

Changing Screen Resolution on Microsoft Windows 7

We get asked this question all the time. This document has been designed around the users that are using the following operating systems.

- Windows 7

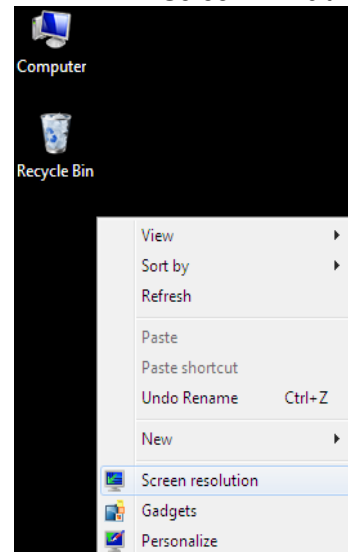
Types of question that we get related to this how to guide

1. Font size is too large on my screen
2. Icons are too small on the screen and I cannot read them
3. The screen size is too large

Now let us fix the problem together

1. Start your computer normally, and logon if required as you do normally
2. On a free space of the desktop “where all your icons are located” use your mouse and right click on a free space “where there is no icon”
3. Select Screen resolution

Screen Exhibit 1



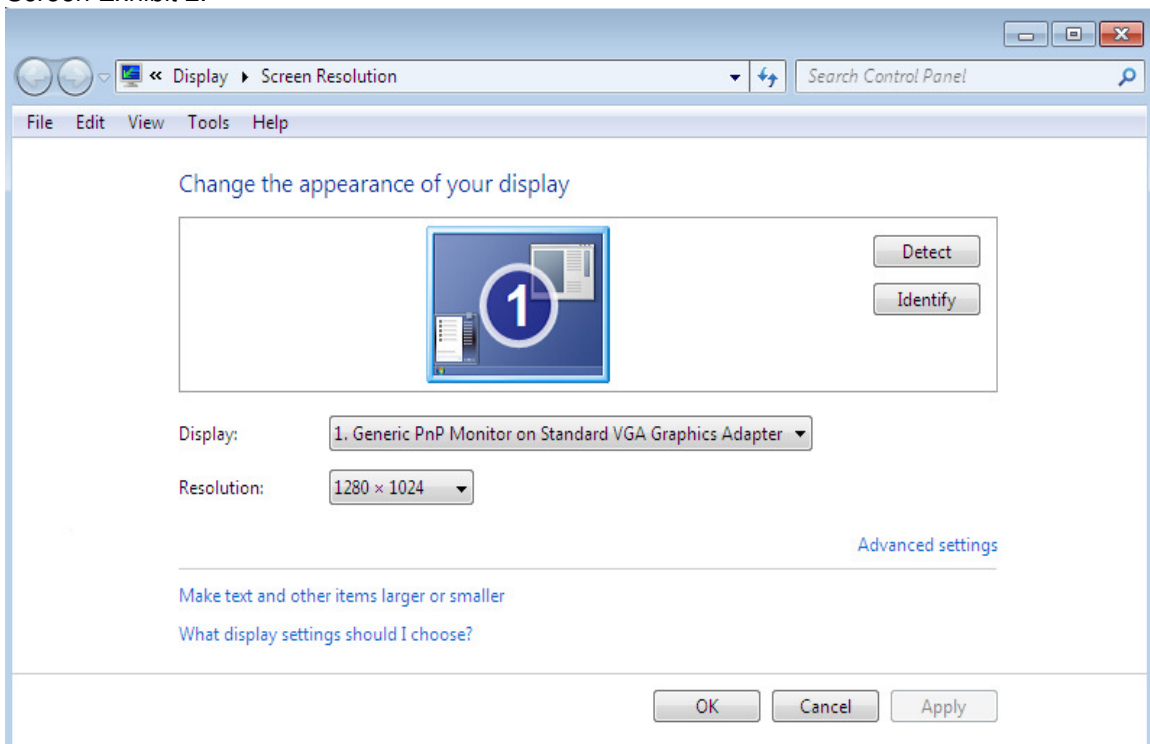
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4. Click on the Settings tab at the top

Here is the tricky part

- If icons or fonts are too small you would adjust the screen resolution to a lower number
- If icons or fonts are large then you would adjust the screen resolutions to a higher number

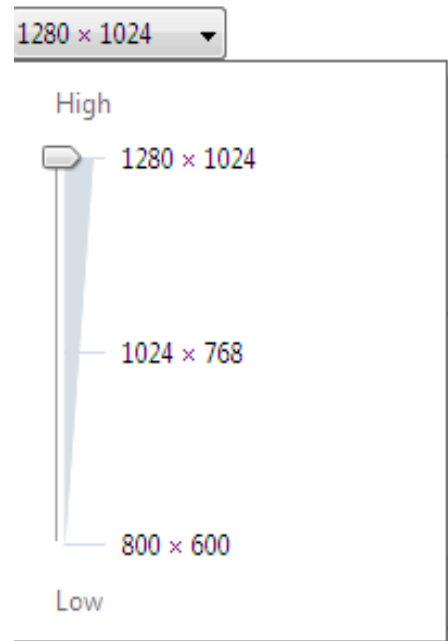
Screen Exhibit 2.



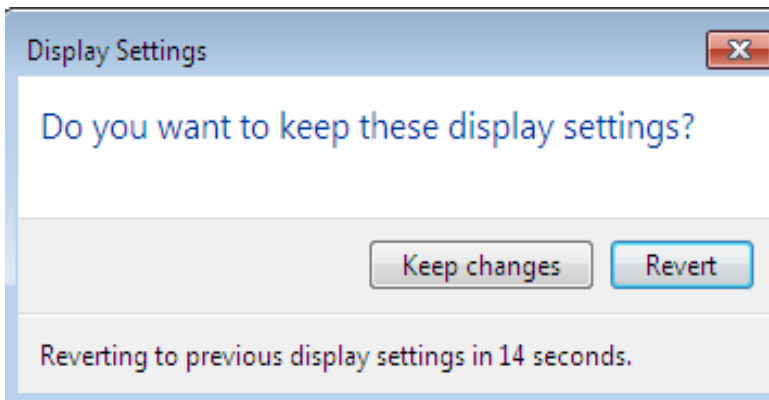
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Screen Exhibit 2.

In the Resolution drop down list, you can drag the scrollbar to Low or High based on your requirements.



To test each size simply hit the Apply button in which case it will adjust the screen resolutions and prompt you to keep it or revert back to your previous settings



Once you are satisfied simply hit Ok, and you're all done.