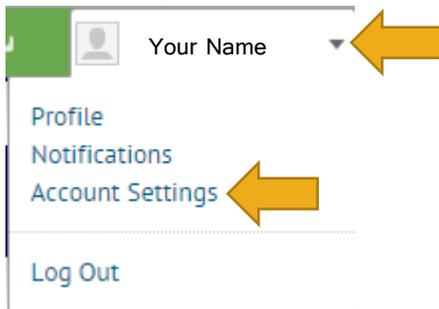


Account Settings allow you to adjust the settings for fonts, discussions, and viewing options for use with assistive technologies. These settings help optimize your course pages to ensure that all types of users can benefit from the use of D2L.

Change Account Settings

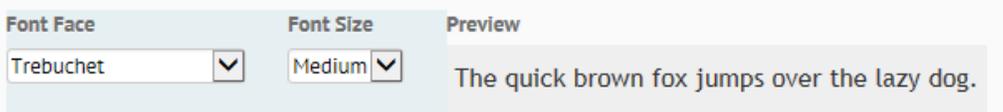
Changing the following settings can make content easier to view in D2L.

Select the **drop-down arrow** next to your name and select **Account Settings**.



Font Settings

Change the appearance of text by using the drop-down menus to adjust *Font Face* and *Font*. Changes display in the *Preview* box.



Dialog Settings

Adjusting this setting allows you to change the way secondary windows appear.

Show secondary window as

- Dialogs
- Pop-ups

HTML Editor Setting

The HTML editor enables you to enter text and HTML into the system. If you use assistive technology such as screen readers, you may want to turn off the HTML Editor.

HTML Editor

- Turn off rich text editor and view source

Reading Content

Some tools automatically mark content as read as you scroll through it. If you use assistive technology such as screen readers, you may want to disable this feature.

Video Settings

Enabling the video setting ensures that assistive technologies can detect videos. Select the checkbox next to *Optimize video presentation for programmatically-driven assistive technologies* to enable this feature.

Time Zone

Navigate the continent and time zone drop-down list to adjust the time zone.

You can set your preferred time zone, which will show all of your times with dates in that time zone.

Continent

Americas ▾

Select a continent to populate the list of time zones.

Time Zone

GMT-6:00 United States - Chicago ▾ ⌵

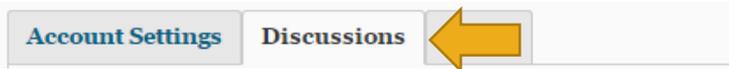
Offset in hours from UTC, time zone name.

IMPORTANT: Select **Save** or select **Save and Close** to save setting changes and close the window.

Discussion Settings

The *Discussions* tab allows you to adjust how you view discussions.

1. Open *Account Settings* and select the **Discussion** tab at the top of the screen.



2. Select the preferred options. Click the **question mark symbol**  for more information about each option.
3. Select **Save** or select **Save and Close** to save setting changes and close the window.

Create Email Signature

The *Email* tab allows you to create an email signature for emails sent from D2L.

1. Open *Account Settings* and select the **Email** tab at the top of the screen.



2. Enter your signature in the *Email Signature* text box.
3. Change font size and type face, add images, adjust color, insert hyperlinks, etc., if preferred.
4. Select **Save** or select **Save and Close** to save setting changes and close the window.