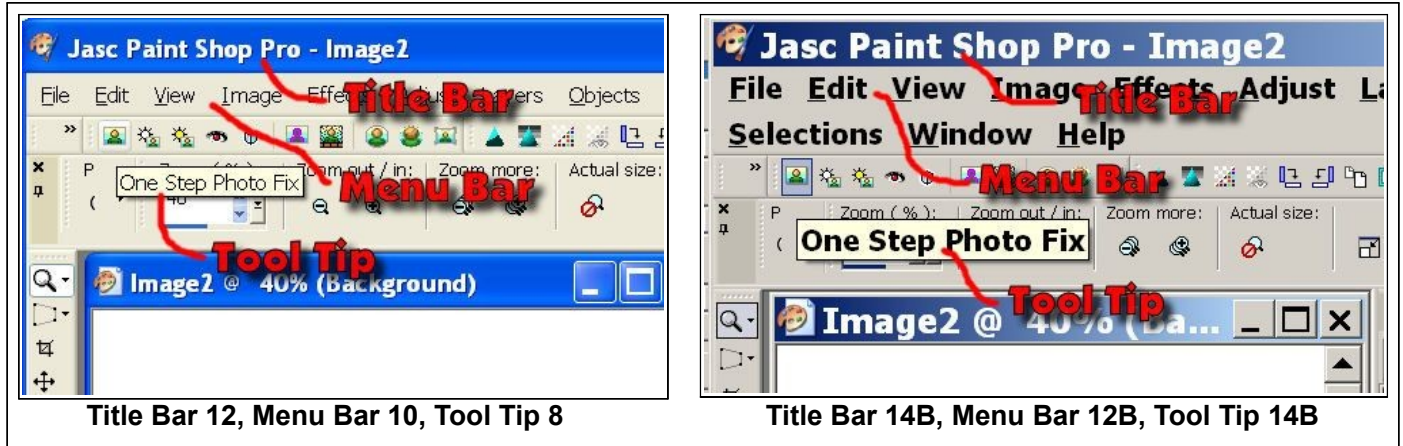


# Adjusting Windows Fonts

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Some folks find the default font size used by Windows to be too small for easy reading. It is possible to control the font used by various Windows features.



The illustrations above show the same program running in Windows XP with different font settings. The first shows a program window (Paint Shop Pro) with the noted appearance font settings for the **Title Bar**, **Menu Bar**, and **Tool Tip**.

The second illustration shows the same program with appearance settings changed to a larger bold font.

This illustrates how readability can be improved by changing Windows appearance settings. The following article is provided to demonstrate methods for improving text readability by adjusting Windows fonts. First, a brief review of Windows fundamentals.

