

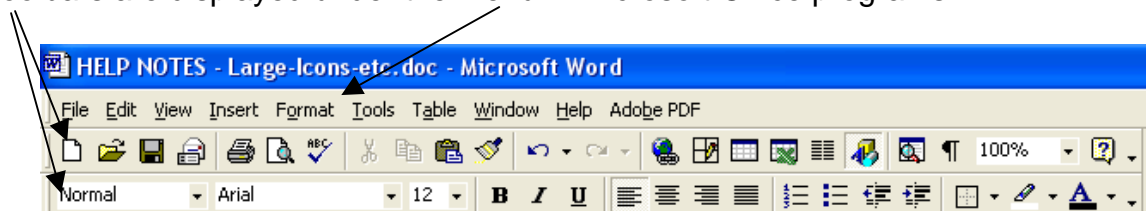
HELP NOTES

These notes are designed to enable users to change the settings and Menu text size etc. in:

(Microsoft Office) WORD

LARGE ICONS in the 'Toolbar':

Toolbars are displayed under the menu in Microsoft Office programs



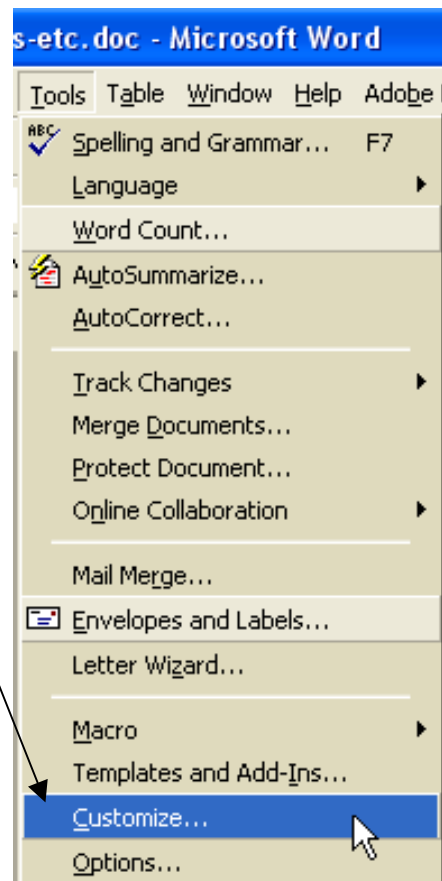
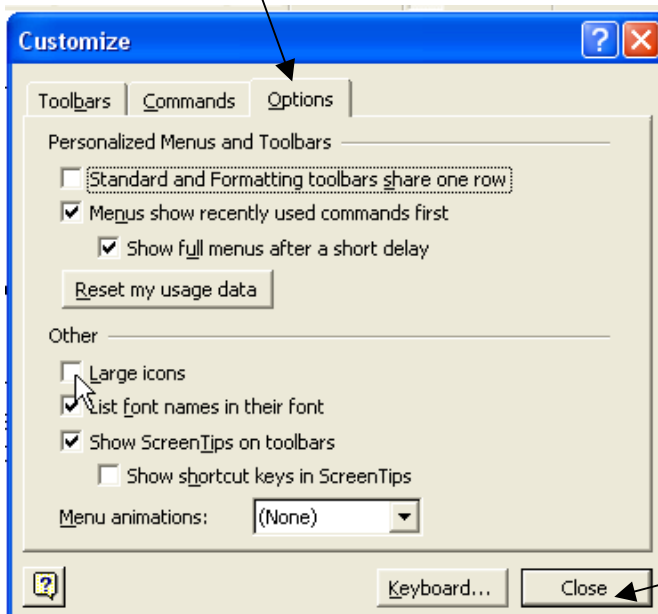
To change the size of the ICONS displayed in the 'Toolbars':

Select **Tools** from the menu

Select **Customize**

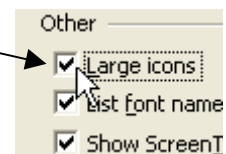
And a screen similar to the one shown below will appear:

Select the **Options** 'Tab'



Now click the left mouse button here – a tick will be inserted into the box

Now click **Close**



HELP NOTES

The Icons at the top of the page will now appear large – a sample is shown here



WINDOWS (Including WORD) ICONS and MENU TEXT:

