

Microsoft Windows XP Accessibility Resources for Individuals with Visual Difficulties

Adapted from <http://www.microsoft.com/enable/products/windowsxp/default.aspx>



Microsoft Windows XP Accessibility Resources for Individuals with Visual Difficulties

Harrison County Schools

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Adjusting Computers for Vision Needs

Using the Accessibility Wizard

To Set the Options for Users Who Have Difficulty Seeing Things on the Screen

The Accessibility Wizard can help you to easily set up groups of accessibility options that address visual, hearing and dexterity needs all in one place, by answering questions about accessibility needs. The Wizard configures utilities & settings for individual users & can be run again at any time to make changes. Changes can also be made to individual settings through the **Control Panel**.

1. On the **Start** menu, point to **All Programs**.
2. Point to **Accessories**.
3. Point to **Accessibility**.
4. Select **Accessibility Wizard**.
5. In the Welcome to the Accessibility Wizard dialog box, select **Next**.
6. In the Text Size dialog box, select the smallest text you can read.
7. Select **Next**.
8. In the Display Settings dialog box, ensure that the **Change the font size** check box is selected. If it is not, select its check box.
9. To use Microsoft Magnifier, select the **Use Microsoft Magnifier** check box.
10. Select **Next**.
11. In the Set Wizard Options dialog box, select the **I am blind or have difficulty seeing things on screen** check box.
12. Select **Next** to continue through the wizard.
13. In the Completing the Accessibility Wizard dialog box, select **Finish** to save your changes and exit the wizard. (To cancel your changes, select Cancel, and then select No. To move back to change earlier screens, select the Back button.)

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Adjusting Accessibility Options

Display and Readability

Change size, font style, and color of items on the desktop.

1. On the **Start** menu, select **Control Panel**.
2. In Control Panel, be sure you are in Classic View. If not, under Control Panel in the left pane, select Switch to Classic View. Select Display.
3. In the Display Properties dialog box:
 - ☞ Select the Appearance tab.
 - ☞ Select a Windows and buttons style from the list.
 - ☞ Select a Color scheme from the list.
 - ☞ Select a Font size from the list.
4. For more customization:
 - ☞ Under Windows and buttons, select Windows Classic style.
 - ☞ Under Color scheme, select the color scheme you want from options.
5. To change desktop elements (title bars, icons, menus, & scrollbars):
 - ☞ Select the Advanced button.
 - ☞ In the Advanced Appearance dialog box, select the screen element you want from the Item list.
 - ☞ To choose available size, color & font styles, select from the attribute lists. When finished with selections, select OK twice to close the dialog boxes.
6. To close Control Panel, select the Close button.

TOGGLE KEYS: HEAR TONES WHEN PRESSING CERTAIN KEYS

When ToggleKeys is turned on, your computer will provide sound cues when the locking keys (CAPS LOCK, NUM LOCK, or SCROLL LOCK) are pressed. A high sound plays when the keys are switched on, & a low sound plays when they're switched off.

1. On the **Start** menu, select **Control Panel**.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Accessibility Options**.
3. In Accessibility Options dialog box, on Keyboard tab, to turn on ToggleKeys, select the Use ToggleKeys check box. (To turn off, clear check box.)
4. To specify use of the shortcut, select Settings. (If the Use shortcut check box in the Settings for ToggleKeys dialog box is selected, you can turn ToggleKeys on or off by holding down the NUM LOCK key for five seconds.)
5. In the Settings for ToggleKeys dialog box, to use the shortcut key for ToggleKeys, select the Use shortcut check box.
6. Select OK twice to save the settings and exit Accessibility Options.

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HIGH CONTRAST TO IMPROVE SCREEN RESOLUTION

Select color combinations that are easier to see.

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in left pane, select Switch to Classic View. Select **Accessibility Options**.
3. In the Accessibility Options dialog box, select the **Display** tab.
4. On the Display tab, to turn on High Contrast, select the **Use High Contrast check box**. (To turn off High Contrast, clear the Use High Contrast check box.)
5. To access High Contrast settings, select **Settings**.
6. In the Settings for High Contrast dialog box, select the check boxes of the options you want.
7. Select **OK** twice to save your settings and close the dialog boxes.
8. To close Control Panel, select the **Close** button.