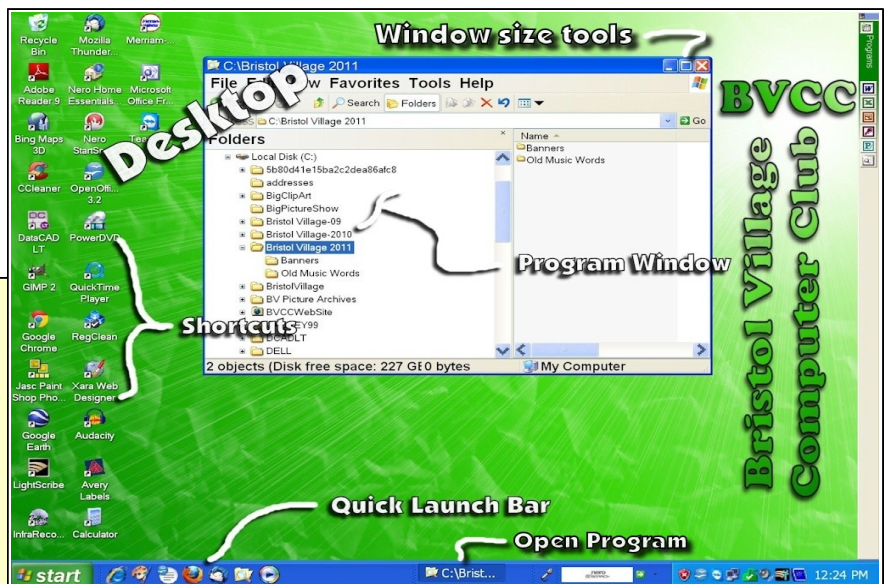
## Windows XP Fundamentals

The concept of the *Windows* operating system is that each application program runs in a *Window*, and *Windows* appear on the *Desktop*. Most applications contain a standard set of features.

The illustration shows a Windows XP *Desktop*. This *Desktop* illustrates several typical Windows features.

- **Desktop**: This *Desktop* can display a custom background picture.

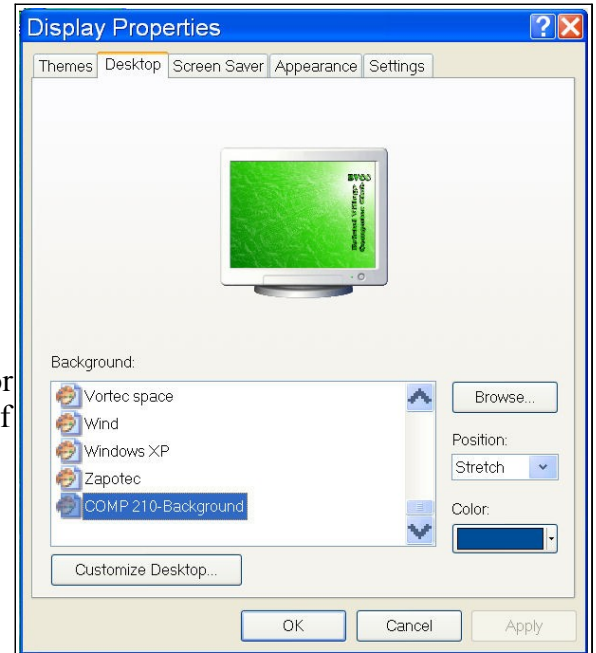
The Desktop **Background** picture is some times known as wallpaper. In Windows XP, the picture can be changed by right clicking in an empty area of the Desktop, selecting **Properties** from the pop up context menu, selecting the Desktop tab in the **Display**



## Adjusting Windows Fonts

**Properties** dialog box, and then selecting the desired **Background** image. Use the **Browse** option to select an image that does not appear on the list. Any digital image can be used as wallpaper.

- **Shortcuts:** Shortcuts can be added to the Desktop to provide double left click access to programs, folders, or links to Internet sites.
- **Quick Launch Bar:** The Quick Launch Bar can be turned on or off. It provides one-click access to programs.
- **Program Windows:** In this example one program window is open. Program windows can cover all or part of the Desktop. The upper right corner of the program window has tools to maximize, maximize, or close the window. The center area of the lower part of the display where the **Quick Launch Bar** is shows what windows are open. When a program window is minimized, it can be opened by left clicking on its icon on the taskbar that appears across the lower part of the display..

