

HELP NOTES

These notes are designed to enable users to enlarge the Desktop Icons and Text:

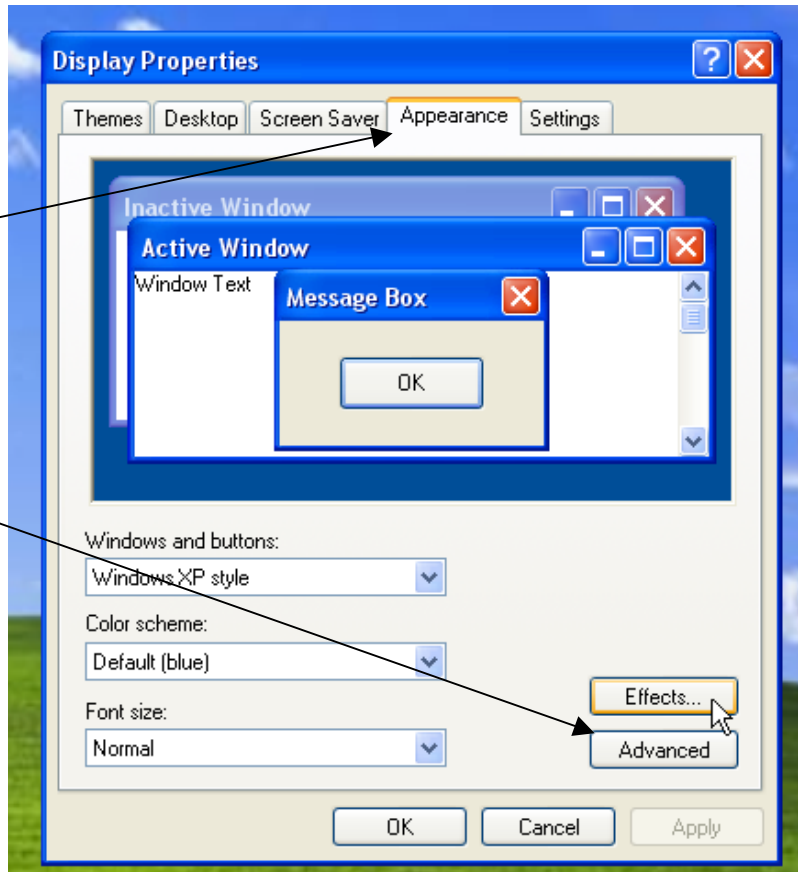
LARGER DESKTOP ICONS:

Like all Microsoft products there are a number of ways to carry out this process the easiest being as follows (NOTE: The same can be achieved by selecting the Display option within the 'Control Panel')

At the Desktop press the Right Mouse button and a screen similar to the one shown will appear:

Select the **Appearance** 'Tab'

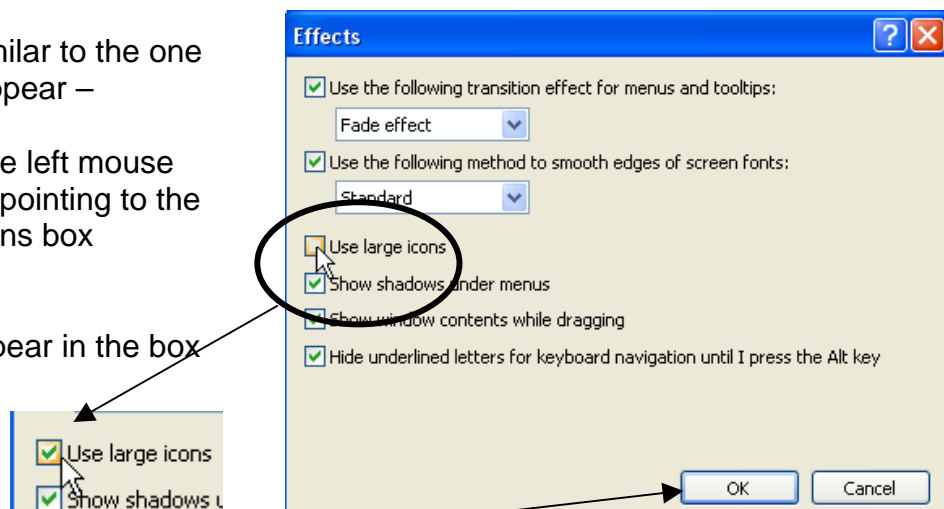
Now select Effects by pressing the button



A window similar to the one shown will appear –

Now press the left mouse button whilst pointing to the Use large icons box

A tick will appear in the box as shown



Now press **OK**

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LARGER MENU TEXT:

