

# PROBUS COMPUTER GROUP

20<sup>th</sup> January 2020.

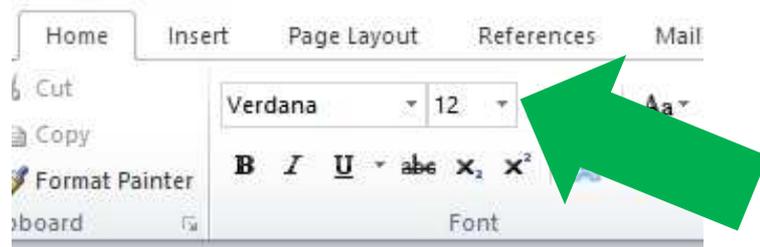
Here are a few simple tricks to improve your experience. Those of us who are getting older and are finding that this is affecting your eyesight might benefit from some of the solutions below.

To alter the size of the text temporarily;

Use "**CTRL**", lower left keyboard, along with the "+" or "-" keys.

To alter the size of the text in a Microsoft Office product;

Use the tool in the upper left hand side of the display;



Alternatively to alter the size of the "page" in an Office product;

You will see the following tool in the right hand lower part of the display;



The slider can be altered to adjust the size of the "page."

*A GOOGLE search will tell you of many more ways, but I was unable to get them to work on my Windows 10 machine.*

Here's how to change the size of text, images, and apps in Windows 10.

Select "**Start**" > "**Settings**" > "**Ease of Access**" > "**Display**". To make only the text on your screen larger, adjust the slider under Make text bigger. To make everything larger, including images and apps, choose an option from the drop-down menu under Make everything bigger.

**See:** <https://support.microsoft.com/en-us/help/4028566/windows-10-change-the-size-of-text>

## **A new year and a new set of challenges;**

The subject of "Backing up" comes up frequently. There are many different types of backup, but the major objective is to save the many photographs and documents that mean so much to us.

**Remember**, you can buy large capacity hard drives from "CeX". There is a branch in the Kingsgate shopping centre. You can buy both "boxed" and just plain discs. The minimum you should be looking at is 500 Gb.

**See:** <https://uk.webuy.com/search?stext=External%20hard%20drives>

For those of you who are new to us then I will cover two simple methods;

- Windows 10 backup; and
- Manual selection backup

**Windows 10 backup:** (This function has been reintroduced after Microsoft inhibited it. They must listen sometimes!)

Select "**Settings**" > "**Update and Security**" > "**Backup**" > "**Backup using file history**" > "**More options**" Then select the folders from the list given. You can add or subtract folders from that list at will using the prompts on that function.

Then select "**Back up Now**". The first time you do it, it will take a long time. Subsequent sessions will be a lot quicker as it will only back up those files that have been changed.

### **Manual Back up:**

Here you attach you back up hard drive and then select the folders individually and copy them sequentially to the selected folder on your hard disc.

It is wise to create a folder on your hard disc with some indicator of the date, e.g. "BackUp20JAN20".

Then you can get direct access to each individual file readily. The down side is that it is very messy and takes up lots of space on your hard drive. You are effectively repeating yourself.

You can conserve space by deleting older backups, at your peril.