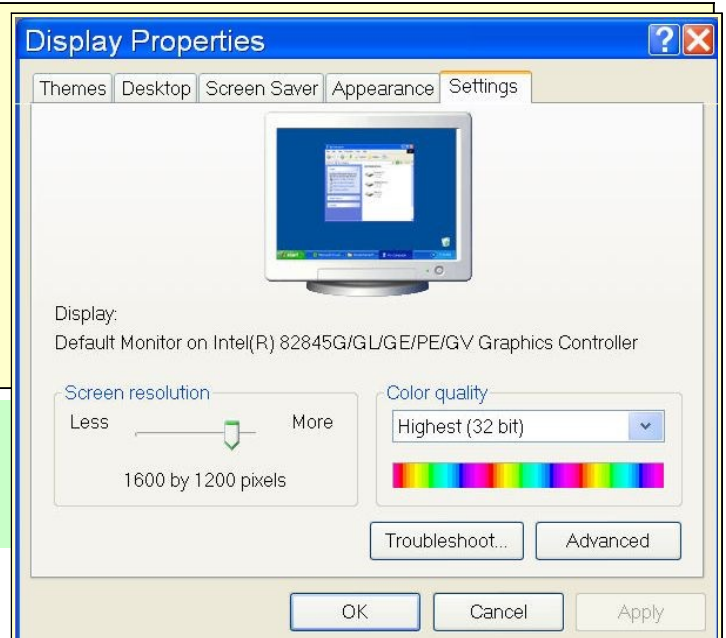


## Text Readability

Some folks find the default font size used by Windows too small for easy reading. It is possible to control the font used by various Windows features. Before making any changes to the Windows font settings, it is a good idea to set the screen resolution to the native resolution of the monitor. For Windows XP, if the monitor resolution is unknown, you can determine it by *Googling your monitor model*, specifications.

Some folks reduce the screen resolution in order to make the text appear larger. Because most programs are now designed for a fairly high resolution, and because modern display technology allows for higher resolutions, it is better to adjust the resolution to the native resolution of the monitor. The techniques discussed here provide methods for increasing text readability on high resolution displays.

✓ \_\_\_ To set the resolution in Windows XP, Right click in an empty area of the Windows Desktop and select **Properties** from the pop up context menu.

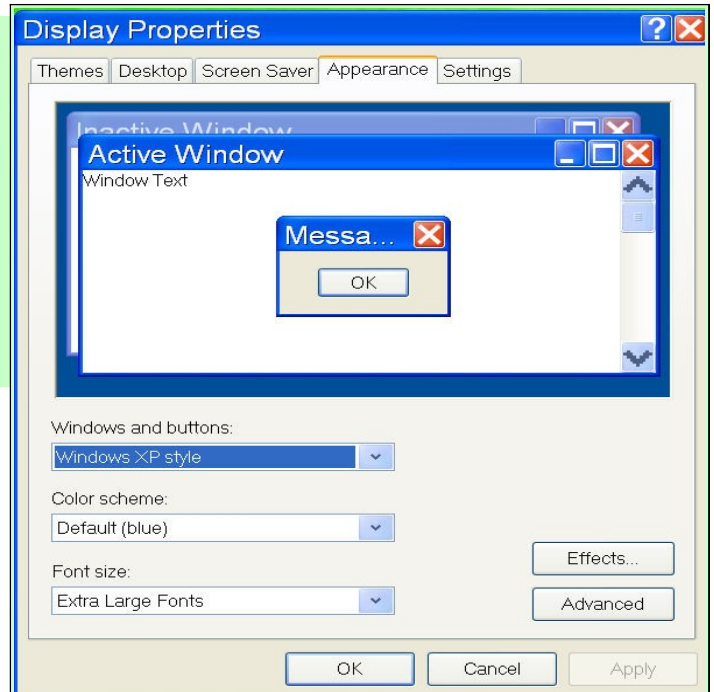


- ✓ Select the **Settings** tab from the **Display Properties** dialog box and use the slider to adjust the desired screen resolution.

### Changing Windows XP Fonts

- ✓ \_\_ Right click in an empty area of the Windows Desktop and select **Properties** from the pop up context menu. This opens the Display Properties dialog box.
- ✓ \_\_ Select the **Appearance** tab in the Display Properties dialog box.
- ✓ \_\_ Select the small arrow on the right side of the **Font Size** option to open the font size list. Select the desired font size, and then select **OK**.