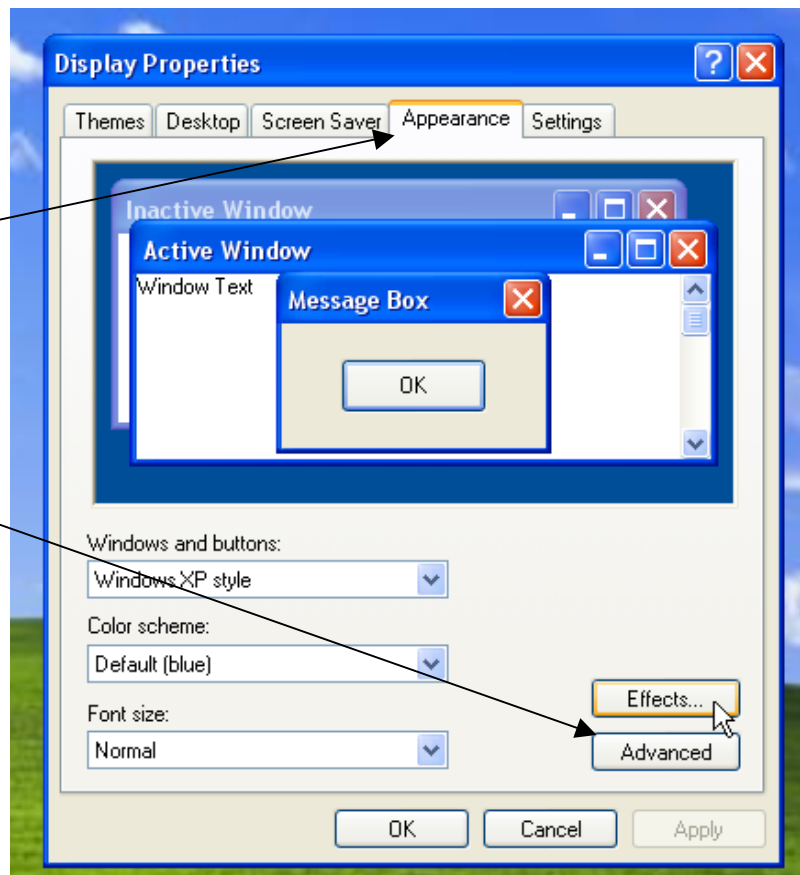
LARGER DESKTOP ICONS:

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

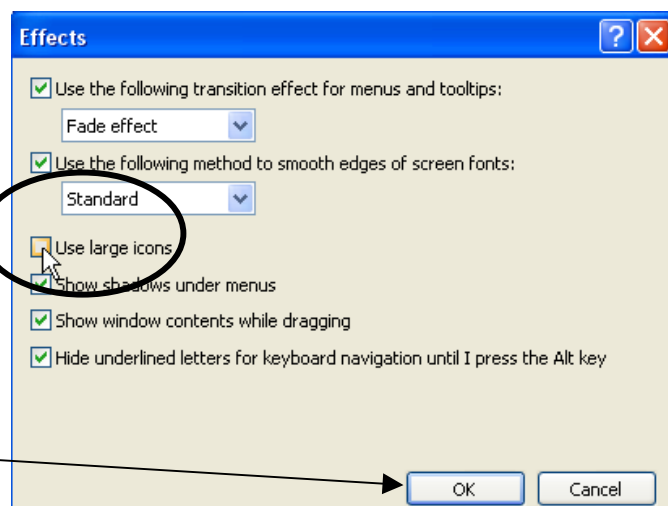


A window similar to the one shown will appear –

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**



HELP NOTES

LARGER MENU TEXT:

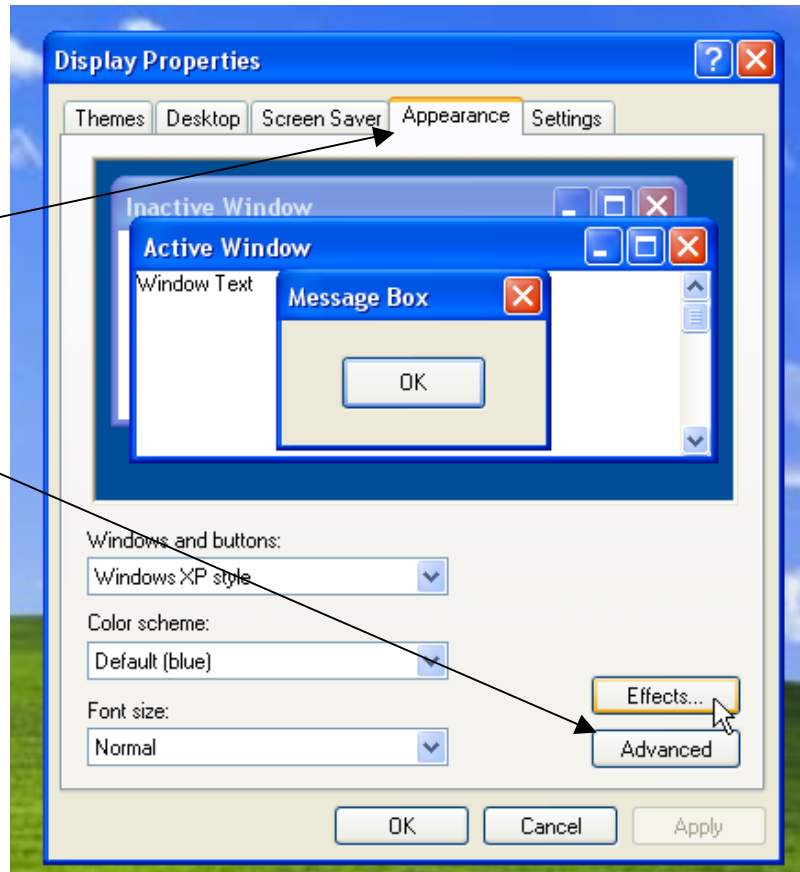
The text size displayed in the menus (and other places) can be changed to suit your requirements. **This section will just show how to change the Menu text size for all menu and 'break out' items:**

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:

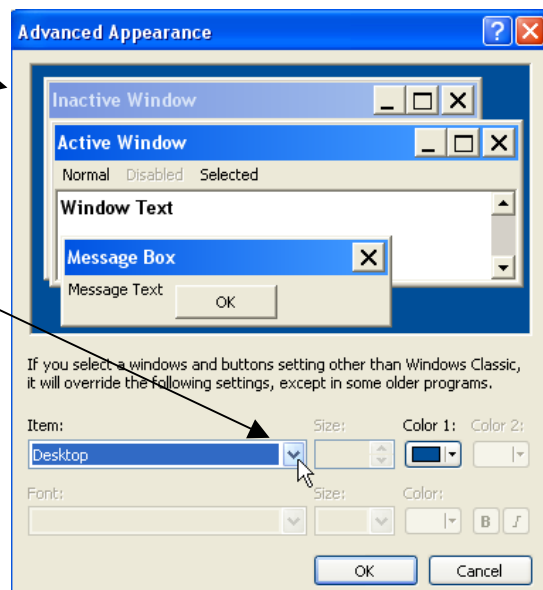
Select the **Appearance** 'Tab'

Now select **Advanced** by pressing the button



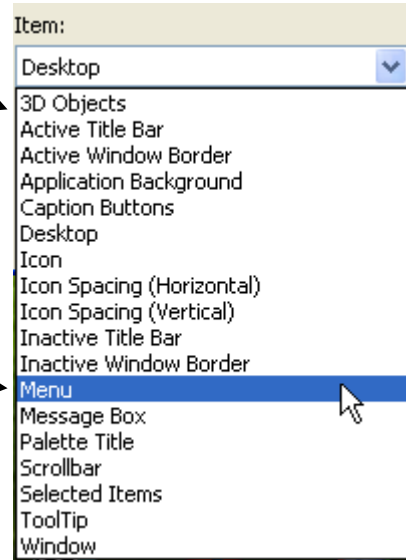
Window similar to the one shown will appear

