



## Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier . . . .

Automatic Rolling Zoom

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Rather than using the 'View' tab on the Ribbon to enlarge text, you can control the level of zoom if you have a mouse with a 'roller ball'.

Simply **hold down a Control key (Ctrl)** and **roll the roller away from you** to enlarge the view, or roll it downward, toward yourself, to shrink the image.



Ooooh! Magic!!