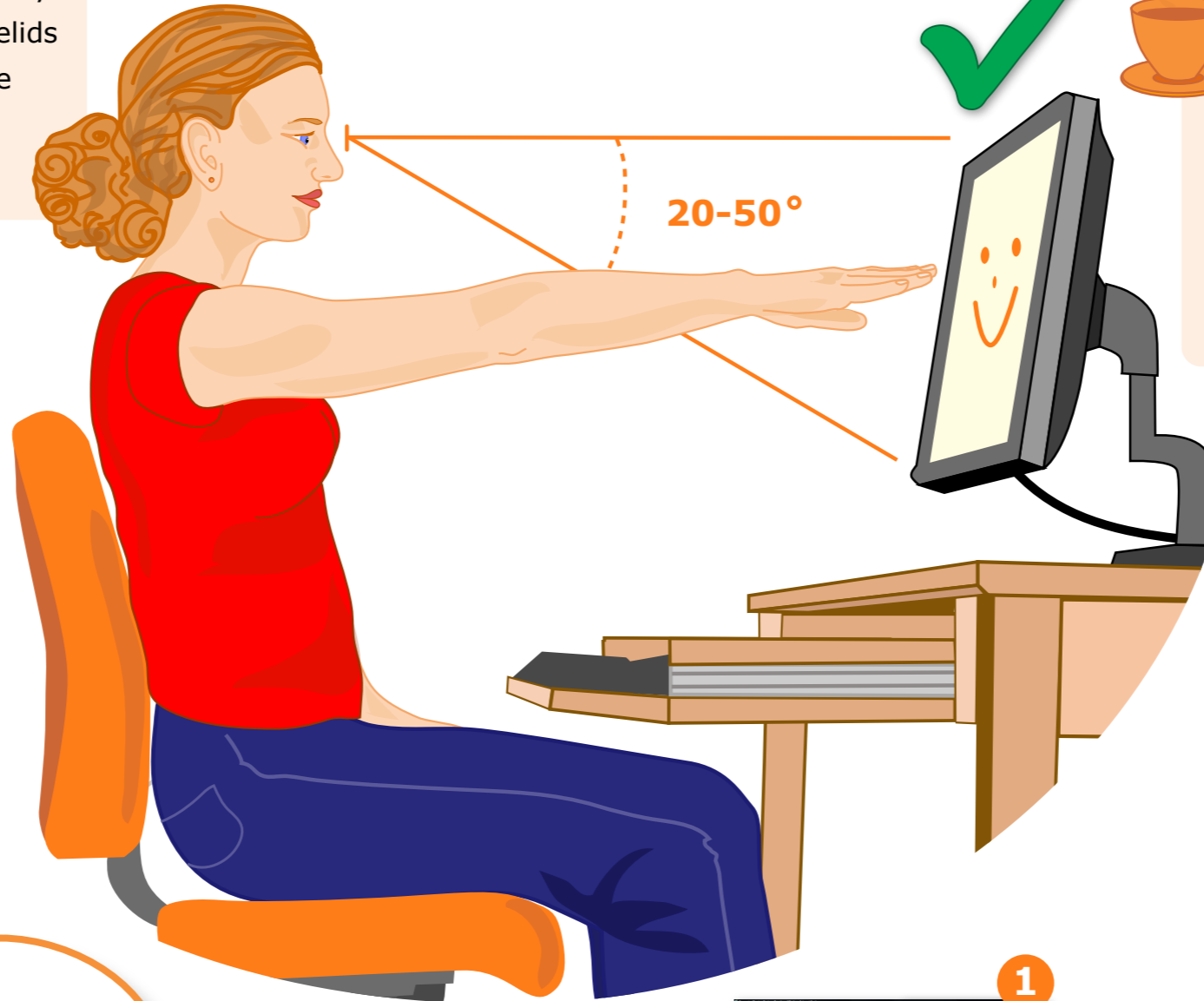
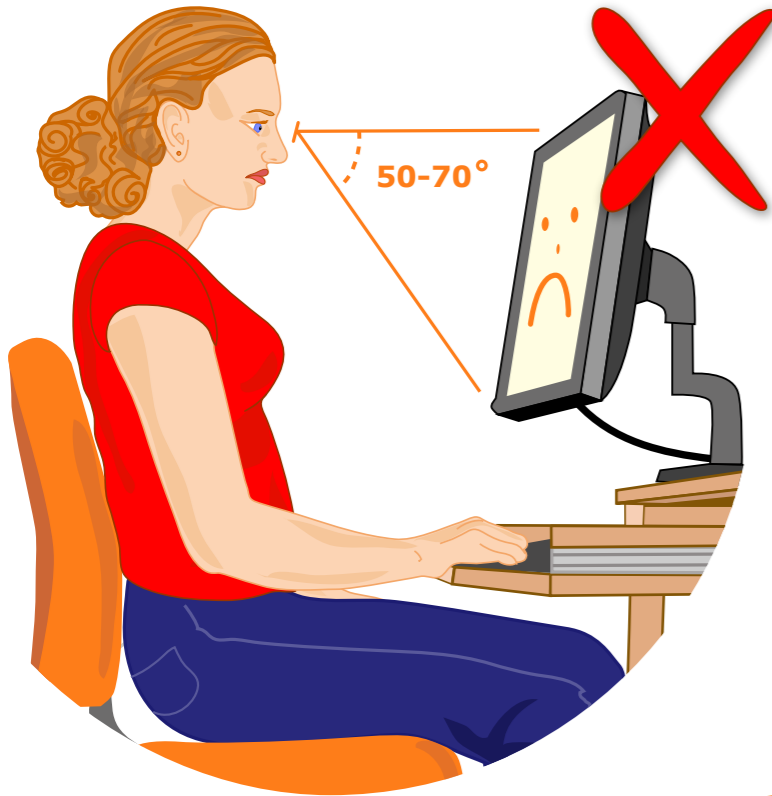


**The monitor** - Having the monitor further away reduces the angle of view which allows your eyelids to cover more of your eyeball giving less chance of developing dry eyes. The monitor should be at least an arm's length away from your eyes.



**The 20/20/20 rule** - Every **20 minutes** make sure to look at least **20 feet away** for **20 seconds**.



Get up and walk around every 40 minutes. This exercises your eye muscles. If they get too fixed at the same distance you will need glasses to see further away.



**Scrollbar** - The blue bar indicates the proportion of the whole web page that you can currently see - click and drag the bar to see more of the web page.



**Make things BIGGER** - When you need to see the picture or words on screen more clearly, don't lean in - **zoom in** to make them **BIGGER!**



**Zoom using the mouse**

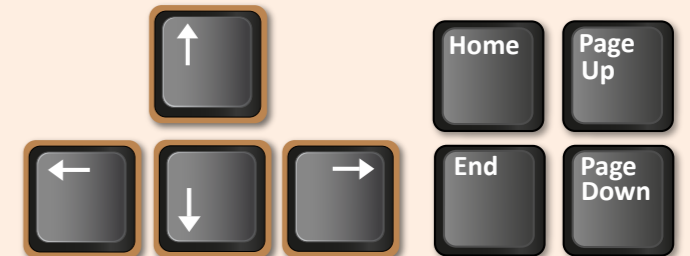
The zoom toolbar is found in the lower right corner of Internet Explorer. **Click on 100%:**



- 1 **Once** for **125%** zoom
- 2 **Twice** for **150%**
- 3 **Three times** for **100%**



**Use the keyboard to scroll** - The up and down arrow keys are great for moving up and down a web page. When you have zoomed in, you can use the left and right arrow keys as well!



**Zoom using the keyboard**

Press **Ctrl** and **+** to zoom **IN**  
 Press **Ctrl** and **-** to zoom **OUT**



**Zoom in Word or Excel** - In all Microsoft applications, use the slider at the lower right of the screen to zoom, or click the "+" or "-" buttons.

