Best match' e.g. **Change high contrast theme** or **Turn high contrast on or off** and the **High contrast** screen will open.



Turning the High Contrast option on

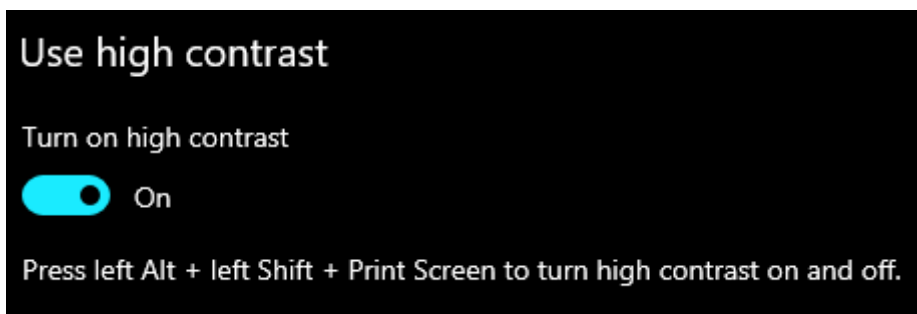
To turn on high contrast click the **toggle button** at the top of the screen to 'on'

Use high contrast

Turn on high contrast

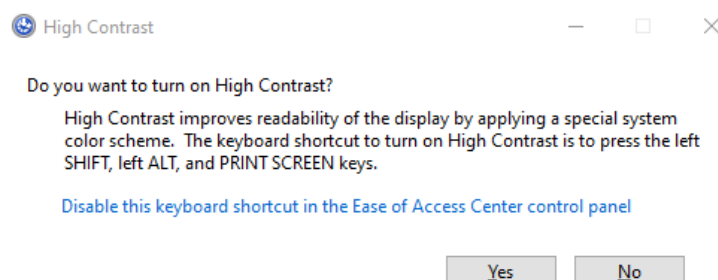


Press left Alt + left Shift + Print Screen to turn high contrast on and off.



The theme will default as '**High Contrast Back**' but this can then be amended to suit your needs if required.

Please note: High contrast can also be turned on or off by clicking the left Alt + left Shift + Print Screen keys on your keyboard. You may see the following window appear if you use this keyboard shortcut. Click 'Yes' to turn high contrast on or off.



Setting up a High Contrast option

The **High contrast** screen allows you to choose a pre-existing High Contrast theme or to modify one to meet your own needs.

Select one of the following options:

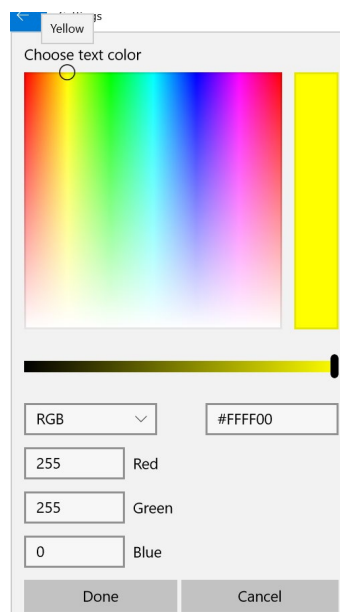
- High Contrast #1
- High Contrast #2
- High Contrast Black
- High Contrast White

Click the **Apply** button at the bottom of the screen to apply the settings.

You can modify any of these themes further to customise the high contrast colours for:

- Text
- Hyperlinks
- Disabled Text
- Selected Text
- Button Text
- Background

Click on the rectangle for the option you wish to change and a colour selection screen will display.



Click on the colour you wish to change it to noting that you can also change the shade of the colour by using the slider bar underneath the colour options.

Once you have chosen your preferred colour, click the **Done** at the bottom of the colour selection window.

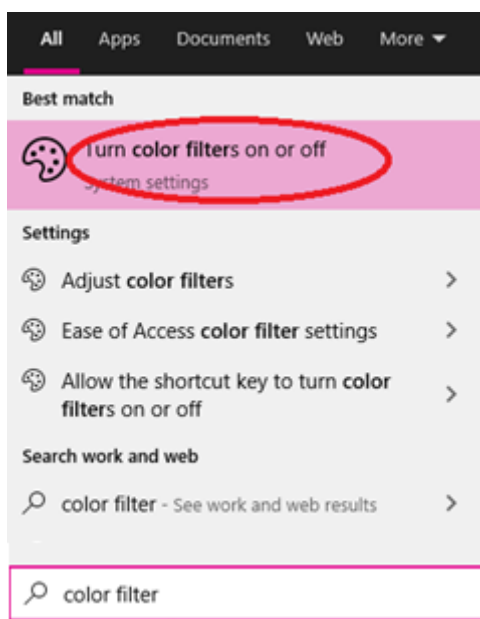
Click the **Apply** button at the bottom of the **High contrast** screen to apply these changes.

Finding Colour Filter Settings

Log in to your laptop and click on the search bar on the bottom left of the screen. In this field, type **color filter**

Please note: You will need to use the American spelling 'Color' in the search box

On the results screen, click the relevant results under 'Best match' e.g. **Turn color filters on or off** and the **Color filters** screen will open.



Turning the Colour Filters on


To turn on colour filters click the **toggle button** at the top of the screen to 'on'

Use color filters

Turn on color filters



Allow the shortcut key to toggle filter on or off


Press the Windows logo key  + Ctrl + C to toggle filter on or off.

Use color filters

Turn on color filters




Allow the shortcut key to toggle filter on or off

Press the Windows logo key  + Ctrl + C to toggle filter on or off.

The colour filter will default as '**Greyscale**' but this can then be amended to suit your needs if required.

Please note: Once you have ticked the 'Allow the shortcut key to toggle filter on and off' checkbox color filters can also be turned on or off by clicking the windows key + Ctrl + C keys on your keyboard.

Allow the shortcut key to toggle filter on or off

Press the Windows logo key  + Ctrl + C to toggle filter on or off.

Setting up a Colour Filter

The **Color filters** screen allows you to choose a filter to affect the colour of everything you can see on the screen.

Select one of the following options:

- Inverted (reverse colors on display)
- Grayscale
- Grayscale inverted
- Red – green (green weak, dueteranopia)
- Red – green (red weak, protanopia)
- Blue – yellow (tritanopia)

Once this is selected the filter will immediately be applied.