How to Increase……..

                 …..TEXT SIZE
                 …..PHOTO SIZE
                 …..SCREEN SIZE
                      …..on your computer:

1. **While working with E-MAIL:**
   a. Composing- (use font size\style tools)

   b. Reading- (use ctrl + and ctrl - keys)

2. **While viewing INTERNET web-sites:**
   a. Use the settings menu- (three dots or three horizontal lines)
      [Click on them (upper right corner) to bring up a + or a –]
   b. Use the ctrl+ and ctrl- keys. Same as #1- b. above…….

3. **While doing WORD PROCESSING:**
   a. Composing a document- (use font size/style tools)
   b. Reading your document- (use zoom slider)

4. **While looking at MAPS & PHOTOS:**
   a. MAPS- Use mouse wheel or zoom symbols (+ or -)
   b. PHOTOS- Use the zoom tool or use the mouse wheel.
      (The mouse wheel works only when you are in editing mode.)

5. **When using WINDOWS EXPLORER (for documents and photos)**
   a. Click the "view" tab and choose the size/style you like.

6. **When watching a VIDEO: to view it Full Screen…**
   a. Click the symbol in the lower right hand corner of the video.

7. **While using the MAGNIFIER TOOL (p. 90-91)**
   a. Click the Start Menu.
   b. Click "Windows ease of access features".
   c. Click "Magnifier tool".

Final tip- Night Light helps eliminate glare. Lower right hand corner.