CHOOSE THE WIDTH AND BLINK RATE OF THE CURSOR

Make the cursor easier to locate, or eliminate the distraction of its blinking.

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Accessibility Options**.
2. In the Accessibility Options dialog box, select the **Display** tab.
3. On the Display tab in the Cursor Options area, adjust the Blink Rate by moving the slider left for slower, right for faster.
4. Adjust the Width by moving the slider left for narrower, right for wider.
5. Select **OK** to save your settings and close the dialog box.
6. To close Control Panel, select the **Close** button.

SERIAL KEYS FOR ALTERNATIVE INPUT DEVICE

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in left pane, select Switch to Classic View. Select **Accessibility Options**.
3. In the Accessibility Options dialog box, select the **General** tab.
4. On the **General** tab, select the **Use SerialKeys** check box.
5. To select SerialKeys settings, select **Settings**.
6. In the **Setting for SerialKeys** dialog box, select the options you want from the lists.
7. Select **OK** twice.

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SOUND NOTIFICATION WHEN TURNING A FEATURE ON OR OFF

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in left pane, select Switch to Classic View. Select **Accessibility Options**.
3. In the Accessibility Options dialog box, select the **General** tab.
4. On the **General** tab, under **Notification**, select the **Make a sound when turning a feature on or off** check box.
5. Select **OK**.
6. To close Control Panel, select the **Close** button.

Adjusting Display Options

USE LARGE ICONS

Make icons larger for visibility, or smaller for increased screen space.

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Display.
3. In the Display Properties dialog box:
 - ☞ Select the Appearance tab.
 - ☞ Select the Effects button.
4. In the Effects dialog box:
 - ☞ Select Use large icons.
 - ☞ Select OK twice.
5. To close Control Panel, select the Close button.

CHOOSE SCREEN RESOLUTION

Change pixel count to enlarge objects on screen.

1. On the Start menu, select **Control Panel**. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View.
2. Select **Display**.
3. In the Display Properties dialog box, select the **Settings** tab.
4. On the Settings tab, under Screen Resolution, select a screen resolution value by moving the slider arrow.
5. Select **OK**.
6. To close Control Panel, select the **Close** button.

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Adjusting Mouse Options

Select a Pointer Speed

1. On the Start menu, select **Control Panel**. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View.
2. Select **Mouse**.
3. In the **Mouse Properties** dialog box, select the **Pointer Options** tab.
4. On the **Pointer Options** tab, under **Motion**, select a pointer speed by moving the **Select a pointer speed** slider arrow toward **Slow** or **Fast**.
5. Select **OK**.
6. To close Control Panel, select the **Close** button.

Double-Click Speed

Choose how fast to click the mouse button to make a selection.

1. On the **Start** menu, select **Control Panel**.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Mouse**.
3. In the **Mouse Properties** dialog box, on the **Buttons** tab, under **Double-click speed**, select the double-click speed you want by moving the **Speed** slider arrow left for slower and right for faster.
4. Select **OK**.
5. To close Control Panel, select the **Close** button.

ClickLock

Highlight or drag without holding down the mouse button.

1. On the **Start** menu, select **Control Panel**.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Mouse**.
3. In the **Mouse Properties** dialog box, on the **Buttons** tab, under **ClickLock**: Select the **Turn on ClickLock** check box.
4. Select the ClickLock **Settings** button.
5. In the **Settings for ClickLock** dialog box, adjust how long you need to hold down a mouse or trackball button before your click is "locked" by moving the slider arrow.
6. Click **OK** twice.
7. To close Control Panel, select the **Close** button.

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CHOOSE A POINTER SCHEME

1. On the **Start** menu, select **Control Panel**.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Mouse**.
3. In the Mouse Properties dialog box, select the Pointers tab.
4. On the Pointers tab, under Scheme, select the arrow to open the list.
5. Select a scheme from the list, and select OK.
6. To close Control Panel, select the **Close** button.

SNAP TO: MOVE POINTER TO THE DEFAULT IN DIALOG BOX

1. On the **Start** menu, select **Control Panel**.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Mouse**.
3. In the Mouse Properties dialog box, select the **Pointer Options** tab.
4. On the Pointer Options tab, under SnapTo, select the Automatically move pointer to the default button in a dialog box check box.
5. Select OK.
6. To close Control Panel, select the **Close** button.

