

# ChurchWatch Newsletter #12

## Rev 2 January 2016

### **PROBLEM: Printed reports are “zoomed in” and only part of the report fits on a printed page**

This newsletter describes a rare problem seen by some users of Windows Vista, Windows 7, Windows 8 and Windows 10 (and likely later) operating systems.

OK, so your report looks great on screen and then you send it to the printer. To your surprise, the page looks “zoomed in” and only part of the report fits on the page (truncated on left and bottom edges). Something like this:

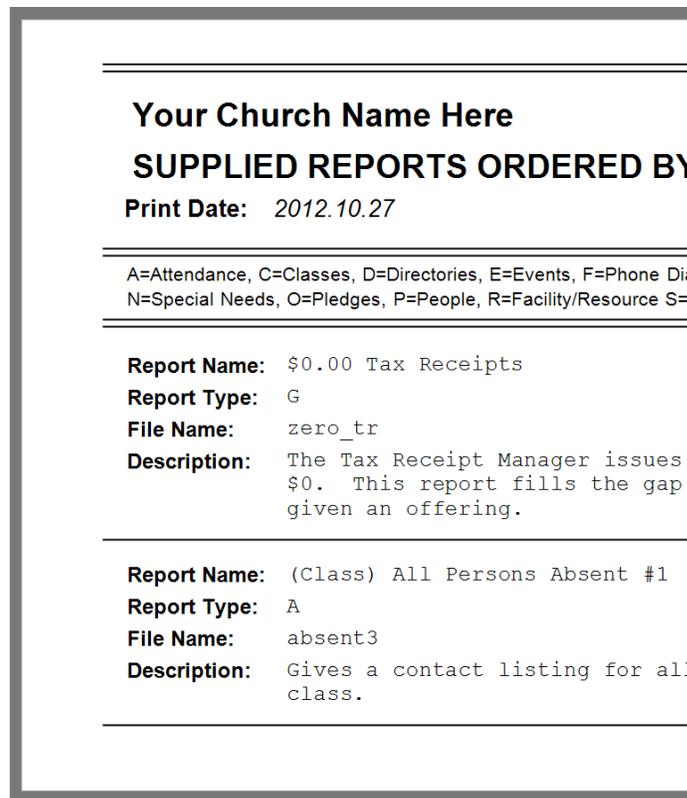


Figure 1 – Example of a printed report

This problem is caused by setting a zoom level in later versions of Microsoft Windows, such as Windows Vista through Windows 10. ChurchWatch does not support these zoom settings. Fortunately, there is a much better method for setting the zoom level, that ChurchWatch WILL support. We will explain that in a moment.

First of all, let's turn off the magnification settings. This is found in various places depending on your operating system. It might be Start->Control Panel->Display. Or it might be Start->Control Panel->Appearance and Personalization->Display. In Windows 10 it is Start->Settings->System->Display. You may have to hunt around a bit but the page will be in the Control Panel and looks like figure #2 or 2a below. **Make sure that the magnification setting is set to 100%**. In Windows 10 this is called text size (see figure 2a). This is a key step.