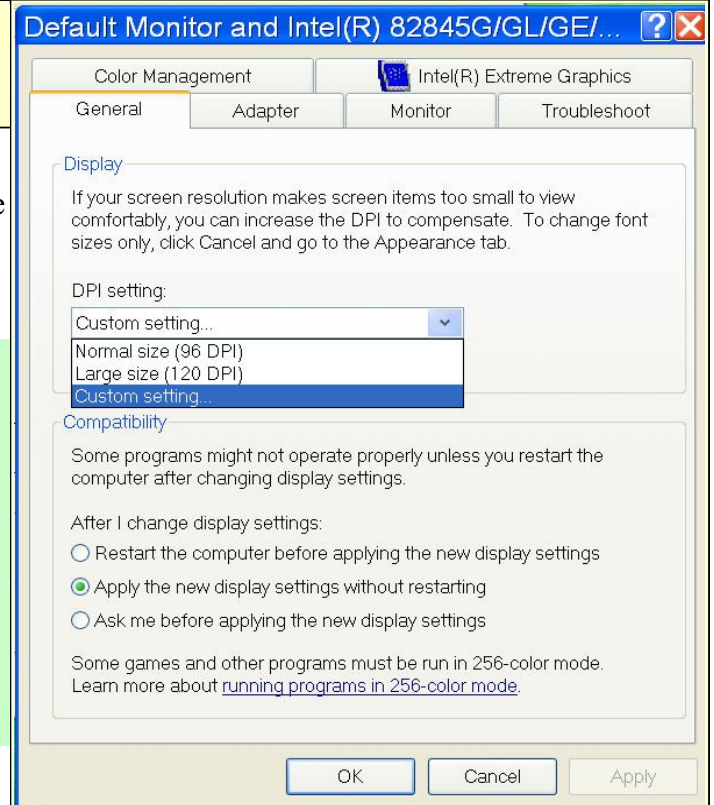
The illustration here shows that the **Extra Large Fonts** option has been selected in the **Display Properties, Appearance, Font Size** options.



**NOTE:** If the computer is set to allow for more than one user to log on, the Windows settings have to be adjusted separately for each user.

There is a way to control the number of dots per inch used by windows fonts. Here is how to change this setting in Windows XP. If the text on your desktop is smaller than desired, use this technique to increase the font size.

- ✓ \_\_ To change the font dots per inch in Windows XP, Right click in an empty area of the Windows Desktop and select **Properties** from the pop up context menu.
- ✓ \_\_ Select the **Settings** tab from the **Display Properties** dialog box.
- ✓ \_\_ Select the **Advanced** tab in the **Display Properties, Settings** dialog box to open the **Default Monitor** dialog box. Then select the **General** tab.



## Adjusting Windows Fonts

When you click on the arrow on the right side of the DPI setting list box, a list will show the setting options. The Normal (default) setting is 96 DPI, There is also a 120 DPI choice. If 120 is still not large enough, it is possible to enter a custom DPI size. If the DPI size is set too large, some features of some program windows may not fit on the display. On some high resolution monitors (1600x1200 or 1920x1080) I have found that 135 DPI works well for me.

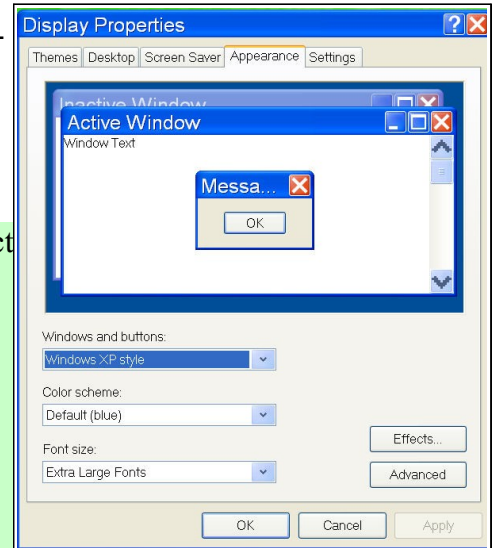
When changes have been made to the DPI setting, *the computer has to be restarted* before the changes will be made.