DISPLAY POINTER TRAILS

1. On the **Start** menu, select **Control Panel**.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Mouse**.
3. In the Mouse Properties dialog box, select the **Pointer Options** tab.
4. On the Pointer Options tab, under Visibility, select the Display pointer trails check box.
5. Select the length of the pointer trail by moving the arrow on the slider.
6. Select OK.
7. To close Control Panel, select the **Close** button.

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SHOW LOCATION OF POINTER

1. On the **Start** menu, select **Control Panel**.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Mouse**.
3. In the Mouse Properties dialog box, select the **Pointer Options** tab.
4. On the Pointer Options tab, under Visibility, select the Show location of pointer when I press the CTRL key check box.
5. Select OK.
6. To close Control Panel, select the Close button.

Adjusting Keyboard Options

ADJUST THE CURSOR BLINK RATE

1. On the **Start** menu, select **Control Panel**.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Keyboard**.
3. In the Keyboard Properties dialog box, on the Speed tab, under Cursor blink rate, adjust the rate by moving the slider.
4. Select OK.
5. To close Control Panel, select the Close button.

Adjusting Sounds and Audio Options

ADJUST COMPUTER SOUND VOLUME

Turn computer sound up or down.

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Sounds and Audio Devices**.
3. In the **Sounds and Audio Devices Properties** dialog box, on the **Volume** tab, adjust the sound volume by moving the **Device volume** slider.
4. Select OK.
5. To close Control Panel, select the Close button.

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CHOOSE COMPUTER SOUND SCHEME

Associate computer sounds with particular system events.

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Sounds and Audio Devices**.
3. In the **Sounds and Audio Devices Properties** dialog box, select the **Sounds** tab.
4. On the **Sounds** tab, select the sound scheme you want.
5. Select **OK**.
6. To close Control Panel, select the **Close** button.

ASSIGN A SOUND TO COMPUTER EVENT

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Sounds and Audio Devices**.
3. In the **Sounds and Audio Devices Properties** dialog box, select the **Sounds** tab.
4. On the Sounds tab, select a system event from the Program Events list.
5. Select a sound to associate with the system event from the Sounds list.
6. Select OK or select the Browse button to navigate to and select another sound.
7. Select OK twice.
8. To close Control Panel, select the **Close** button.

Adjusting Speech Options

CHOOSE TEXT TO SPEECH PLAYBACK VOICE

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Sounds and Audio Devices**.
3. In the **Sounds and Audio Devices Properties** dialog box, select **Speech**.
4. In the Speech Properties dialog box, under Voice Selection, select a voice option from the list.
5. Select OK.
6. To close Control Panel, select the **Close** button.

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CHOOSE RATE OF SPEECH IN TEXT TO SPEECH PLAYBACK

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Sounds and Audio Devices**.
3. In the Sounds and **Audio Devices Properties** dialog box, select **Speech**.
4. In the Speech Properties dialog box, under Voice Speed, select the voice speed by moving the arrow on the Voice speed slider.
5. Select OK.
6. To close Control Panel, select the **Close** button.

CHOOSE AN AUDIO DEVICE FOR TEXT TO SPEECH PLAYBACK

1. On the Start menu, select Control Panel.
2. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select **Sounds and Audio Devices**.
3. In the Sounds and **Audio Devices Properties** dialog box, select **Speech**.
4. In Speech Properties dialog box, select the **Audio Output** button.
5. In the Text to Speech Sound Output Settings dialog box, under Text to Speech output, select **Use preferred audio output device**, or select Use this audio output device, & then select a device from list.
6. Select the Volume button to open the Volume Control dialog box, and then move the sliders to adjust settings.
7. To exit the dialog boxes and save changes, select **OK**.
8. To close Control Panel, select the **Close** button.

Using Narrator

TURN ON AND USE NARRATOR

1. On the Start menu, point to All Programs.
2. Point to Accessories.
3. Point to Accessibility.
4. Select Narrator.

A message box with a link to more information about Narrator may appear. To close the box, select OK.

To use Narrator but hide the Narrator dialog box, select the Minimize button.

To turn off Narrator, in the Narrator dialog box, select the Exit button.

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SET NARRATOR TO ANNOUNCE EVENTS ON SCREEN

1. On the Start menu, point to All Programs.
2. Point to Accessories.
3. Point to Accessibility.
4. Select Narrator.
5. Ensure that the **Announce events on screen** check box is selected.