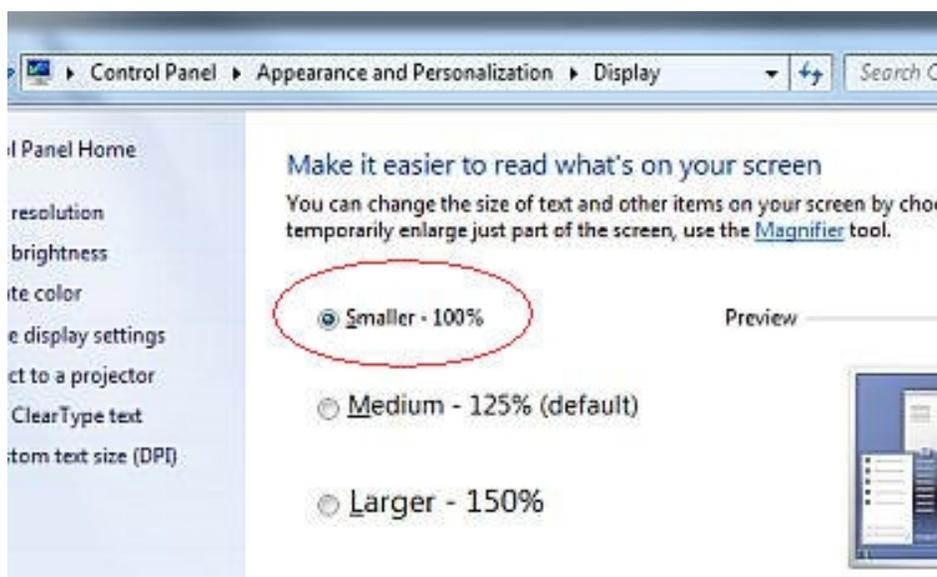


Figure 2 – Magnification setting in Older Versions of Windows

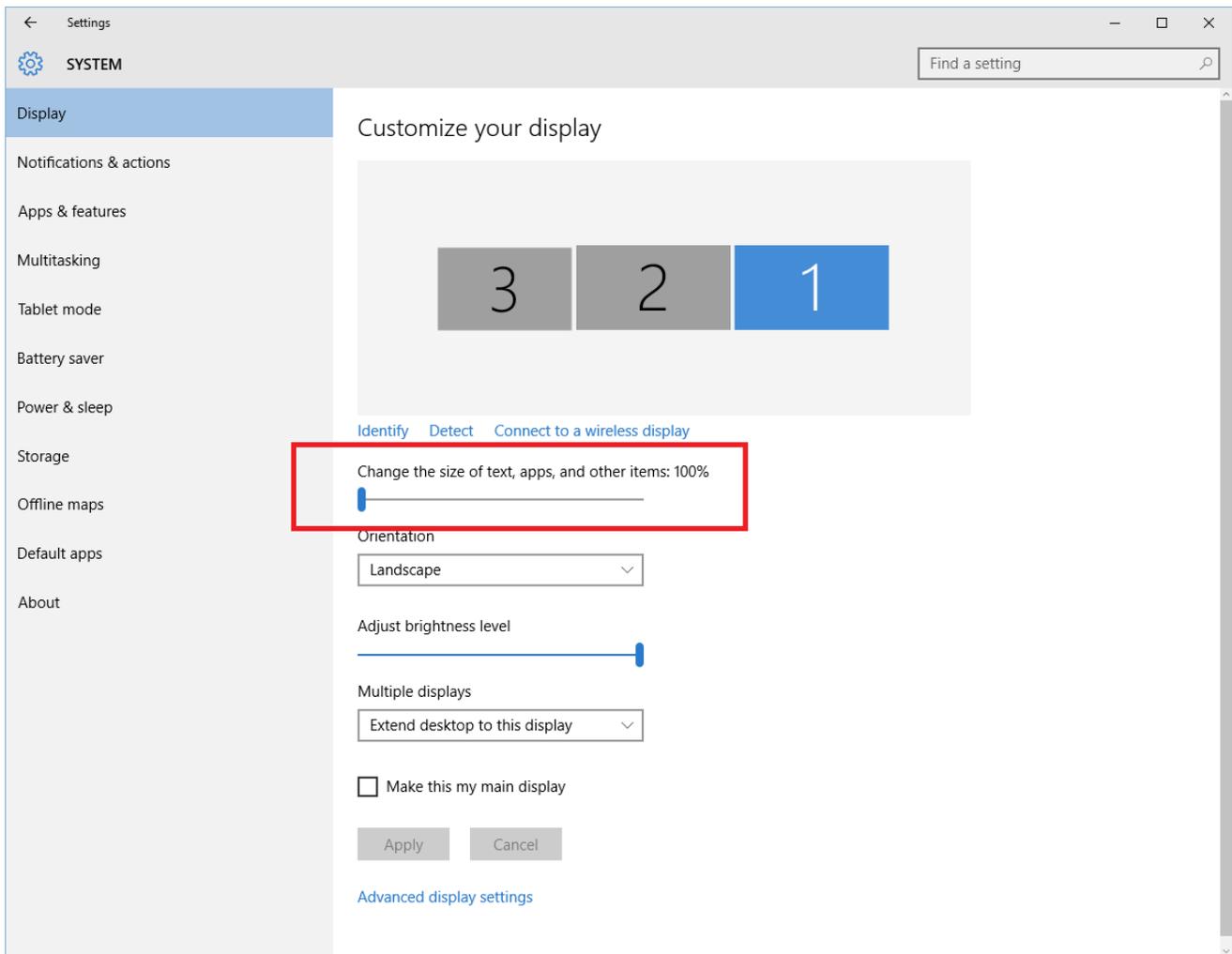


Figure 2a – Text Size in Windows 10

Read on...