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



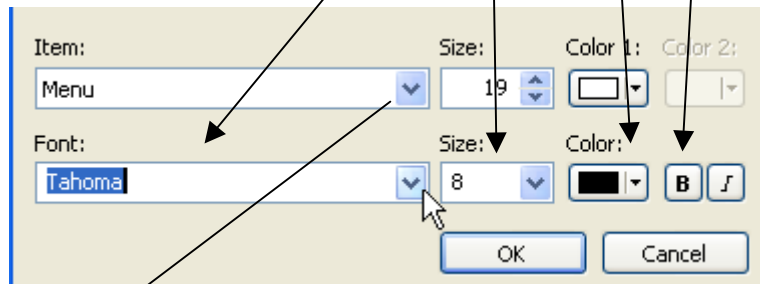
HELP NOTES

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

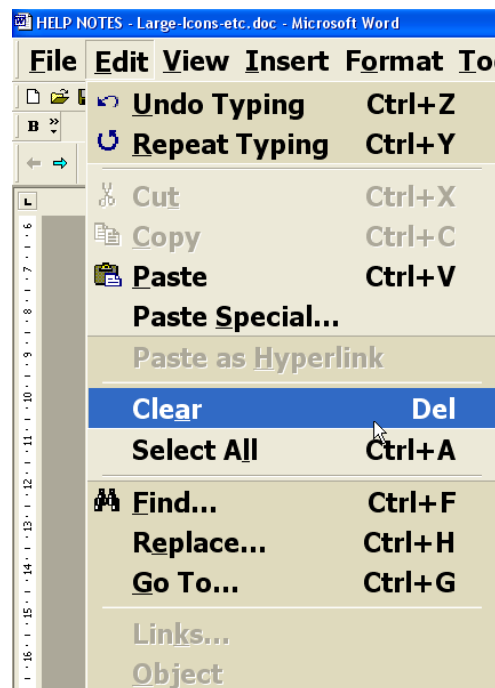


Shown is a sample of the 'Breakout' menu list in word for a Tahoma size 18 in Bold:

To adjust the 'background' colour of the displayed Window or Type area in WORD:

Follow the same steps as above

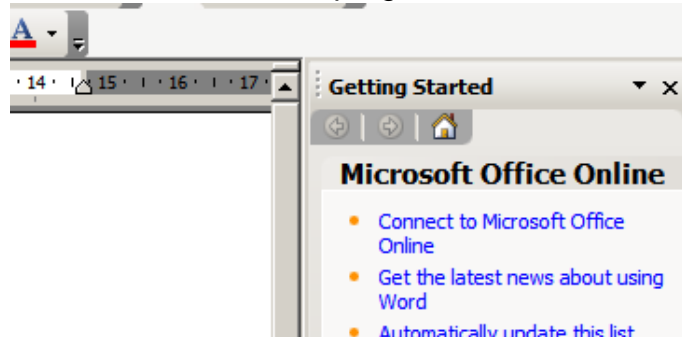
But this time select **Window** instead of **Menu**, then choose a colour e.g. Yellow and press **OK**



HELP NOTES

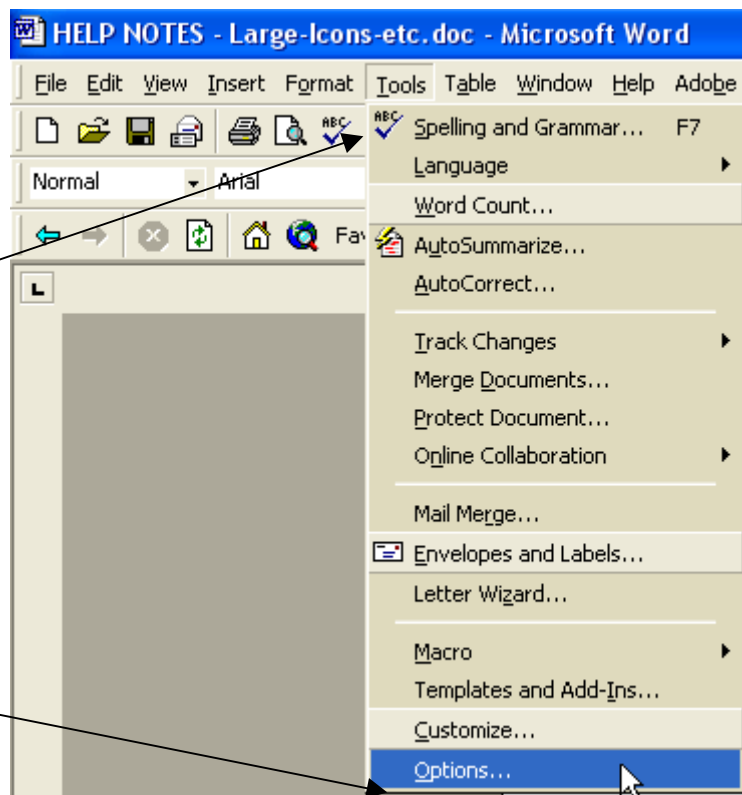
TURN OFF the 'Task Pane':

In **Microsoft Office 2003** and above, the 'Task Pane' is set to always appear on the right hand side of the screen in Microsoft Office programs and – See screenshot



To turn off this automatic display every time you open word which will give you more viewing area for your document:

Select **Tools**



Select **Options**

On the screen displayed select the **View** tab

Then click on the **Startup Task Pane** box to remove the tick as shown

Then Press **OK**

Close and reopen Word

