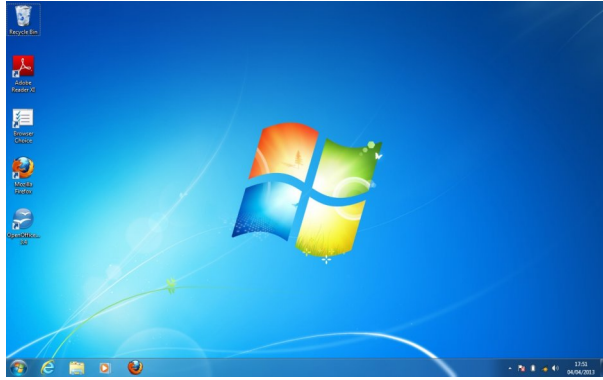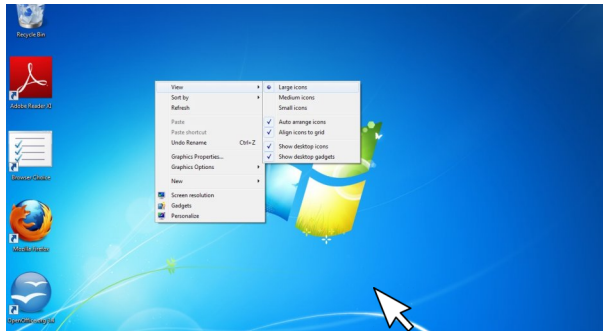# Hampsthwaite Online : enlarging icons and labels
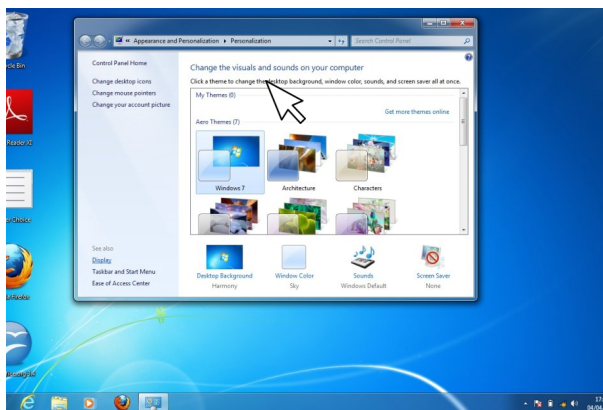

The DeskTop (Windows 7)

- This is set by the main *'engine room'* of the computer - i.e. its **Operating System** (e.g. Windows 7, Vista or XP)
- Position the **Pointer** somewhere on the DeskTop then click the **right hand** *Mouse* or *Touch Pad* button to show a menu of what can be changed.
- Note that here you can choose to **Arrange Icons** - e.g. automatically if you select this.
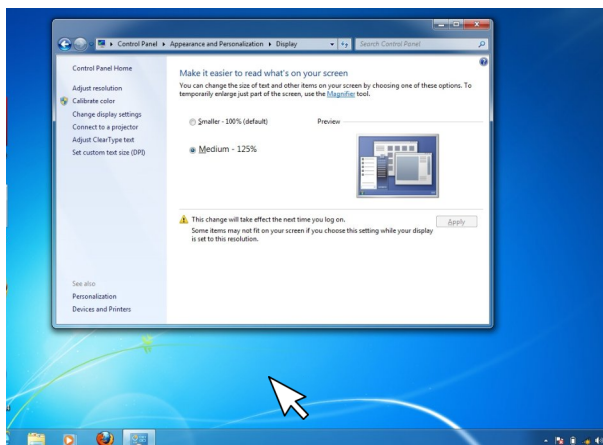
The Desk Top - Icons

- Here you can select Large, Medium or Small icons - try them to see which you prefer.
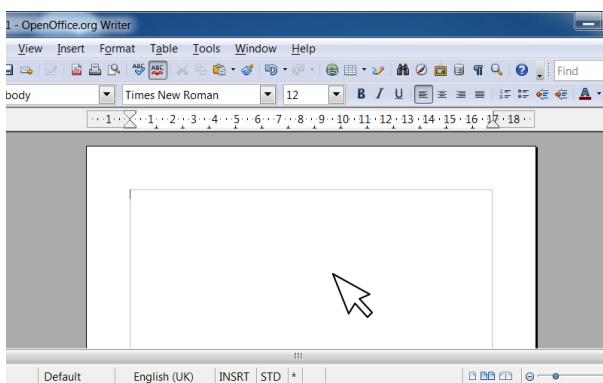
The Desk Top - Appearance

- Click on the **Personalise** at the bottom of the menu list
- Here you can experiment with various different colour themes
- Click on the **Display** to change Font size.

The Desk Top - Text size

- Clicking on **Display** will reveal the Text Size dialogue box where you can choose a larger size - if you don't like any of these changes you can always undo them later by following the same procedure.
- Note that you will have to Log Off and Log On again before the changes can take effect.

Software Applications - enlarging and reducing

- If you have **Mouse** connected, you can very quickly **Zoom** in and out by holding down the **Ctrl Key** and rolling the **Mouse Wheel**.
- The **Software Application** may show a scale indicator at the bottom right of the screen and this can be used to reset to 100% for example