

CHANGING THE SIZING OF APPLICATIONS MAC OS X readability

The issue of sizing on our new computers can be changed. However, it might be different for each application.

FIRSTCLASS:

on the menu bar click on format
scroll down to size
scroll over and you may choose a font by the numbers or
continue to select larger and gradually move up.

WORD:

On the menu bar there is a **100%**
choose a greater % zoom (there is a pull down menu or you
may type a particular number
(I chose 200% and liked that size)
Now you might not be able to see the whole page
On the extreme lower right hand corner

EXPLORER: (PROGRESSBOOK)

To view your pages in a larger font press and hold
ctrl apple +
at the same time
This should help with viewing ProgressBook.

SAFARI:

To view your pages in a larger font press and hold
Apple and + sign
At the same time
This should help with viewing ProgressBook