## How to Fix Your Screen Display

Problem: @EASE windows do not allow some input.

# Question: Do your screens look like this?

Find in Field		Value		Filter
	•			Re-Ease

#### No column headers easily viewable!

😹 Receipting Mainter	ance	×
Fundraising Number:	P000002 Kate George	Save
Batch Number:	20151 🗲	Cancel
Receipt Date:	Dec 22, 2015 Date Received: Dec 22, 2015	
Campaign:		Find
Payment Method:	Cheque   Chq/Conf number:	Printed
Donation Type:	Charitable	Void
Receipt Required:	Yes (Based on Lowest Dollar Value Re 💌 Receipt Number:	Vearly Receipting
Acquisition Number:		✓ eReceipt
Amount:	Breakout >>	Anonymous
Registration Amount:		Updated To Master
Ticket Number:		
Mailing List:	▼	
Pledge ID - Detail ID:		
Letter:	<b>—</b>	
Receipt Notes:	A	
	Ÿ	

- Batch Number shows only the first 5 characters
- No selection icon (little binoculars) for Campaign
- You cannot enter an Amount

### If you are experiencing these issues:

You have set the DPI setting in the Personalize area to a value greater than smallest.

This setting needs to be returned to Smallest.

To enhance the size of your windows use the Screen Resolution option.

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Problem: @EASE windows do not allow some input.

Smaller - 100% (default)	Preview	
Medium - 125%		<b></b>
🔘 Larger - 150%		
Aicrosoft Windows	X	
A You must log off you these changes	our computer to apply	Apply
Save any open files and c log off.	lose all programs before you	
Lo	og off now Log off later	



To create a larger screen format we will return to the Screen Resolution Menu to give you a larger screen format. The window shown below will appear. Use the down arrow beside the resolution numbers to select a better size for your screen elements. The lower the numbers, the larger the window, which will bring your computer to the point where the screen display will be too large to work

#### effectively.



The resolution shown is what it used on this computer.

Click Apply to complete the setting. At this point all @EASE windows will be in full working mode.

# Batsch Group Inc.

**Batsch Group Inc**