

Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Village Community Center, 3rd floor

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

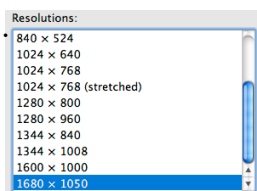
BIGGER or SMALLER

... Some ways to change the font size

If you have difficulty reading the text on your screen, because it is too small, I am going to offer some helpful ways to make it bigger. Keep in mind, there are many ways to do this and my suggestions may work for you in one application but may not work the same way in all programs.

First of all, you should understand that the **overall size** of the images on screen appear big or small according to **Resolution**.

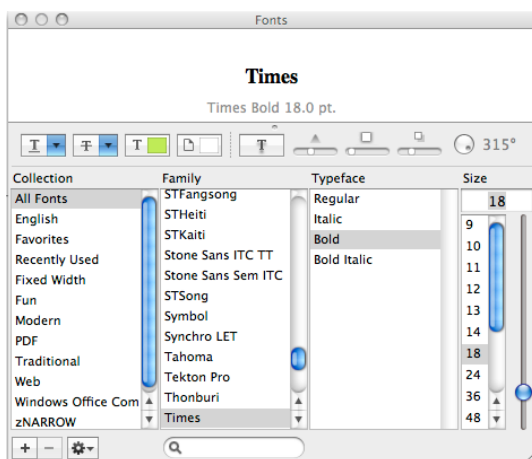
(Path to view this list..... drop the Apple menu, click System Preferences, click on Displays, select a Resolution)



Smaller formula will give you **bigger images**. Larger formula will give you **smaller images**. Click on a formula makes immediate change.

Now we'll talk about **changing the text only**. If using a word processing program, such as *Pages*, the **Fonts window** is always available.

Highlight the text you want to change, then press/hold **command** then press **T**, click on a **Size**, the size changes immediately.

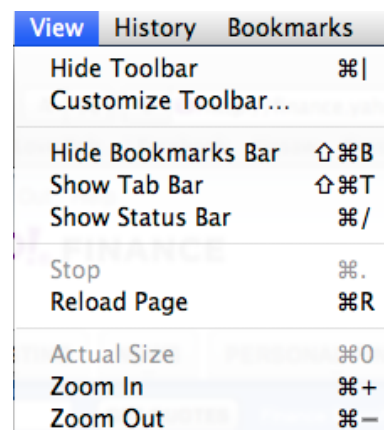


If you are working on a document while open in *Pages*, you can change the font size by dropping the **View menu**, select **Zoom**, sub-menu appears, click **Zoom In** or **Zoom Out**. Notice the lower left corner of the window where it tells you the **percentage** of Zoom. **Be aware**, that even though you may be viewing bigger type on the screen, when sending the document to a printer the type will actually print regular (100%) size.

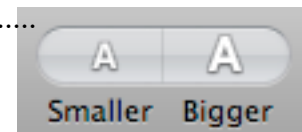
When you are on the **Internet**, viewing a web page... to make the type **bigger** press/hold **command** and then press **+ key**. Likewise, to make type **smaller** press **- key**.



Another way to do this would be to drop the **View menu**, click **Zoom In** or **Zoom Out**.



When you are using the **Mail** program and looking at email messages, if you have this item on the **Toolbar**..... you can simply click on **Smaller** or **Bigger** to change type size.



To put this item on the **Toolbar**, drop the **View menu**, click on **Customize Toolbar...** then **drag the item** onto the Mail **Toolbar**.

When you would like to change the **font size** of **icon titles**, or maybe the list of **titles** in a **Finder window**... drop the **View menu**, click on **Show View Options**, select a **Text size**. The change will be immediate.