

HELPSHEET

High contrast, light and dark modes

You can quickly enable/disable high contract mode by using the keyboard combination: [LEFT ALT] [LEFT SHIFT] [PRINT SCREEN]

Windows OPTION 1: HIGH CONTRAST

Using pre-sets

Windows 11

- 1. Click the Start button (bottom-left corner)
- 2. Click on the **Settings** (cog) icon (see All Apps if not available)
- 3. On the left panel, click the Accessibility tab
- 4. Click on **Contrast themes** (you may need to scroll)
- 5. Select your desired theme from the **Contrast themes** dropdown menu

NOTE: Select **None** from the dropdown menu if you don't wish to select a theme

NOTE: If none meet your requirements, choose the theme that most closely meets your needs (you can customise it per steps 5-7)

6. Click on the **Apply** button

NOTE: Your screen may flicker and flash **NOTE:** You may need to restart/refresh some applications for the changes to take effect

Custom high contrast themes

- After selecting a theme (steps 1-4), click on the **Edit** button
- 8. Modify the colours of the theme as desired
- 9. Click on the Apply button

NOTE: Your screen may flicker and flash **NOTE:** You may need to restart/refresh some applications for the changes to take effect

Windows 10

- 1. Click the Start button (bottom-left corner)
- 2. Click on the Settings (cog) icon (left panel)
- 3. Select **Ease of Access** (click Home in top-left if not visible)
- 4. On the left panel, click on the **High contrast** tab
- Use the toggle button under Turn on high contrast to enable/disable high contract mode

NOTE: Your screen may flicker and flash

Select the theme that works best for you from the Choose a theme dropdown menu NOTE: If none meet your requirements, select the theme that most closely meets your needs (you can customise it per steps 5-6)

NOTE: Your screen may flicker and flash **NOTE:** You may need to restart/refresh some applications for the changes to take effect

- After selecting a theme (steps 1-4), modify the coloured rectangles under the Choose a theme dropdown menu as desired
- 8. Click on the Apply button

NOTE: Your screen may flicker and flash **NOTE:** You may need to restart/refresh some applications for the changes to take effect



HELPSHEET

Windows OPTION 2: LIGHT AND DARK MODES

Windows 11

- 1. Click the Start button (bottom-left corner)
- 2. Click on the **Settings** (cog) icon (see All Apps if not available)
- 3. On the left, click the **Personalisation** tab
- 4. Click on Colours (you may need to scroll)
- 5. Select your desired mode from the **Choose your mode** dropdown menu.
- (OPTIONAL) Use the toggle button under Transparency effects to enable/disable whether Windows effects are transparent or opaque
- (OPTIONAL) Expand the Accent colour section to specify a primary colour for Windows elements

NOTE: If you select **Automatic**, Windows will automatically pick an accent colour depending on the theme

Mac

High contrast

- 1. Go to System Preferences and then select Accessibility
- 2. Select **Display** under the **Vision** section
- 3. (OPTIONAL) Adjust the checkboxes as desired
- 4. (OPTIONAL) Adjust the sliders for Display contrast and cursor size as desired



Windows 10

- 1. Click the Start button (bottom-left corner)
- 2. Click on the Settings (cog) icon (left panel)
- 3. Select **Personalisation** (click Home in top-left if not visible)
- 4. On the left panel, click on the **Colours** tab
- 5. Select your desired mode from the **Choose your colour** dropdown menu
- (OPTIONAL) EITHER select an accent colour OR select Custom colour to specify a primary colour for Windows elements

NOTE: If you select the **Automatically pick an accent colour from my background box** option, Windows will automatically pick an accent colour depending on the theme

Light and dark modes

- 1. Go to **System Preferences** and then select **General**
- 2. Select Light, Dark or Auto



NOTE: Auto gradually adjusts the mode from light to dark throughout the day

3. **(OPTIONAL)** Specify an accent colour for pop-up menus and Mac elements