SET NARRATOR TO READ TYPED CHARACTERS

1. On the Start menu, point to All Programs.
2. Point to Accessories.
3. Point to Accessibility.
4. Select Narrator.
5. Ensure that the **Read typed characters** check box is selected.

SET NARRATOR TO MOVE MOUSE TO THE ACTIVE ITEM

1. On the Start menu, point to All Programs.
2. Point to Accessories.
3. Point to Accessibility.
4. Select Narrator.
5. Select the **Mouse mouse pointer to the active item** check box.

START NARRATOR MINIMIZED

1. On the Start menu, point to All Programs.
2. Point to Accessories.
3. Point to Accessibility.
4. Select Narrator.
5. Select the **Start Narrator minimized** check box.

SET NARRATOR VOICE OPTIONS

1. On the Start menu, point to All Programs.
2. Point to Accessories.
3. Point to Accessibility.
4. Select Narrator.
5. Select the **Voice** button.
6. In the Voice Settings dialog box, select the Speed you want by using the arrow buttons.
7. Select the Volume you want by using the arrow buttons.
8. Select the Pitch you want by using the arrow buttons.
9. Select OK.

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Using Magnifier

TURN ON AND USE MAGNIFIER

Enlarge portion of screen for better visibility.

1. On the Start menu, point to **All Programs**.
2. Point to **Accessories**.
3. Point to **Accessibility**.
4. Select **Magnifier**.
 -  A message box with a link to more information about Microsoft Magnifier may appear. To close the box, select OK.
 -  To use Magnifier but hide the Magnifier Settings dialog box, select the Minimize button.
 -  To turn off Magnifier, in the Magnifier Settings dialog box, select the Exit button.
5. With Magnifier turned on, move the pointer over the Magnifier window.
Hold down the mouse button and drag the Magnifier window to reposition it.
6. To change the size of the magnifier window, with Magnifier turned on, move the pointer over an edge of the Magnifier window. When the mouse pointer becomes a two-headed arrow, hold down the mouse button and drag the Magnifier window to resize it.

CHANGE THE POSITION OF THE MAGNIFIER WINDOW

With Magnifier turned on, move the pointer over the Magnifier window.
Hold down the mouse button and drag the Magnifier window to reposition it.

CHANGE THE SIZE OF THE MAGNIFIER WINDOW

To change the size of the magnifier window, with Magnifier turned on, move the pointer over an edge of the Magnifier window. When the mouse pointer becomes a two-headed arrow, hold down the mouse button and drag the Magnifier window to resize it.

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INVERT THE COLORS OF THE MAGNIFIER WINDOW

1. On the Start menu, point to **All Programs**.
2. Point to **Accessories**.
3. Point to **Accessibility**.
4. Select **Magnifier**.
 - ☞ A message box with a link to more information about Microsoft Magnifier may appear. To close the box, select OK.
 - ☞ In the Magnifier Settings dialog box, under Presentation:
 - ☞ Select the Invert Colors check box.
 - ☞ To use Magnifier but hide the Magnifier Settings dialog box, select the Minimize button.
 - ☞ To turn off Magnifier, in the Magnifier Settings dialog box, select the Exit button.

SET THE MAGNIFICATION LEVEL OF THE MAGNIFIER

1. On the Start menu, point to All Programs.
2. Point to Accessories.
3. Point to Accessibility.
4. Select Magnifier.
 - ☞ A message box with a link to more information about Microsoft Magnifier may appear. To close the box, select OK.
 - ☞ In the Magnifier Settings dialog box, under Magnification level:
 - ☞ Adjust the level of magnification by typing a number from 1 to 9, or by selecting the arrow button to open the list of options.
 - ☞ To use Magnifier but hide the Magnifier Settings dialog box, select the Minimize button.
 - ☞ To turn off Magnifier, in the Magnifier Settings dialog box, select the Exit button.

SET MAGNIFIER TRACKING OPTIONS

1. On the Start menu, point to **All Programs**.
2. Point to **Accessories**.
3. Point to **Accessibility**.
4. Select **Magnifier**.
5. In the **Magnifier Settings** dialog box, under **Tracking**, Select the tracking option you want.