### Changing Fonts for Specific Windows Areas

It is possible to change the font size of different parts of typical windows displays. For example, the font used for the title bar or menu bar areas. (Some programs take over the display and do not use standard windows features.)

Here is how to adjust fonts used by Windows XP.

- ✓ \_\_ Right click in an empty area of the Windows Desktop and select **Properties** from the pop up context menu. This opens the **Display Properties** dialog box.
- ✓ \_\_ Select the **Appearance** tab in the **Display Properties** dialog box.
- ✓ \_\_ Select the **Advanced** option in the **Display Properties, Appearance** dialog box to open the **Advanced Appearance** dialog box.

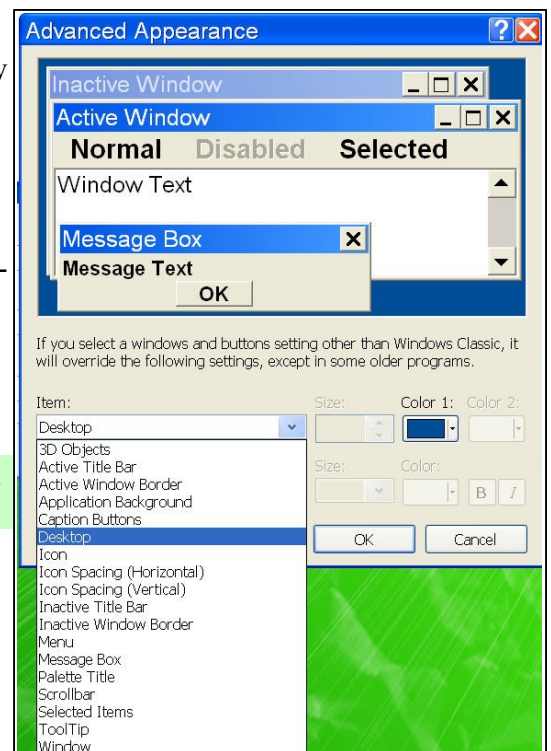


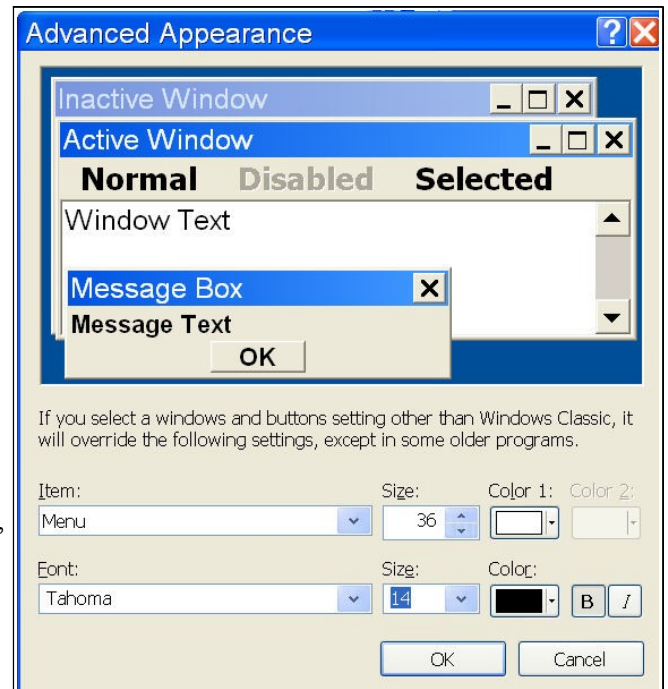
This opens the **Advanced Appearance** dialog box. The upper portion of the **Advanced Appearance** dialog box illustrates how some parts of typical program windows will appear using the current settings. However, not all settings are shown. For example, the font used for text under desktop shortcuts is not shown in the **Advanced Appearance** dialog box

The lower part of the dialog box has a list box (open in the illustration) that provides for making changes to various appearance items.