Now, here's the secret. Instead of setting a magnification setting (which actually requires you to log out and log back in again), just set the monitor resolution which is much more convenient, requires no log out, and is compatible with ChurchWatch:

To do this, right-click your mouse somewhere on your desktop (not on an icon) and then choose "Personalize" or "Properties". In Windows 10, right click on your desktop, choose "Display Settings" and then at the bottom of the "Display" page click on "Advanced display settings".

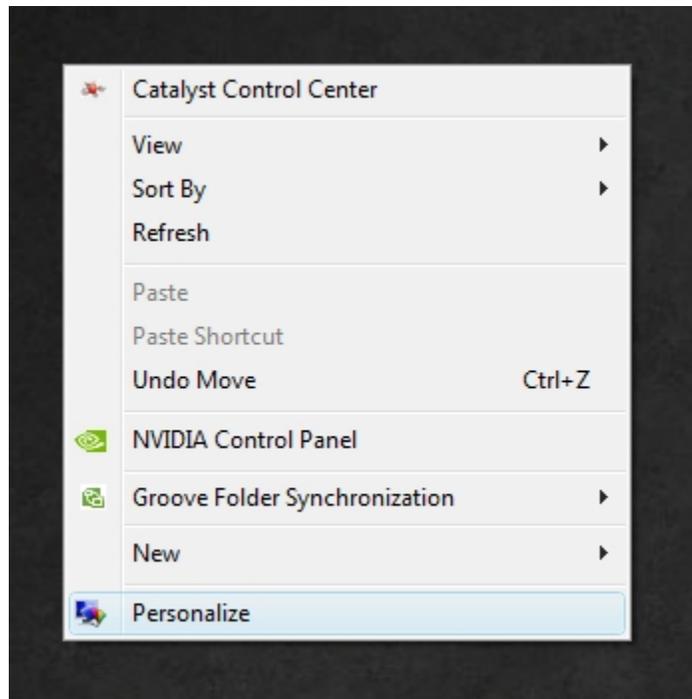


Figure 3 – Right-Click on your desktop (Prior To Windows 10)

A form similar to the following should be displayed (Prior to Windows 10):

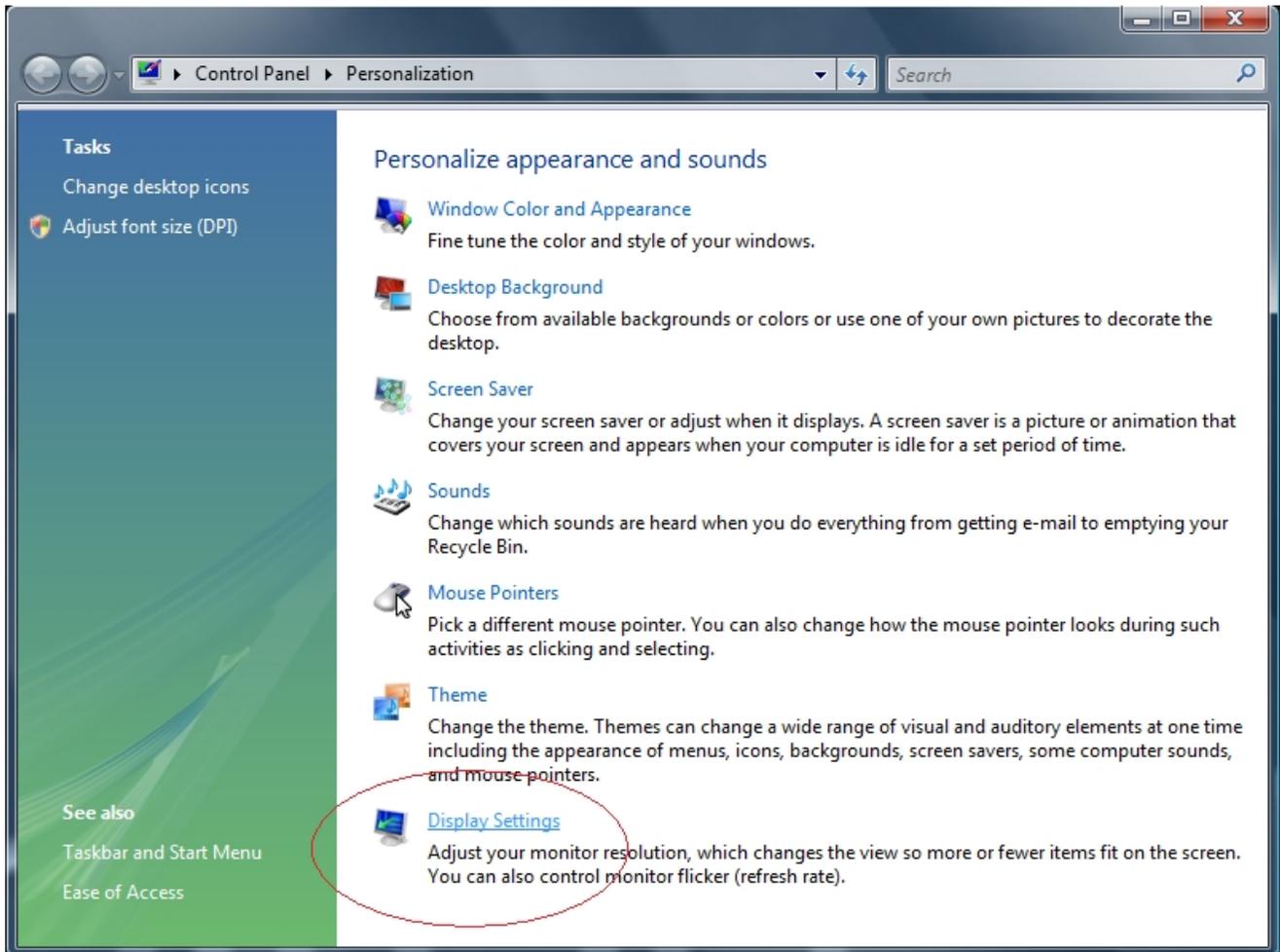


Figure 4 – Personalization Settings (Prior to Windows 10)

Next, choose display settings. Depending on your operating system, this procedure may change a bit but you are looking for the monitor resolution setting. A form similar to the following should be displayed.

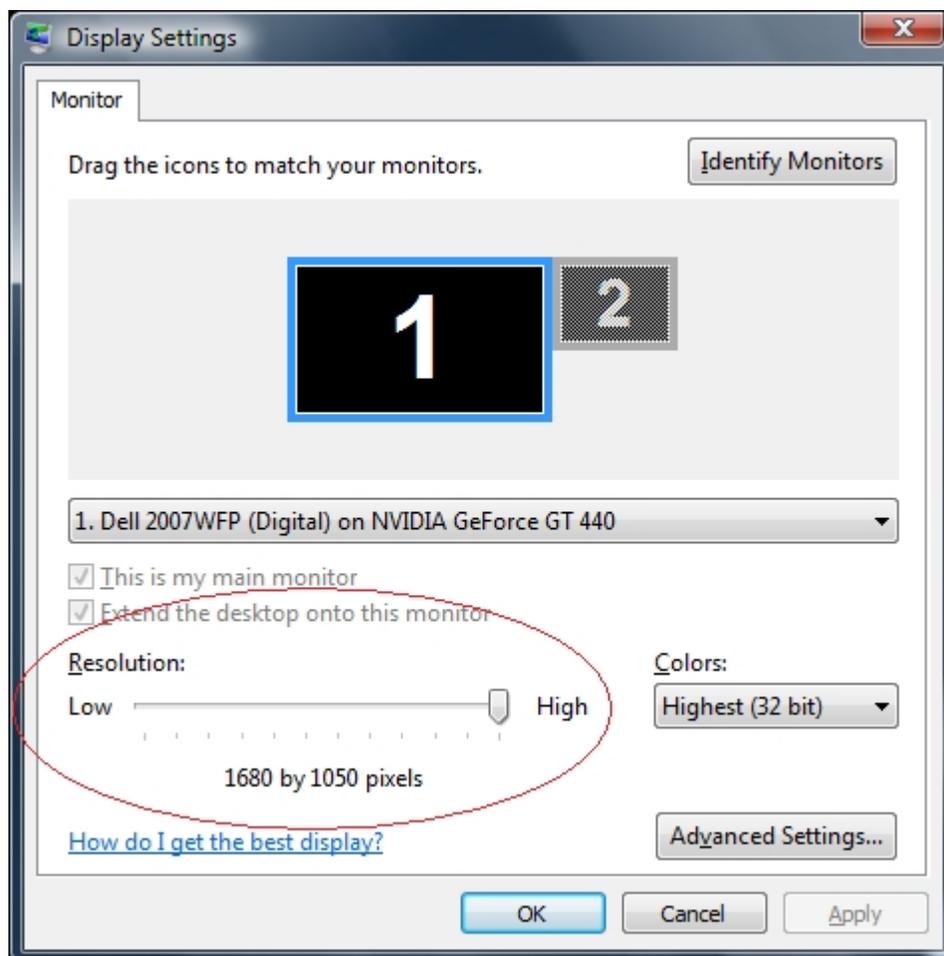


Figure 5 – Display Settings form

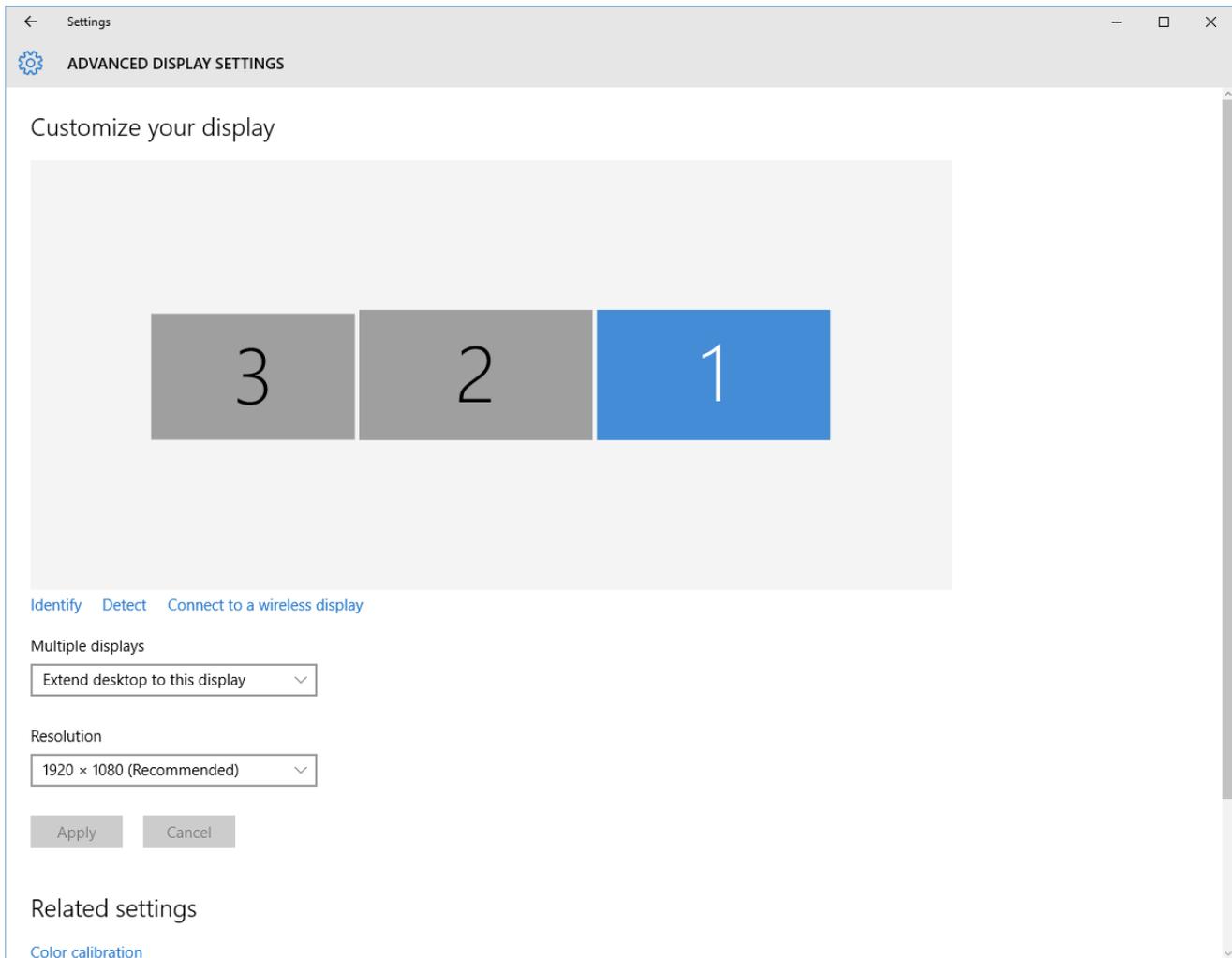


Figure 5a – Advanced Display Settings Form in Windows 10

Reduce the “Resolution” setting down to something your eyes are comfortable with. This will be equivalent to a magnification. You’ll need to click the APPLY button to test the setting. When satisfied, click OK on all forms until you are out.

Finally, retest the report on your printer and it should look OK:

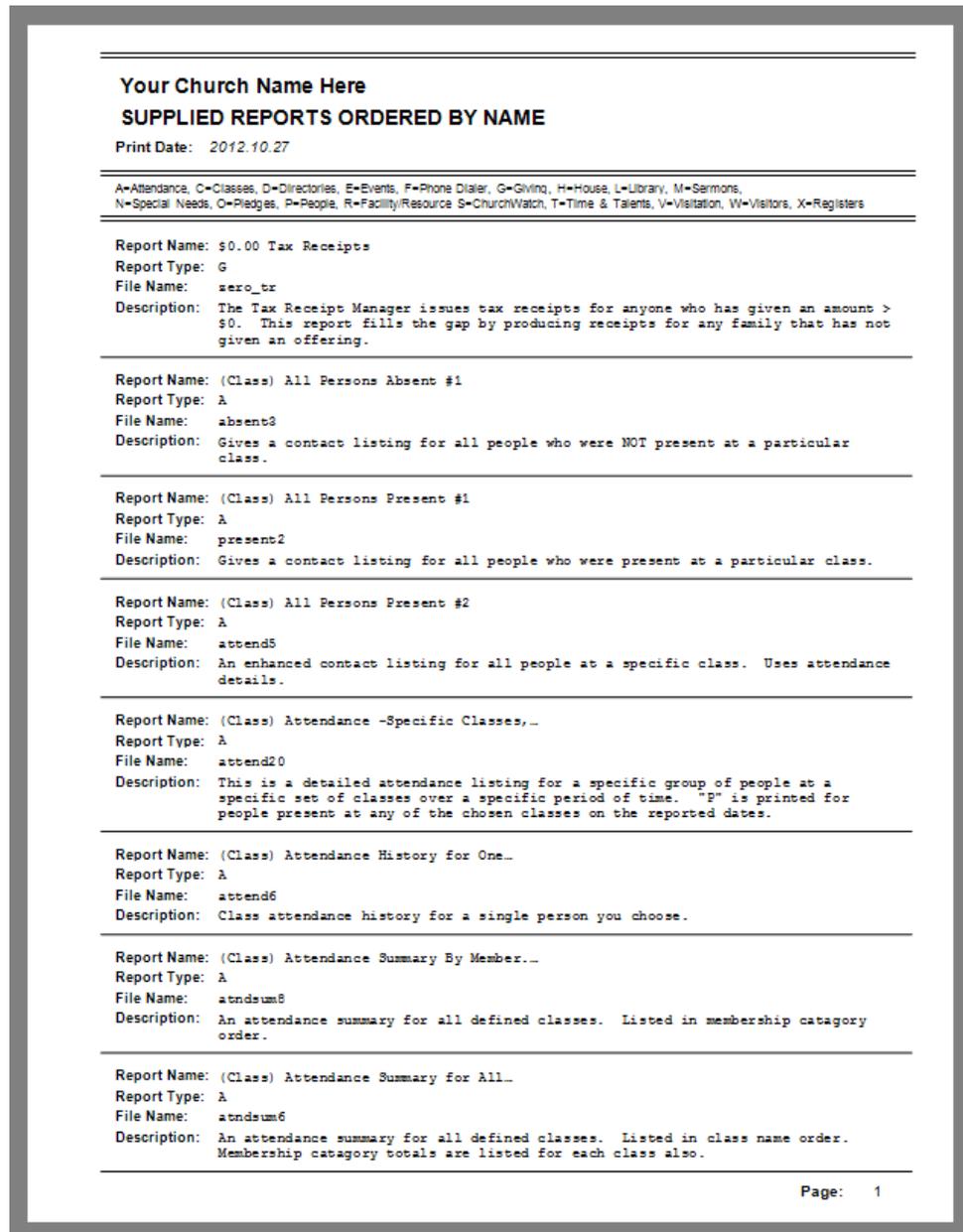


Figure 6 – Example of a proper printed report, no zooming

**NOTE:** This procedure varies depending on your operating system. In general, it's a two step process. (1) turn off your magnification setting (ie set it to 100%) and (2) Set the monitor resolution to whatever is comfortable for your eyes. Look around in the Windows Control Panel (or Windows 10 "Settings") until you find these settings. It may also depend on your video card but for most folks, the above procedure is correct.

**NOTE:** ChurchWatch requires minimum monitor resolution of 1024x768. Do not set it any lower.