## --- title: Zooming In and Out (1.3b)

In this video we will learn how to change the size of text in a Paratext window panel.

### Using the menu

* Click the **≡ menu** button on the title bar.
  + *Under View, there is a command* ***Zoom*** *with the current zoom level displayed and* ***-*** *and* ***+*** *either side*.
* To make the text look bigger, click **+**.
* To make the text look smaller click **-**.
* Click in the window to close the menu.

### Return to original text size

* Open the menu for the project.
* In the zoom control, select the zoom level number
* Type “**100**”.
* Press **ENTER**.
* Click on the window to close the menu.

### Keyboard shortcut

* **Ctrl+** increase **Ctrl-** decreases it.

Zoom factor is remembered when you reopen that project.

:::tip

Only affects your computer not other members. :::