

How to Correct the Zoom for Large or Small Print

Praised be Jesus, Mary, and Saint Joseph, now and forever. Some people are having a problem in seeing real large print when they open a document created by another person on that person's computer. Usually it is not exactly a problem with the font POINT size, but rather with the ZOOMED size. While working on a Macintosh computer that I once owned I usually zoomed all documents up to about 315%, while using Microsoft Word. While I was using that Macintosh computer that 315% zoom percentage looked very nice on the monitor screen. However, if I now open one of the older files composed on that Macintosh computer it is usually still zoomed at about 315%, and therefore it does not record properly on the monitor I now use. It is way too big although it might only be 12 POINT font size. Therefore, I usually just reset the Zoom down to about 200% or 220% and then it looks great on this monitor. Nevertheless, the monitor I now use might still be different than yours and therefore, some people who open documents I created might still need to re-zoom the documents to about 100% or whatever percent of zoom looks best on their monitor.

You might now be asking, how do I correct the ZOOM size? With this new computer I started using Windows 7 as the operating system. If that is what you are using I believe you can correct it by clicking on the VIEW tab at the top, and then toward the middle of the ribbon will be a place to adjust the zoom to whatever percentage you like. If you are using Windows XP as your operating system, the procedure is about the same. If I remember correctly, click on the VIEW tab and then the ZOOM from the drop-down menu. If you know how to run the keyboard instead of using the mouse, the keystroke commands are the same for both operating systems. Simply hold down the alt key and then tap V + Z. That keystroke command will pull down the VIEW menu and then go to the ZOOM window so that you can set whatever percentage size ZOOM you like. I hope this helps those

who did not know how to fix the problem(s) of sometimes having the print look too large or too small on their monitor.

Did you know that when you are on most websites you can usually change the size of the words and pictures (the Zoom) by holding down the Ctrl key and rolling the wheel on your mouse? You can also use the Keyboard and hold down the Ctrl key and then the + (plus) or the - (minus) keys next to your backspace key and the number 0 key.

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