

Pages Size Adjusted

The size of a page may be adjusted to fit the monitor screen, or to be smaller than the screen.

- 1. To decrease the size of the entire page, place the cursor in the right bottom corner of the page until it becomes a diagonal arrow. Click the mouse button and while holding the button down, push towards the opposite corner (top left). The entire page will become smaller.**
- 2. To make the page more narrow, place the mouse cursor on one side edge until the cursor becomes a double arrow, click the mouse button and while holding the button down, drag towards the center of the page. The page length will remain as it was, but it will become less wide.**
- 3. To make the page short, place the cursor at the bottom edge when it becomes a double arrow, click and hold down the mouse button and drag upward.**
- 4. If you're unable to see the side or the bottom of a page in order to adjust the size, move it on the screen:**
 - a. Place your cursor on the title bar (That's the bar at the top of the page that has the title of the page and also has the (x) that can be used to close the page.**
 - b. Click on the title page, and while holding down the mouse button drag the page to the left, right, up or down so that you can see the edges.**

Revised 1/23/2010 JMM