The following steps demonstrate how to change fonts used for program window **Menus**.

- ✓ \_\_ Select **Menu** from the **Item** pop down list in the **Advanced Appearance** dialog box.





In the **Advanced Appearance, Menu** dialog box example, you can observe that the **Menu** size is set to **36**, the **Font** is set to **Tahoma** size **14**, **black** color and **bold**.

The font setting for most appearance items are set in a similar fashion. Some of my personal preferences are as follows:

Item	Font Size	Style
Menu	12	Bold
Message Box	11	Bold
Tool Tip	13	Bold

I also set the **Icon** size to **40** with horizontal and vertical spacing to **90**. I accept the Windows standard for the other items. You might experiment to determine what settings best suit your eyes.

Once the settings have been changed, do the following:

- ✓ **\_\_** In the **Advanced Appearance** dialog box, select **OK**.
- ✓ **\_\_** In the **Display Properties** dialog box, select **Apply**. Then select **OK**.

If you get strange or unacceptable results, you can always select a standard style from the **Display Properties** dialog box to return to the default settings.

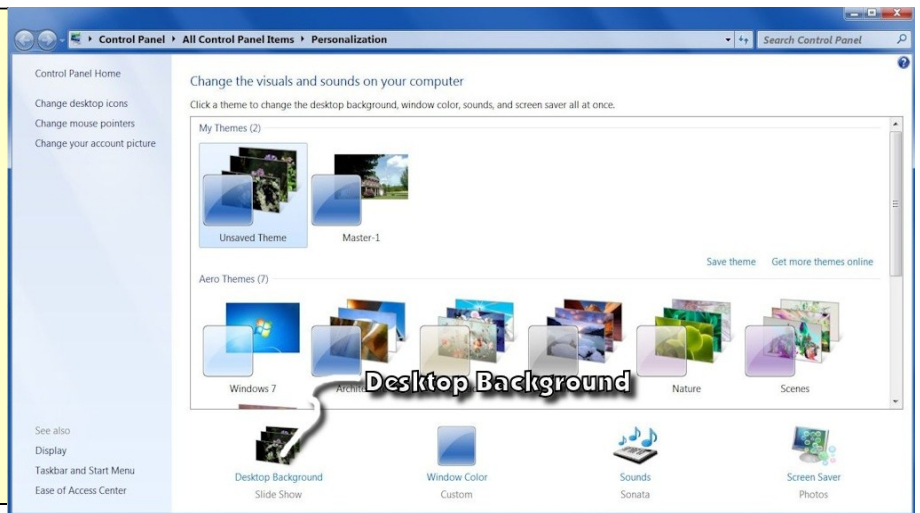
# Windows 7 Fundamentals

The illustration shows the Windows 7 *Desktop* of the Webmaster Workstation that is being used to write this newsletter. This *Desktop* illustrates several typical Windows features.



- **Desktop:** This *Desktop* has a custom background picture.

The Desktop **Background** picture is some times known as wallpaper. In Windows 7, the picture can be changed by right clicking in an empty area of the Desktop, selecting **Personalize** from the pop up context menu, selecting **Desktop Background** and then selecting the desired image. Use the **Browse** option to select an image that does not appear on the list.



## Adjusting Windows Fonts

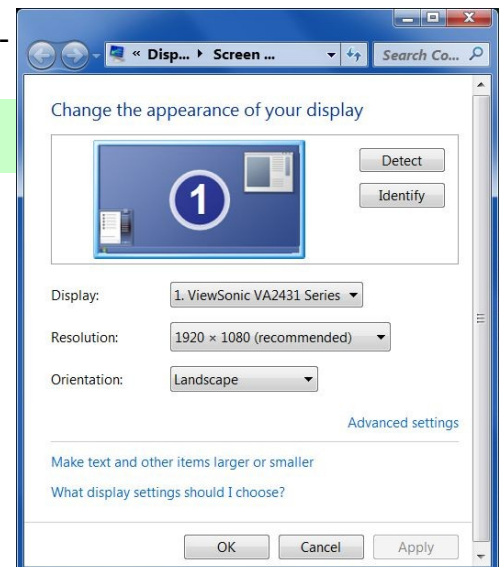
In Windows 7 it is possible to create a background slide show by selecting several images and have them change using a fixed time interval.

