

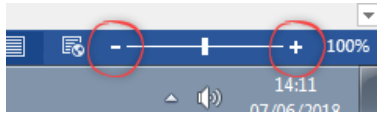


Document Magnification

How do I magnify my document on screen?

Changing the zoom level only affects how your file looks on screen NOT how it will print.

1. Click the '+' or '-' button on the zoom slider to increase/decrease magnification.



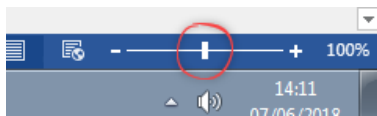
OR

Click and drag the slider icon to move it towards the '+' and '-'.



OR

Click on the slider line to increase/decrease magnification.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk