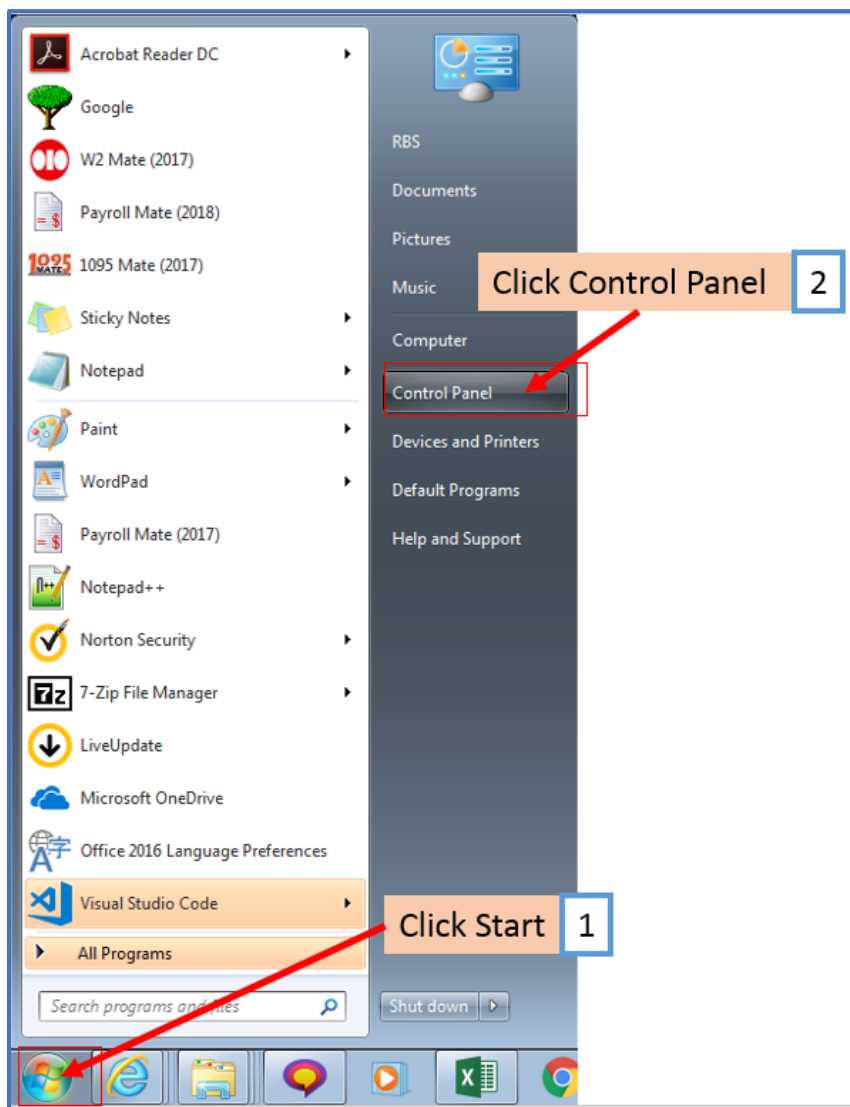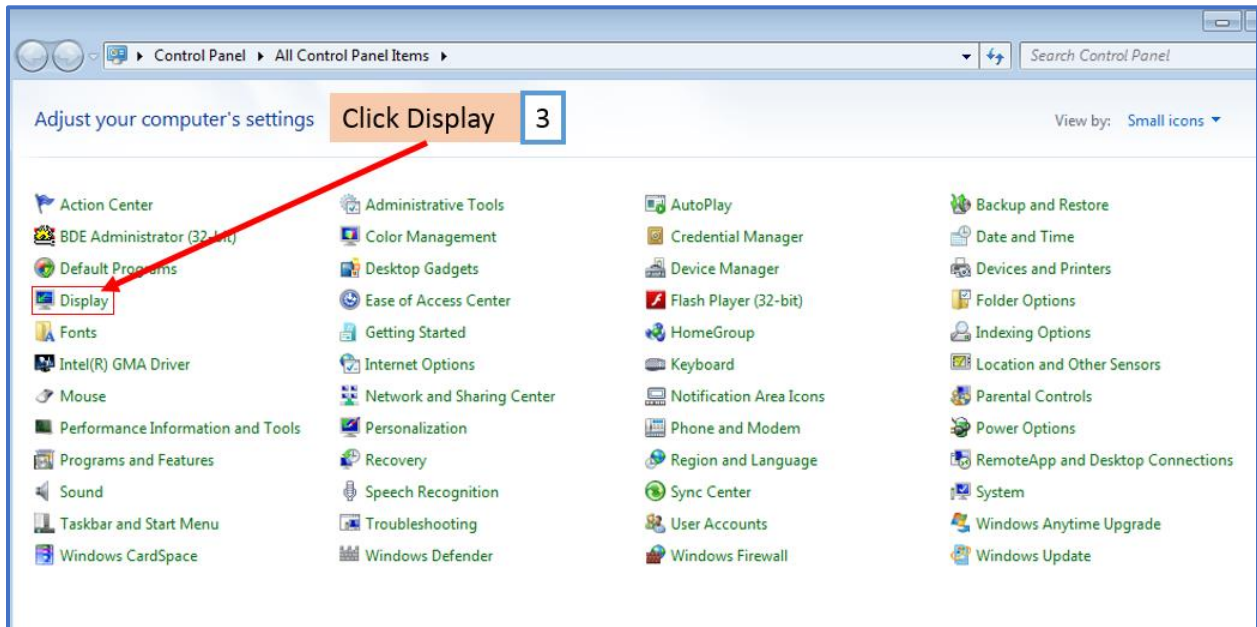# How to Adjust Text Size in Payroll Mate

Payroll Mate is best viewed using the default text size of 100%. If your text settings are larger, you may notice text is cut off while inside Payroll Mate. To adjust the text size follow these directions.

Windows 7

1. Click the Start menu

2. Click Control Panel

3. Select Display
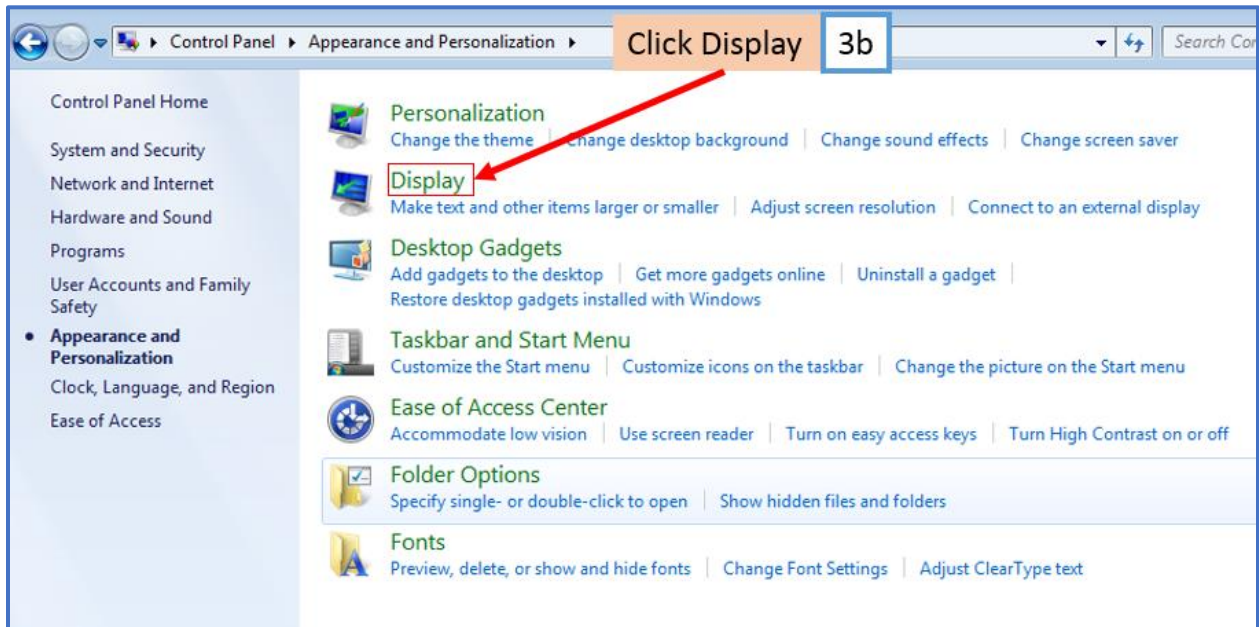

If you don't see the Display option:
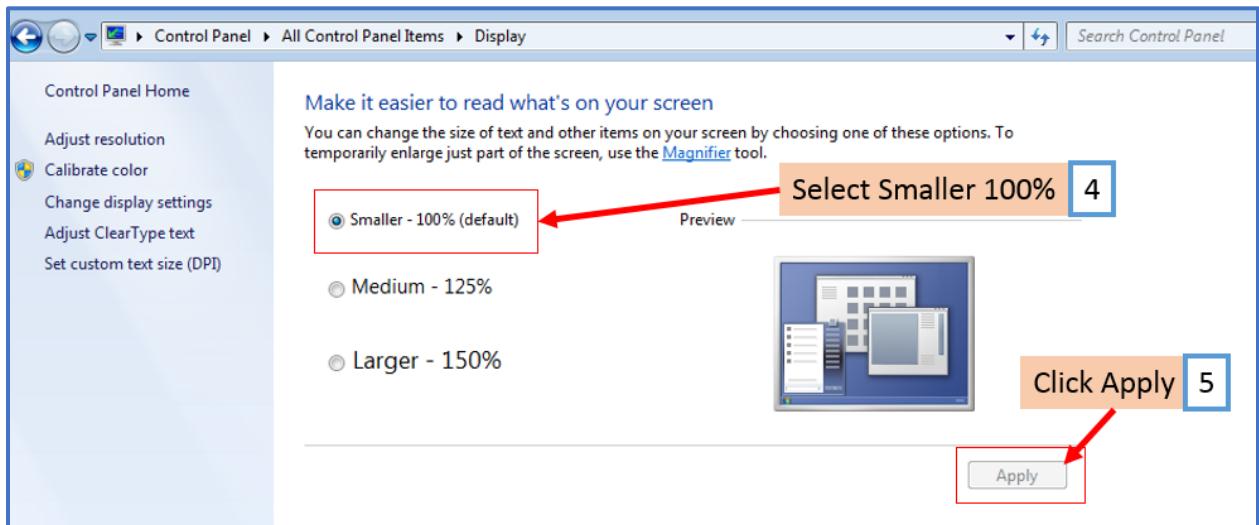
3a. Click Appearance and Personalization
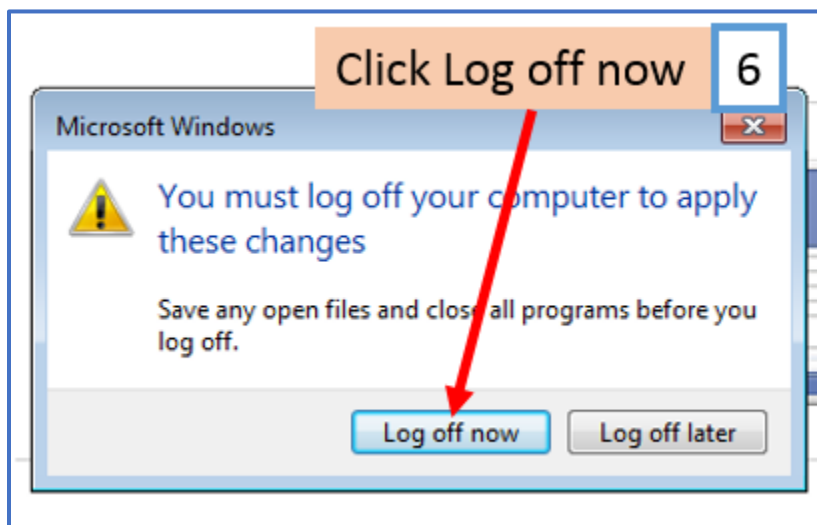
3b. Click Display

4. Select Smaller – 100% (default)
Note: This will decrease the size of all Windows elements, including icons
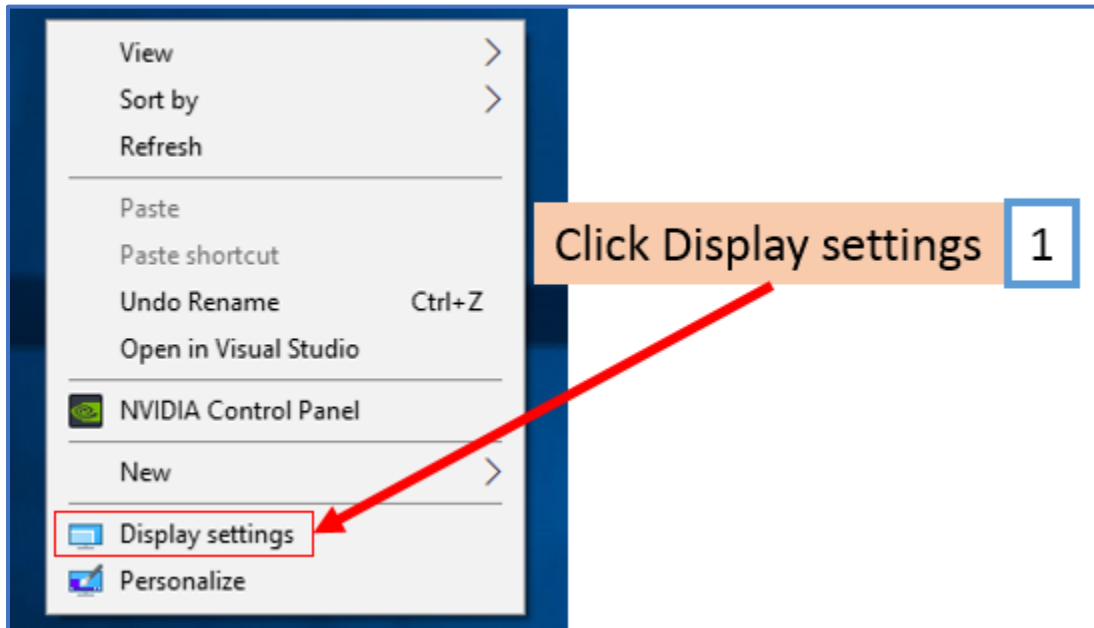
5. Click Apply

