

TECHNOLOGY TIPS OF THE WEEK

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"Change is the end result of all true learning"

—Leo Buscaglia

Desktop Tip—Increasing Text and Item Size

The small text on computers may be a problem for many people but fret no more! Follow these steps to make your screen easier to read.

- 1. Click the "Start" button in the bottom left of your screen.
- 2. On the pop-up menu, click on "Control Panel".
- 3. Select the tab labeled "Appearance and Personalization".
- 4. Find the Display tab, and click the option, "Make text and other items larger or smaller" (see right).
- 5. Select "Medium-125%" to increase the text and item sizes.
- 6. Finally, click "Apply" at the bottom right.

Note: After clicking "Apply", you will be asked to log off.

► Control Panel ► Appearance and Personalization Panel Home Personalization Change the theme | Change desktop background and Security and Internet re and Sound counts and Family **Desktop Gadgets** Add gadgets to the desktop | Get more gadgets online ance and Restore desktop gadgets installed with Win anguage, and Region Taskbar and Start Menu Customize the Start menu | Customize icons on the ta Ease of Access Center

iPhone/iPad Tip—Changing Text Size and Boldness

Do you ever find that the words on your device are a bit difficult to read? No problem, just change the text size and/or boldness!

- First, click on the settings icon in your homepage.
- 2. Scroll slightly down and select "Display & Brightness"; it is located directly below "General".
- 3. Click on "Text Size" (see right).
- 4. Drag the slider to the right to increase text size and to the left to decrease text size.
- 5. In the previous screen, click on the "Bold Text" option to make your device's text stand out more (see right).

