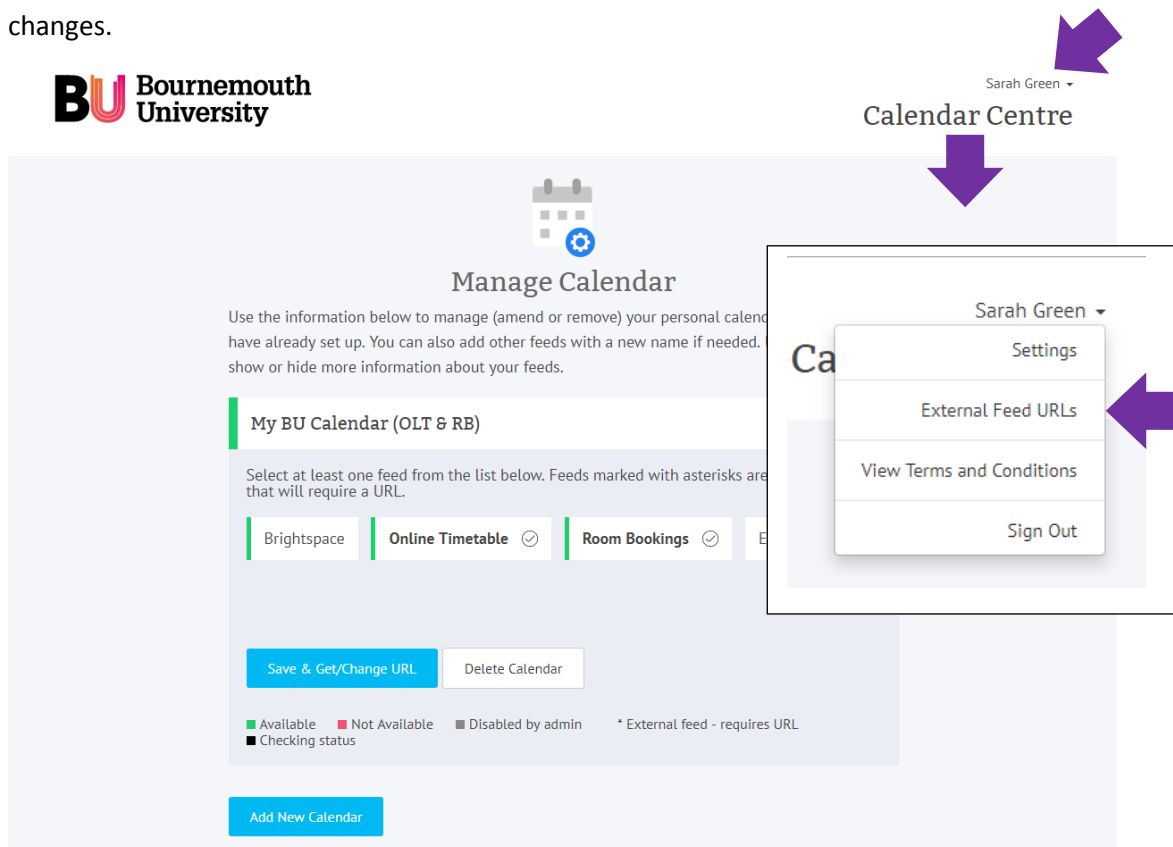
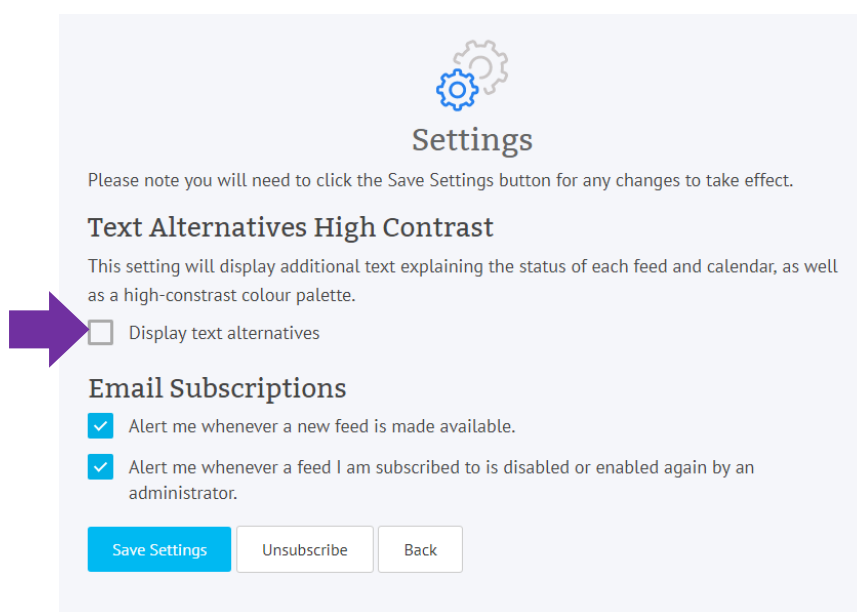


## Using text alternatives and a high contrast view of the Calendar Centre

1. If you wish to personalise your view of the Calendar Centre webpages, to include text alternatives and provide a high contrast view, you can do so by logging into the Calendar Centre via the short cut on the Staff Intranet or using the link here.
2. Once you have logged in (via Brightspace, under Useful links), click on your name at the top right hand side of the screen to drop down the menu and choose **Settings**. This opens the **Settings** screen, where you can make changes.



3. Check the tick box **Display text alternatives** which will display additional text explaining the status of each feed *and* a high contrast colour palette. Click on **Save Settings**. Then click on **Back** to return to the updated Manage Calendar page.



4. Here is an example of the Manage Calendar page with the text alternatives and high contrast colour palette.

**Manage Calendar**

Use the information below to manage (amend or remove) your personal calendar feeds that you have already set up. You can also add other feeds with a new name if needed. Use the arrows to show or hide more information about your feeds.

**My BU Calendar (OLT and RB) [Available]** ▼

Select at least one feed from the list below. Feeds marked with asterisks are external feeds that will require a URL.

**Brightspace [Available]** | **Online Timetable [Available] ✓**

**Room Bookings [Available] ✓** | **E-days\***

**Save & Get/Change URL** | **Delete Calendar**

■ Available ■ Not Available ■ Disabled by admin \* External feed - requires URL

**Add New Calendar**

5. To return the view to the standard layout, repeat Steps 1 to 3 and deselect the Display text alternatives tick box.