



# Volume, Zoom and Brightness Controls

## Volume

In the bottom right hand corner of your screen there is a volume icon that looks like a speaker . When you click this icon, a box will appear just above it. This is where you control the volume of your computer. Moving the slider upwards will increase the volume, and moving it downwards will lower the volume.

Moving the slider all the way down will mute your computer and you will hear nothing from the computer. You will know if your computer is muted as there will be an X symbol next to the speaker icon .



## Brightness and zoom

Your computer screen can be adjusted to suit your needs, such as making the screen brighter or making the text larger.

You can use your keyboard to adjust the brightness. Somewhere on the top row you will see two brightness keys. One looks like a big/bright sun  and pressing this will turn your brightness up. Next to this is a button with a slightly smaller sun and pressing this will turn the brightness down. When you press these buttons, a sun symbol will appear on your screen showing how high or low the brightness is.

To increase the size of the text on your computer click the menu button  then click "Preferences" in the middle column. From here click "Appearance" in the column on the right hand side. This will open the "Appearance Preferences" window. Click on the tab on the top row that says "Fonts". There are options to change the font in different areas of your laptop. Click on the one you would like to change, for example "Desktop font". You can increase the font size and also change the font type here and then Close the window.

Experiment to see what settings work best for you!