Setting up your Windows 10 Screen

- Changing the display scaling and text size
- Using the Screen magnifier
- Setting colours to make the screen easier to read and reduce eye strain
- Eye safety settings
- Make more screen space available on smaller screens by hiding the Taskbar
- Changing the mouse pointer and cursor size
- Browsers and Office applications: Setting additional zoom levels and using full screen

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The settings in Windows 10 vary from version to version. This document relates to the **Windows 10 April 2018 Update (version 1803)**. If the settings for the previous version of Windows 10 are different, the text is coloured.

To see what version of Windows 10 you have there are two options:
- Click *Start > Settings > System* then click *About* then *Windows specifications*.
- Press the Windows key and the "r" key, type in *winver*, press Enter

Windows settings

Set your preferred display scaling
Start > Settings > System > Display > Change the size of text, apps and other items. Set to 125% or higher

Change the colour theme of Settings & other apps
(reduces white light, so reducing battery usage and eye strain)
Start > Settings > Personalisation > Colours > Choose your default app mode. Set to Dark or Light

Using Night light (reduces blue light, so reducing eye strain)
Start > Settings > System > Display > Colour. Turn *On* to activate the setting, then click *Night light settings* to *Turn on now*, set colour temperature, and activate/change the Nightlight *Schedule*
Note: if Night light is on, you will not be able to view the correct colours in Pictures.

Make the screen colours clearer
Colour filters
Start > Settings > Ease of access > Colour filters
Here you can turn Colour filters on or off, set the screen to greyscale or inverted colours, and if you are colour blind, you can choose an appropriate compensating colour setting. There is also a preview of the effect of your settings available.
High contrast
Start > Settings > Ease of access > High Contrast
Here you can turn High contrast on or off, and change the colours of various textual components. You see the effects as you change the settings
[Versions 1703 and 1709 have less comprehensive settings, all found together in
Start > Settings > Ease of access > Colour & high contrast
Set *Colour filter* & *High contrast* as you require. There is no colour preview available}

Hide the Task bar on smaller screens
Start > Settings > Personalisation > Taskbar > Automatically hide Taskbar in desktop mode

Additional magnification
Start > Settings > Ease of access > Magnifier
Here you can turn the Magnifier on/off, select what part of the screen you want magnified, change the zoom level and the zoom level increments.

Make the Mouse pointer and Cursor bigger
Start > Settings > Ease of access > Cursor & pointer size
[Versions 1703 and 1709 have the same settings but group together:
Start > Settings > Ease of access > Mouse. Set *Pointer size & colour*
Start > Settings > Ease of access > Other options. Set *Cursor thickness*]

Hiding/Showing scroll bars
Start > Settings > Ease of access > Display – Automatically hide scroll bars
Windows automatically hides scroll bars, activating them if you hover the mouse over them. If you are having difficulty seeing the scroll bars, you can disable this action so that they always show.
[This option is not available in earlier versions of Windows 10.]

View options in Browsers

Change the Microsoft Edge colour scheme
Open Edge > ••• > Settings > Choose a theme (light or dark)

Making the bowser view full screen
Quick option - all browsers
Press F11 to display full screen, F11 again to revert to normal. See below for alternative method.

Changing the browser zoom level
Browsers will use the setting in *Display scaling* (see above) as the default, but you can temporarily change this within the browser at any time.

Microsoft Edge
To make Edge full screen:

Open Edge > ••• > Zoom   — 125% +
To revert to normal, move the mouse to the top of the screen to reveal full screen menu

Firefox
To make Firefox full screen:

Open Firefox > ☰ > Zoom   — 125% +
To revert to normal, move the mouse to the top of the screen to reveal full screen menu

Google Chrome
To make Chrome full screen:

Open Chrome > ⋮ > Zoom   – 100% +
To revert to normal, press F11

Accessing the address and menu bar while in Full screen mode
Microsoft Edge and Firefox - Bounce the mouse off the top of the screen.
Google Chrome – Need to exit full screen mode