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Adjusting Internet Options

Ignore Colors, Font Styles, or Font Sizes Specified on Web Pages

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Internet Options.
2. In the Internet Properties dialog box, on the General tab, select the Accessibility button.
3. In the Accessibility dialog box, under Formatting, select the Ignore colors specified on Web pages check box.
4. Select the Ignore font styles specified on Web pages check box.
5. Select OK.
6. To close the Internet Properties dialog box, select OK.
7. To close Control Panel, select the Close button.

Format Web Pages Using a Custom Style Sheet

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Internet Options.
2. In the Internet Properties dialog box, on the General tab, select the Accessibility button.
3. In the Accessibility dialog box, under User style sheet, select the Format documents using my style sheet check box.
4. Select the Browse button.
5. Navigate to, and open, a saved style sheet.
6. To save the settings and close the Internet Options dialog box, select OK twice.
7. To close Control Panel, select the Close button.

Select Text and Background Colors of Web Pages

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Internet Options.
2. In the Internet Properties dialog box, on the General tab, select the Colors button.
3. In the Colors dialog box, clear the Use Windows colors check box. This activates the Text and Background buttons.
4. Select the Text or Background button.
5. The Color dialog box appears displaying a color palette. In the Color dialog box, under Basic colors, select the color you want.
6. Select OK twice.
7. To close the Internet Options dialog box, select OK.
8. To close Control Panel, select the Close button.

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Select Colors for Visited and Unvisited Links

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Internet Options.
2. In the Internet Properties dialog box, on the General tab, select the Colors button.
3. In the Colors dialog box, to change the colors of the links, select the Visited or Unvisited button.
4. The Color dialog box appears displaying a color palette. In the Color dialog box, under Basic colors, select the color you want.
5. Select OK twice.
6. To close the Internet Options dialog box, select OK.
7. To close Control Panel, select the Close button.

Select Hover Link Colors

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Internet Options.
2. In the Internet Properties dialog box, on the General tab, select the Colors button.
3. In the Colors dialog box, select the User hover color check box.
4. This activates the Hover button. Select the Hover button.
5. The Color dialog box appears displaying a palette of colors. In the Color dialog box, under Basic colors, select the color you want.
6. Select OK twice.
7. To close the Internet Options dialog box, select OK.
8. To close Control Panel, select the Close button.

Font Style for Web Pages that Do Not Have Specified Text Font

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Internet Options.
2. In the Internet Properties dialog box, on the General tab, select the Fonts button.
3. In the Fonts dialog box, select the Web page font and/or the Plain text font that you want.
4. Select OK.
5. To close the Internet Options dialog box, select OK.
6. To close Control Panel, select the Close button.

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Microsoft Windows XP Accessibility Resources for Individuals with Visual Difficulties

Adapted from <http://www.microsoft.com/enable/products/windowsxp/default.aspx>

Always Expand ALT Text for Images

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Internet Options.
2. In the Internet Properties dialog box, select the Advanced tab.
3. On the Advanced tab, under Settings, Accessibility, turn the Always expand ALT text for images setting on or off by selecting or clearing its check box. (You must also turn off Show pictures for this setting to work.)
4. To close the Internet Options dialog box, select OK.
5. To close Control Panel, select the Close button.

Move System Caret with Focus/Selection Changes

1. In the Internet Properties dialog box, select the Advanced tab.
2. On the Advanced tab, under Settings, Accessibility, turn the Move system caret with focus/selection changes setting on or off by selecting or clearing its check box.
3. To close the Internet Options dialog box, select OK.
4. To close Control Panel, select the Close button.

Turn On or Turn Off Smooth Scrolling

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Internet Options.
2. In the Internet Properties dialog box, select the Advanced tab.
3. On the Advanced tab, under Settings, Browsing, turn the Use smooth scrolling setting on or off by selecting or clearing its check box.
4. To close the Internet Options dialog box, select OK.
5. To close Control Panel, select the Close button.

Turn On or Off Play Animations, Sounds, & Videos in Web Pages

1. In Control Panel, be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View. Select Internet Options.
2. In the Internet Properties dialog box, select the Advanced tab.
3. On the Advanced tab, under Settings, Multimedia, select any or all of these options by selecting or clearing the check boxes:
 - Play animations in web pages.
 - Play sounds in web pages.
 - Play videos in web pages.
4. To close the Internet Options dialog box, select OK.
5. To close Control Panel, select the Close button.

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