- **Gadgets:** Windows 7 provides for adding Gadgets. In the earlier illustration a clock and a weather monitor have been added to the Desktop. (The weather monitor requires an active Internet connection.)
- **Shortcuts:** Shortcuts can be added to the Desktop to provide quick access to programs, folders, or links to Internet sites.
- **Quick Launch Bar:** The Quick Launch Bar can be turned on or off. It provides one-click access to programs.
- **Program Window:** In the above example one program window is open.



Windows 7 will usually determine the recommended display resolution automatically. To see the current resolution, do the following:

- ✓ **Right click on an empty area of the desktop. Then select Screen Resolution from the pop up context menu.**

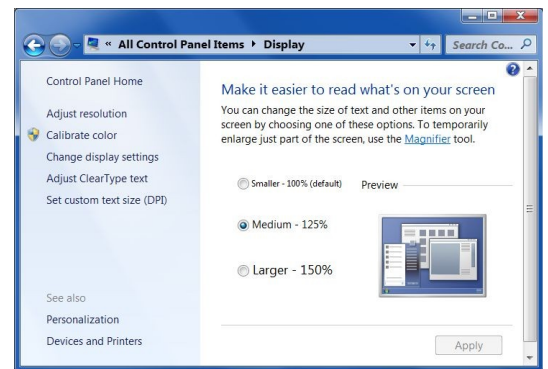
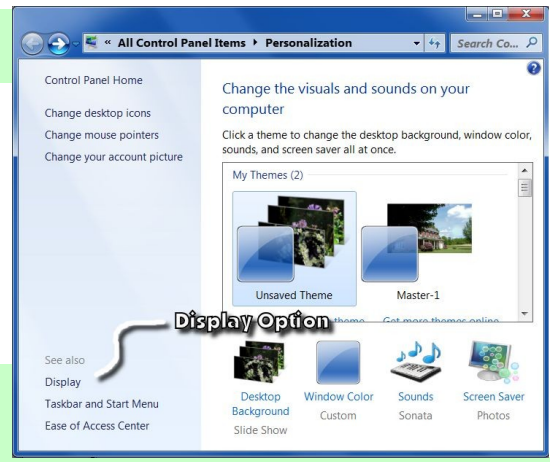


## Adjusting Windows Fonts

### Changing DPI (Dots Per Inch) for the Windows 7 Display

✓ \_\_ Right click on an empty area of the desktop. Then select the **Display** option from the pop up context menu.

✓ When the **Display** dialog box opens, select the desired DPI option. (Note that there is also a custom text size option available.)



### Changing Fonts for Specific Window 7 Areas

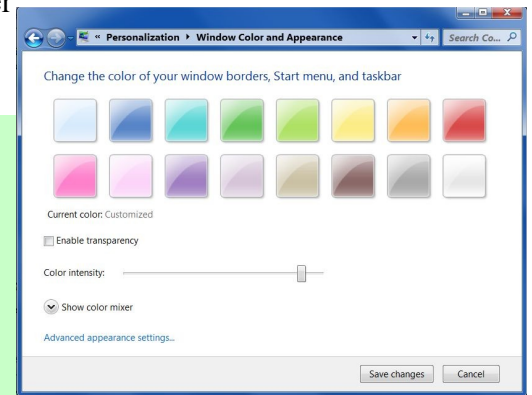
It is possible to change the font size of different parts of typical windows displays. For example, the font used for the title bar or menu bar areas. (Some programs take over the display and do not use standard windows features.)

Here is how to adjust fonts used by Windows 7.