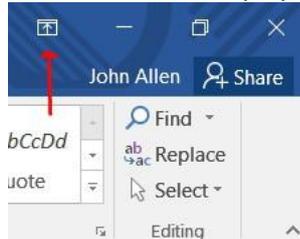# View options in:
Microsoft Office, Apache OpenOffice, LibreOffice

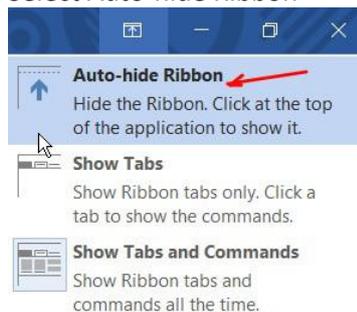## Change the zoom level bottom right of screen

Make your document full screen

Hide the Ribbon in Microsoft Office applications
Click the Ribbon display options icon top right

Select Auto-hide Ribbon

To temporarily show the Ribbon, bounce the mouse off the top of the screen

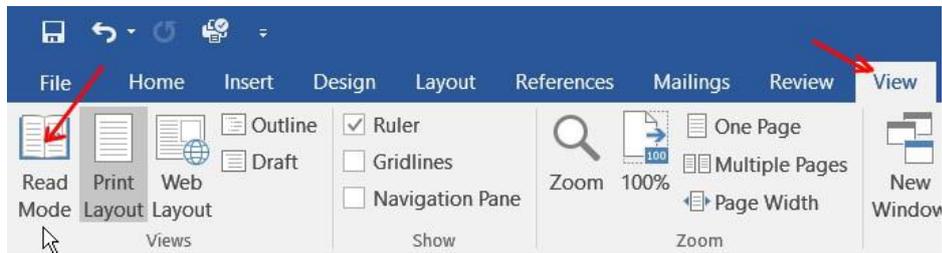To show the Ribbon permanently again, click the three dots upper right

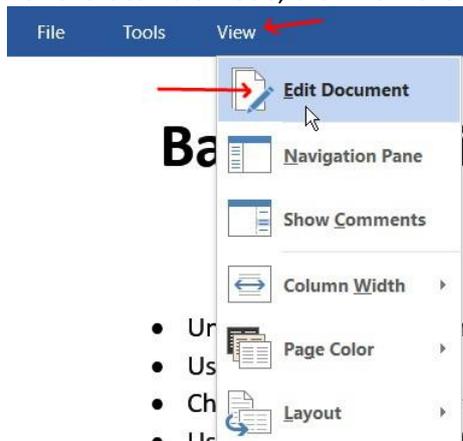Then select Show Tabs and Commands

Using Read mode in Microsoft Office applications

This automatically uses a much of the screen as possible.
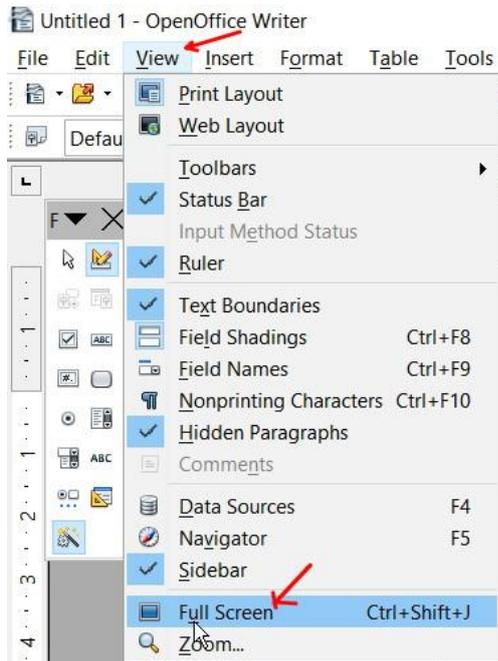
Click *View* the select *Read Mode*

To revert to Edit mode, click *View* the *Edit Document*

Use full screen mode in Apache OpenOffice or LibreOffice applications
Click *View* then *Full Screen*

To revert to normal view in OpenOffice, click the *Full Screen* button

To revert to normal view in LibreOffice, press the Ctrl/Shift/J keys together