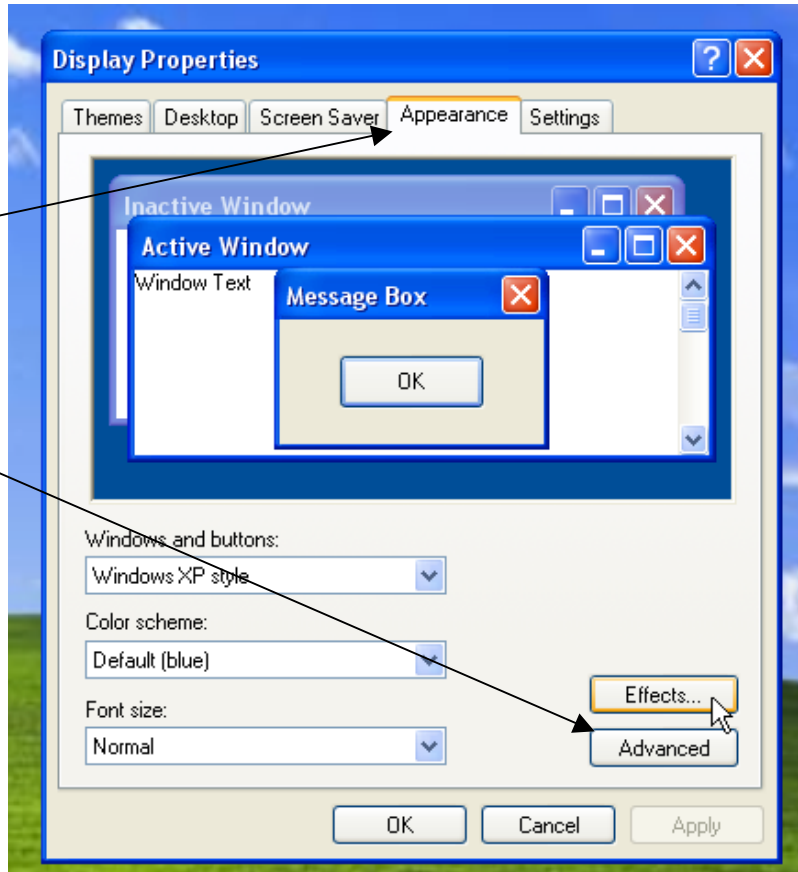
The text size displayed in the menus (and other places) can be changed to suit your requirements. **This section will just show how to change the Menu text size for all menu and 'break out' items:**

Like all Microsoft products there are a number of ways to carry out this process the easiest being as follows (NOTE: The same can be achieved by selecting the Display option within the 'Control Panel')

At the Desktop press the Right Mouse button and a screen similar to the one shown will appear:

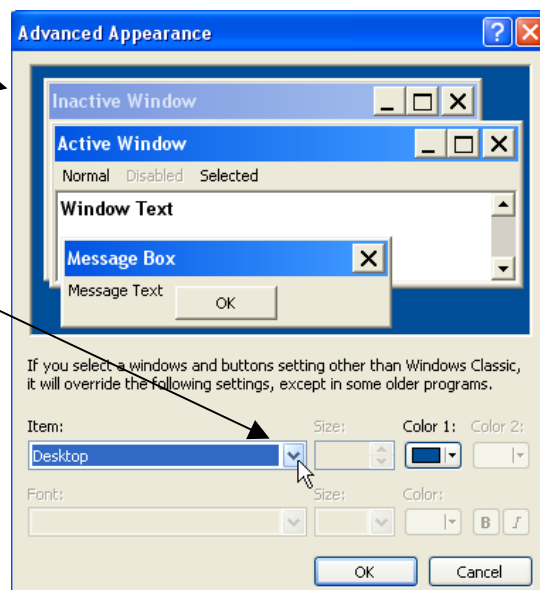
Select the **Appearance** 'Tab'

Now select **Advanced** by pressing the button



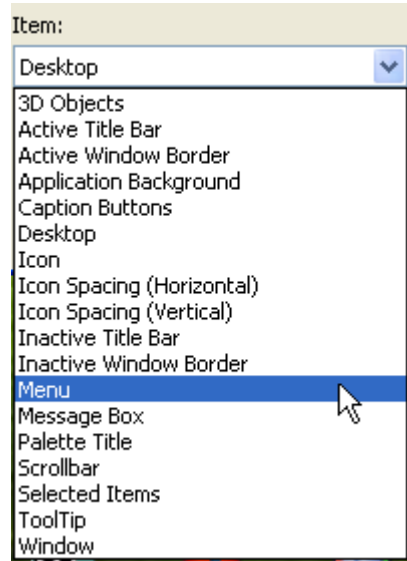
Window similar to the one shown will appear

Now click the Left Mouse Button On the 'Drop Down' arrow



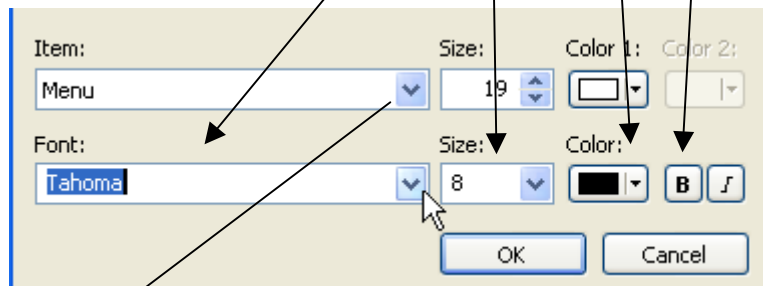
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A list of items to change will appear



Select **Menu**

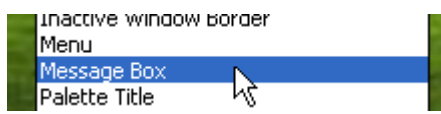
You can now change the Menu text to a different font – Size - Colour etc.



Click OK

Then OK when the next screen appears to change the menu text – the changes may take a short time to happen so be patient.

One other item you may like to increase the text size is in any message box that appears – select the next item on the list and carry out the same process



Shown is a sample of the 'Breakout' menu list in word for a Tahoma size 18 in Bold:

BACKGROUND COLOUR:

To change the background colour in Word etc. follow the above but this time select Window from the 'drop down' list and change the colour to suit your requirements