✓ \_\_ Right click in an empty area of the Windows Desktop and select **Properties** from the pop up context menu. This opens the **Display Properties** dialog box.

✓ \_\_ Select the **Window Color** option in the **Personalization** dialog box.

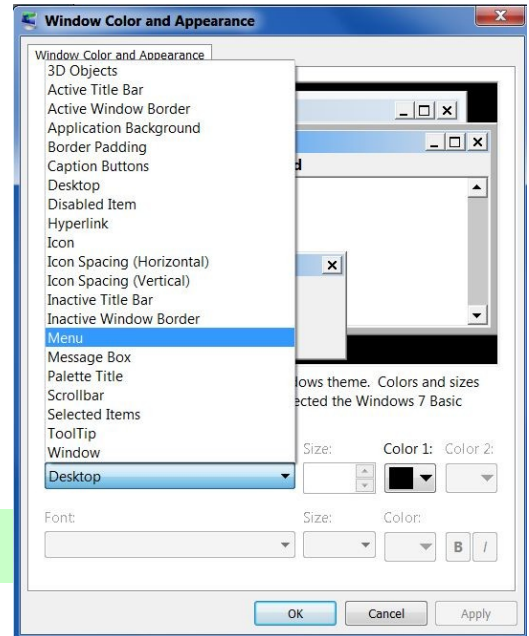
\_\_ Select the **Advanced appearance settings** option in the **Window Color and Appearance** dialog box.



This opens the **Window Color and Appearance** dialog box. The upper portion of the dialog box illustrates how some parts of typical program windows will appear using the current settings.

However, not all settings are shown. For example, the font used for text under desktop shortcuts is not shown in this dialog box

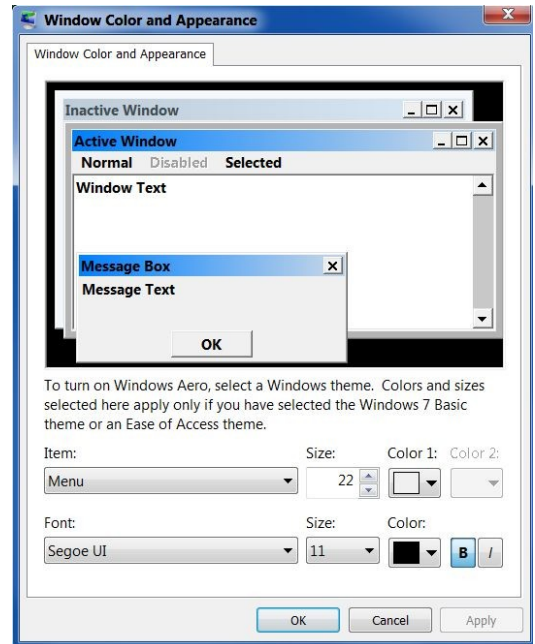
The lower part of the dialog box has a list box (open in the illustration) that provides for making changes to various appearance items.



The following steps demonstrate how to change fonts used for program window **Menus**.

- ✓ **Select **Menu** from the **Item** pop down list in the **Window Color and Appearance** dialog box.**

In the **Advanced Appearance, Menu** dialog box example, you can observe that the **Menu** size is set to **22**, the **Font** is set to **Tahoma** size **11**, **black** color and **bold**.



The font setting for most appearance items are set in a similar fashion. Some of my personal preferences are as follows:

Item	Font Size	Style
Menu	12	Bold
Message Box	11	Bold
Tool Tip	13	Bold

I also set the **Icon** size to **40** with horizontal and vertical spacing to **80**. I accept the Windows standard for the other items .You might experiment to determine what settings best suit your eyes.

- ✓ **You can check the affect of changes by clicking on the **Apply** button.**

## Adjusting Windows Fonts

✓ \_\_ When you have finished making appearance changes, select the **OK** button to close the dialog box.

By taking control of the display properties of your computer you can make things easier to read and improve your computing experiences.