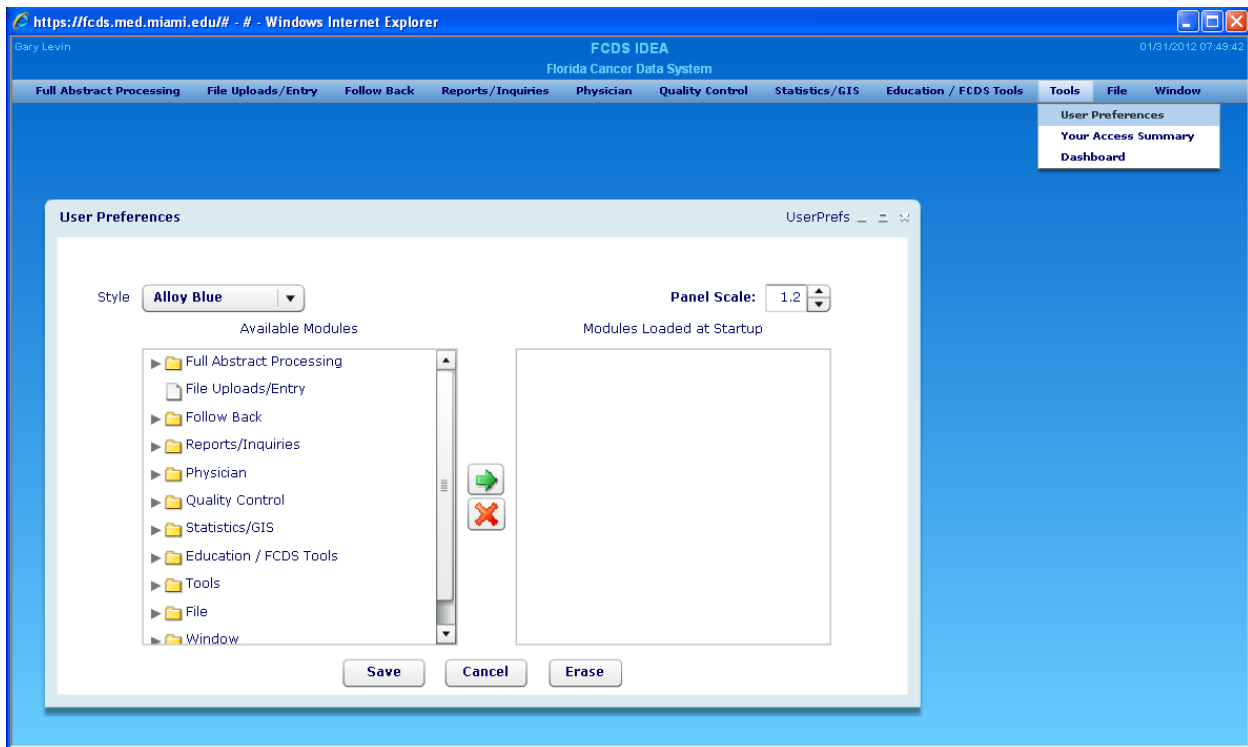


Adjusting Panel Size:

Effecting All Modules

Note: This works for both FCDS IDEA and FCDS RECAP (the internal FCDS back office application)

From the menu select **Tools**. Then select **User Preferences**:

