

## **Macintosh Learning Center**--- *Shell Weinberg*

*Third Floor, Southeast corner*

*Laguna Woods Village Community Center*

*Laguna Woods Town Centre*

*Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday*

### ***Making the type size larger...***

***using OS 10.4 • using the Internet • using Mail***

When navigating in **Operating System 10.4** (works with other OS's also) you can change the size of type, *and everything else on your screen*, by selecting a different **Resolution**. Go to the Apple menu, select System Preferences, look for the Hardware section & click on Displays... this opens a dialog window, click on the Display tab, then click on one of the lower **Resolution** formulas. Change happens immediately.

When using OS 10.4 you can also consider a special program called **Universal Access**. It is designed to assist folks having extreme difficulties seeing, hearing, keyboarding or mousing. It is rather sophisticated and requires some training for actual use. Go to the Apple menu, select System Preferences, look for the System section & click on the the **Universal Access** icon... this opens a dialog window offering you various preferences and options.

When active in any Word Processing program you will always have a Font Size menu available for changing the type size in your open document. One example is **TextEdit**... go to Format menu, select Font, in the submenu select **Show Fonts**... this opens a dialog window offering you a **size list**. When using WP in **AppleWorks**... go to Text menu, select Size, a menu drops offering **size selection**. Keep in mind you must **highlight the text** in your document first to make a size change, or, make the size choice before beginning a document and then start doing the typing.

When connected to the **Internet...** (*using Safari 2.0, however other Browsers should also have a similar feature*) go to the **View menu**, select Customize Address Bar, sheet drops offering various preferences, drag **Text Size** button into the toolbar, then click on small A or large A to make type size change. This will change the size of type on the page you are currently viewing. *Note...* this **does not change** the default setting. When you Close the window and open again you will find the default setting has been restored.

To change default, still using Safari 2.0... go to the Safari menu, select Preferences, a dialog window appears, click on Appearance, make your type size selections. *Note...* this **does change** the default and your computer will remember this as your preferred type size for viewing Internet pages.

When connected to the **Mail 2.0** program... go to **View menu**, select Customize Toolbar, this will drop a sheet showing toolbar buttons, now drag the button **Smaller Bigger** into the toolbar, then click on small A or large A to make a type size change. *Note...* this **does change** the default setting for that particular document. When you deselect that message and select it again you will find your changed size intact.

To change defaults, still using Mail 2.0... go to Mail menu, select Preferences, dialog window appears, click on Fonts & Colors button, then make your type size selections. Notice there is one entry for the **List size** and one for the **Message size**. *Note...* this **does change** the defaults and your computer will remember them as your preferred type sizes for viewing Mail lists and messages.

As I have mentioned many times there is usually more than one way to do just about everything on the Mac computer... and so it is with type size changing. This column should still be helpful for most Mac users.