



Display Setting for Windows

Support Notes

This support notes are suitable for:

- MYOB BusinessBasics
- MYOB Accounting
- MYOB Premier
- MYOB Premier Plus
- MYOB Payroll
- MYOB RetailManager

Introduction

Your computer's display settings will enable you to get the full functionality out of your MYOB software. When display settings are incorrect, it can cause MYOB windows to be displayed too big or too small, making MYOB difficult to use. This support note explains how to change these settings.

How can I change my display settings?

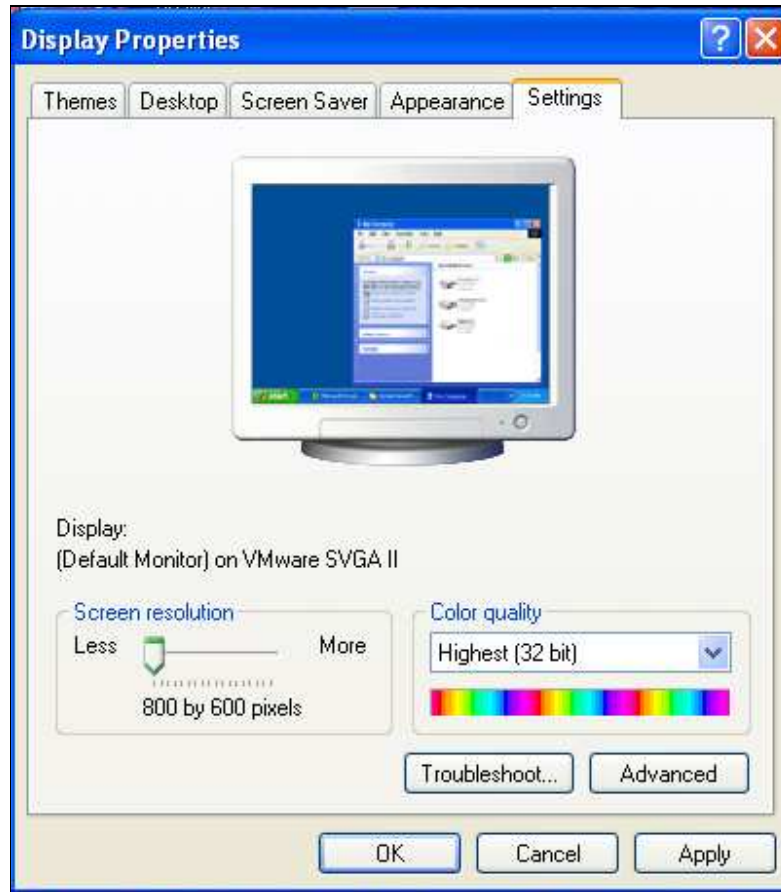
MYOB's display is primarily reliant upon the operating system (Windows) display settings. However, MYOB internal display properties can be set.

Windows display settings

The recommended Windows display settings are 800 x 600 pixels with small fonts. This setting provides well balanced standard window sizes for most programs, including MYOB.

1. Close all programs.
2. Right-click on a blank space on your desktop and choose **Properties**.
3. Click the **Settings** tab and note the current settings.
4. Place your cursor on the **Screen Area** slide button and drag it so that 800 x 600 pixels is shown. Click the **Advanced** button, then click the **Font Size** drop down arrow and select **Small Fonts** from the list.
5. Click **Apply** and then **OK**. Depending on your computer's configuration, you may be requested to restart it before the new settings take effect.

The following window shows a sample of the recommended Windows settings.

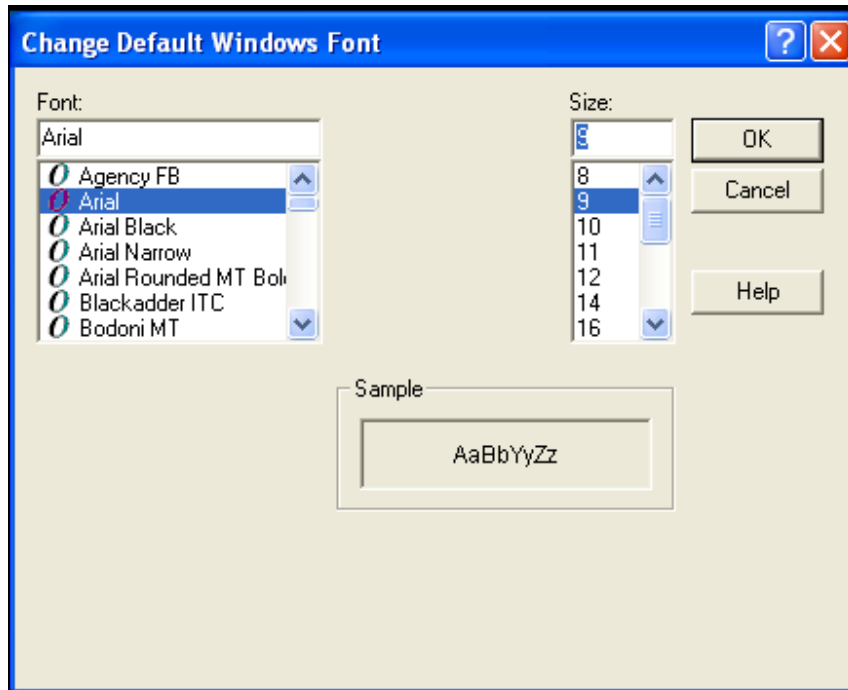


Note: Changing Windows display settings will affect the appearance of other programs.

MYOB display settings

MYOB's display settings give you control over the font used in all MYOB windows. Any font that is installed on your computer can be used as the display font.

1. Open MYOB and go to the **File** menu, choose **Default Fonts** and click **Windows**.
2. Select the desired font and font size from those respective fields. You can see the effects of the changes in the **Sample** field.
3. Click the **OK** button. Close and re-open your data file for the changes to take effect.



Note: Arial size 9 is recommended. If you are unable to select size 9, you can manually type it in the **Size** field. Helvetica is another recommended font.

Can the individual MYOB window sizes be changed?

Once the MYOB Windows display preference has been set, MYOB will 'remember' window sizes and locations. For instance, if you change the size of the sales invoice window, when you exit that window, its size and location will be remembered for the next time that window is opened.

Open your data file and go to the **Setup** menu. Choose **Preferences** and click the **Windows** tab. Mark the **Save Windows Sizes and Locations** option.

As you work in MYOB, adjust the window sizes and locations to suit your personal preference. MYOB will use those settings the next time that window is used.