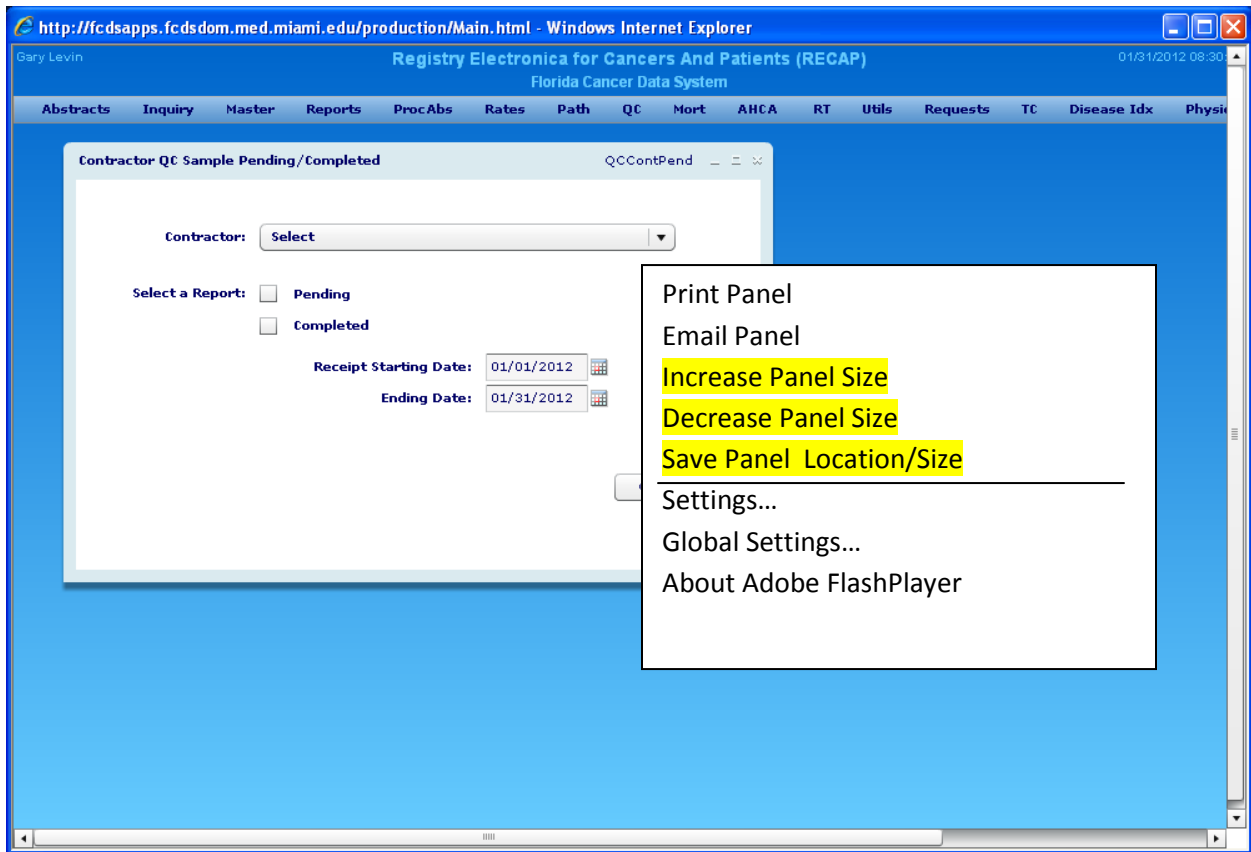


The Panel Scale in the top right will adjust the size of all modules. 1 is the standard size. All numbers greater than 1 will increase the panel size. All numbers less than 1 will decrease the panel size. You must click the Save button at the bottom of the screen to retain the selected value. For the change to take effect you can either exit out of IDEA/RECAP or click **File** from the menu and then **Close All**. (See Sample on Page 3.)

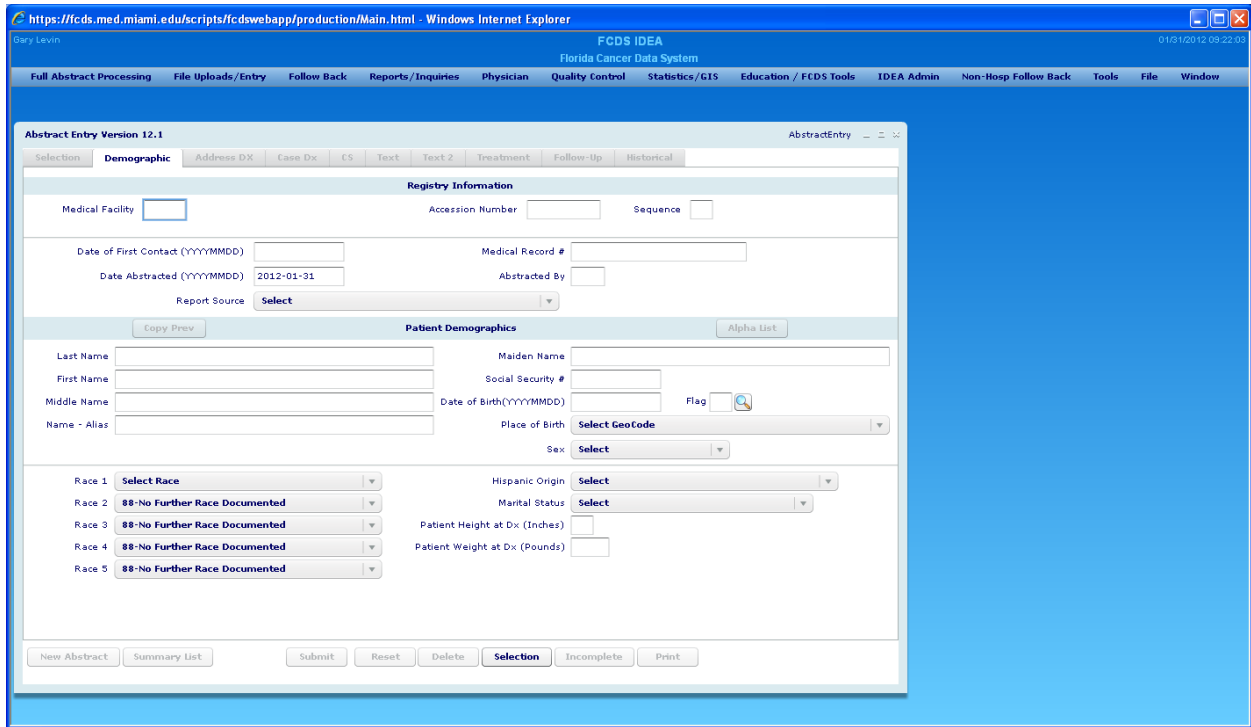
Effecting One Module:

Note: This works for both FCDS IDEA and FCDS RECAP (the internal FCDS back office application)

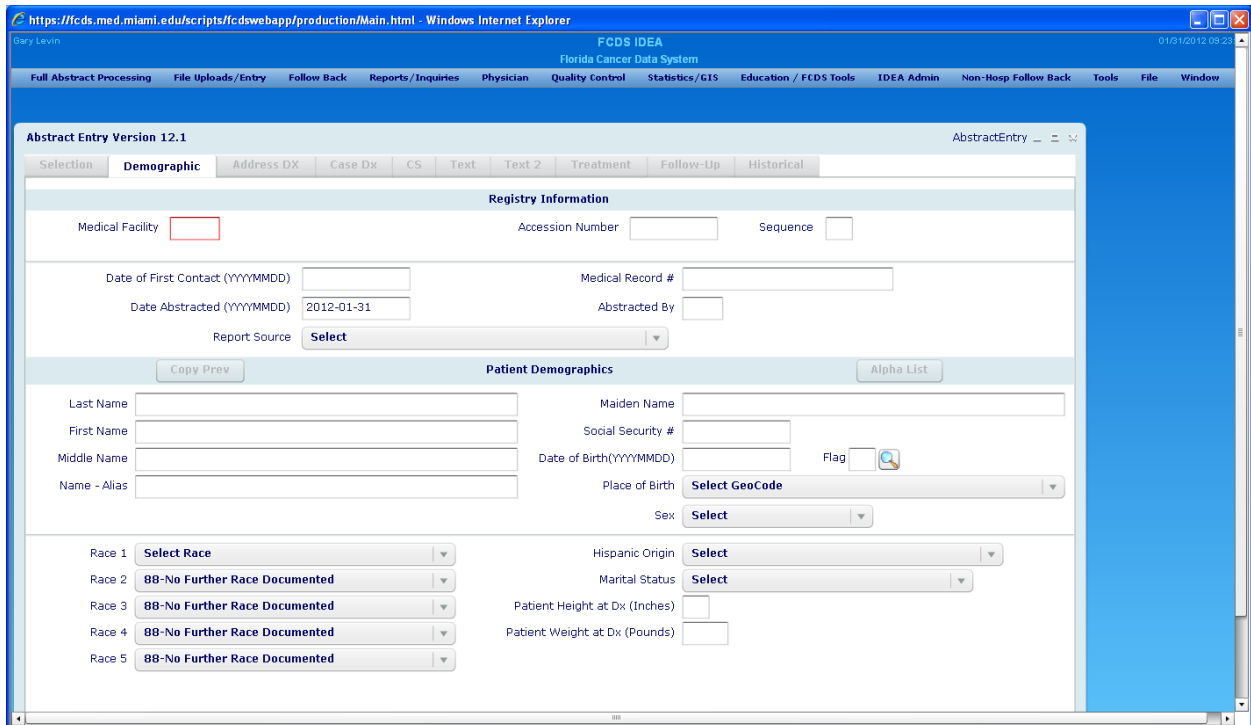
While in a module, right mouse button click. A pop-up like below will appear. Click Increase Panel Size or Decrease Panel Size to see the effect. If you like the effect you must click Save Panel Location / Size. Each time you enter this panel the size will be changed. This change will ONLY effect the one module you were in. If you choose to move the panel and then click Save Panel the placement of that panel will be recalled each time the module is called. Each Increase in panel size corresponds to the panel size in the User Preference module. The base size is 1 and each increase is .2. (See Sample on Page 3.)



Before Increase Panel Size was selected:



After Increase Panel Size was selected:



*Notice that the **scroll bars** have been added so that you can access the button at the bottom.