6. Click Log off now
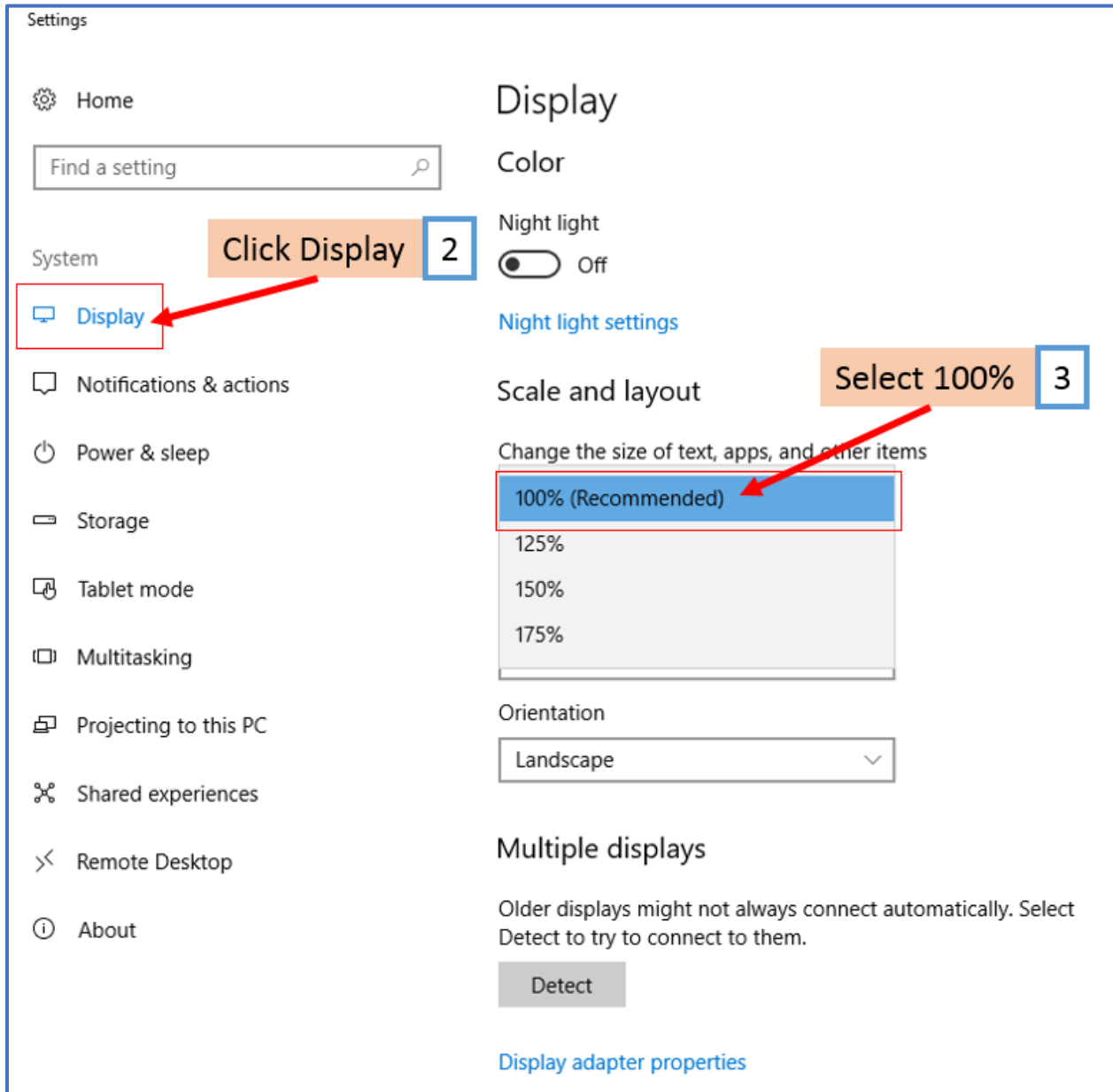Note: Windows 7 changes won't take effect until you log off and log back in

Windows 10

1. Right-Click on your desktop and select Display settings from the menu

2. Click Display

3. Select 100% for size of text, apps and other items

Close out of the Display settings using the X in the top right corner
Windows 10 will update your setting automatically