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Changing screen properties

If you want to change the look of your desktop Right-click on a clear area, then click ***Properties***:

You can also change display properties from the Control Panel. From the Start menu, choose Settings. From the Settings menu, choose Control Panel:

In the Control Panel window, double-click on

to open the Display Properties dialog box.

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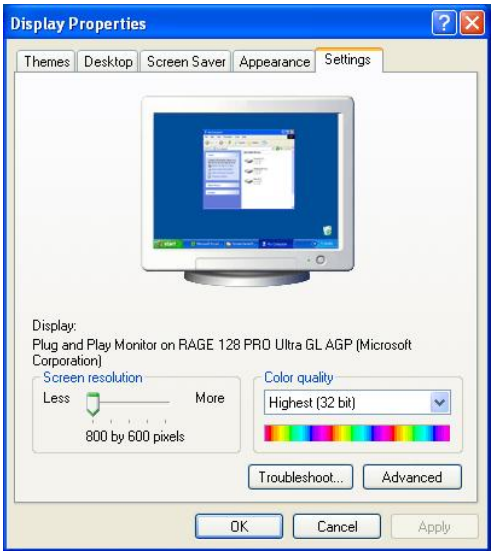
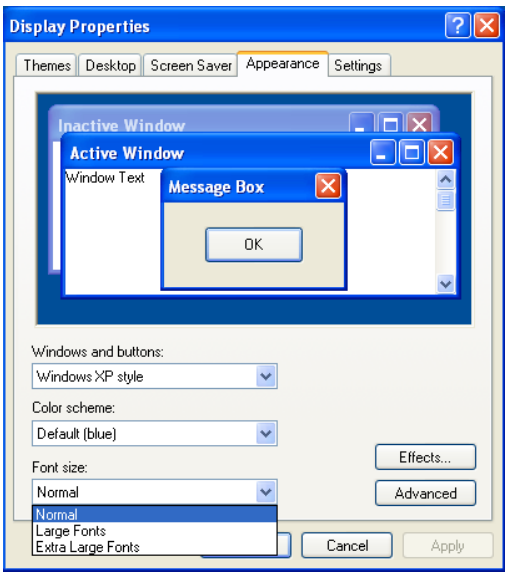
Resolution

To change the screen resolution, click the ***Settings*** tab at the top of the Display Properties dialog box:



Under ***Screen resolution***, slide to select the resolution you desire (usually ***1024 by 768 pixels***). Remember that although increasing the resolution will increase the area covered by the desktop it will also decrease the size of the icons/fonts.

If your chosen screen resolution makes the icons on your desktop too small to view comfortably you can click on the ***Appearance*** tab:



and (from the ***Font Size:*** drop-down menu) choose either ***Large Fonts*** or ***Extra Large Fonts***. Then click ***OK*** to apply the changes.

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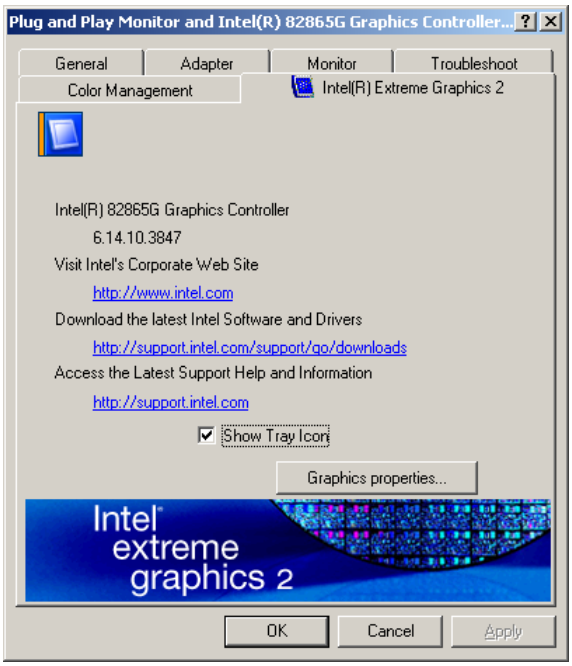
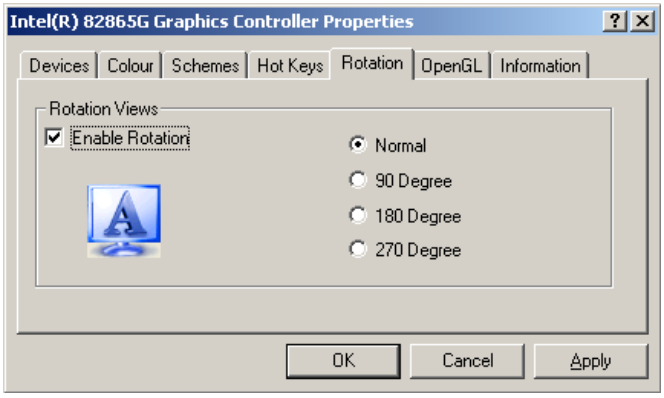
Screen Rotation

Some PCs have a different type of video card which allows you to change the rotation of the screen. You may need to do this if the screen is not the right way up when you log on.

To change the screen rotation, click the ***Settings*** tab at the top of the Display Properties dialog box, Click on the ***Advanced*** Button. You then need to choose the ***Intel(R) Extreme Graphics*** tab:



and click ***Graphics properties...***



From the tab menu click ***Rotation*** and chose the desired setting, then click ***OK*** to apply the changes.

Note: If you have changed to screen rotation please remember to restore the display back to normal when you log off so the PC is ready for the next user.

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