

## Office 2000/XP: Changing Text Sizes in Help

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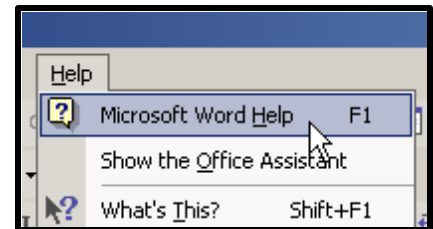
*Office XP and 2000* let you change the help text font, but because the help is HTML-based and formatted through Cascading Style Sheets, you must change the way you view Web pages in general. There are two ways you can access the configuration for this accessibility feature, from Help or from the Control Panel.

1. Launch the **INTERNET OPTIONS** configuration window from the **CONTROL PANEL** by clicking on the **INTERNET OPTIONS** icon.

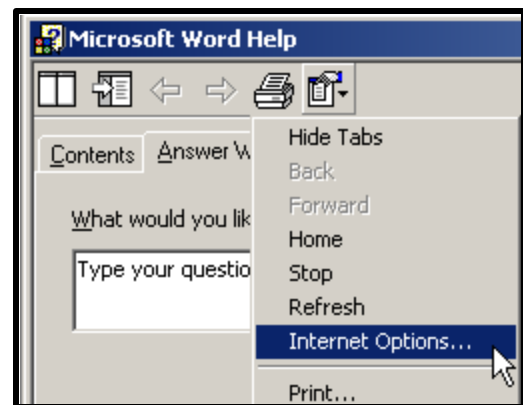


**OR**

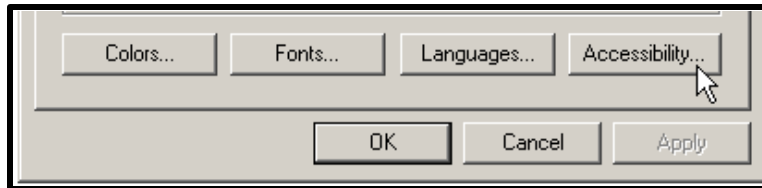
1. From any *Office XP* program, click **HELP** > **MICROSOFT (PROGRAM) HELP** from the main menu.



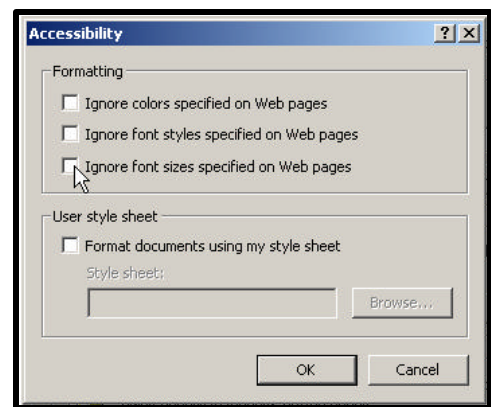
- a. Click the **OPTIONS** button and select the **INTERNET OPTIONS** option on that drop-down menu.



- Click the **ACCESSIBILITY...** button on the **GENERAL** tab.

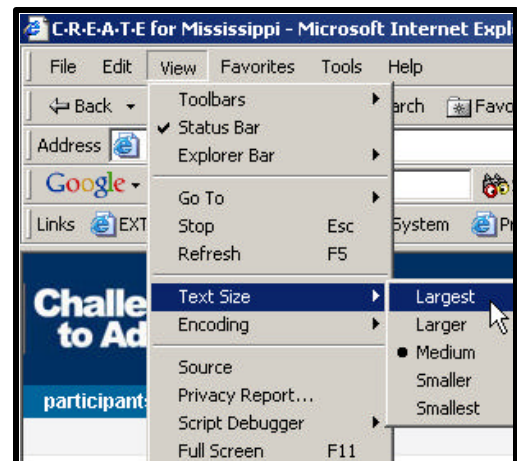


- Check the box labeled **IGNORE FONT SIZES SPECIFIED ON WEB PAGES**. Click the **OK** button.



- This change will also force Internet Explorer to display all Web pages using the font size specified by the user.

- To specify that font size, click **VIEW > TEXT SIZE. > PICK THE SIZE.**
- After you return to Help in any *Office XP* program, you will recognize that the font size changed based on your configuration.



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