

Travel Manager Help Sheet

Screen Size

1. Screen Size

When you run Travel Manager for the first time it will appear in a small Window. You can increase the size of this window as follows:

- Ensure that Travel Manager is closed on the particular computer
- On your Desktop, right-click on the Travel Manager shortcut and choose “*Properties*”
- Select the “*Font*” tab
- Select the Font “**Lucida Console**”
- Select the Size “**20**”
- Click on “*Apply*”, then “*OK*”
- Run Travel Manager and check if the screen size suits you
- If it is still too small or too large, you can repeat the above steps and select different Size settings until you find one that suits your requirements

