

## INSTRUCTIONS FOR CHANGING TEXT SIZE

### INTERNET EXPLORER

1. On the menu bar select View
2. Go to Text Size
3. Click on one of the five choices on the right

OR

### NETSCAPE

1. Choose menu item View
2. Select Text size
3. Click on one of the choices at the right

## Enlarging PDF Documents

1. Open the PDF File.
2. Across the top of control bar is a drop down box with percentages.
3. Click on the drop down box and select the percentage to meet your needs.
4. Large percentages will provide large fonts.

OR

1. Open the PDF File
2. Find the + or – buttons at the top of the document.
3. The + will increase the size of the font and the – will decrease the size of the font.

Remember if you enlarge the font size you will have to use the arrows on the right side and bottom of the document to move it up, down, left and right.