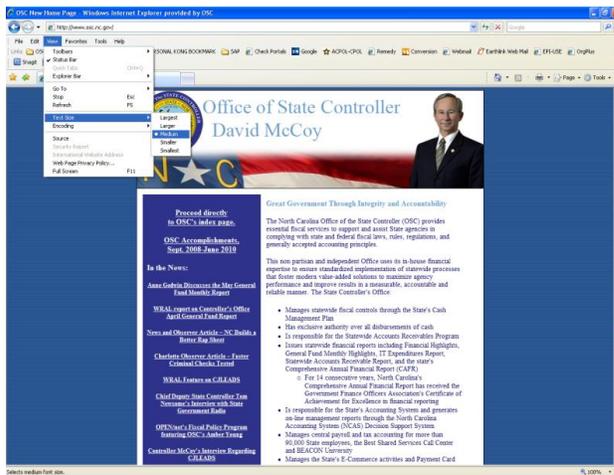# Changing the FONT SIZE

The following is a step-by-step procedure to change the text size for BEACON system. There are two system settings you can change, one for Internet Explorer Browser for ESS and MSS and the other for SAP GUI.
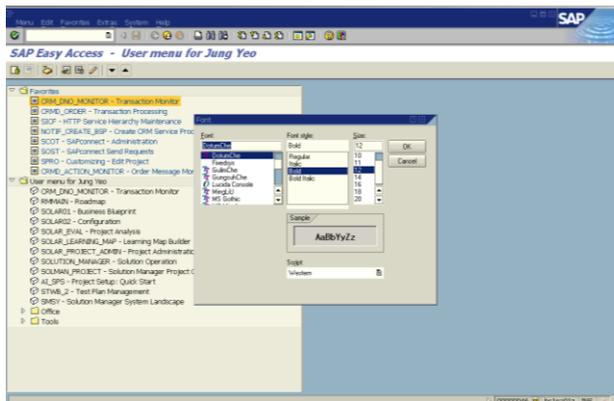
STEP 1 — CHANGE INTERNET EXPLORER TEXT SIZE

Before logging into BEACON, open your Internet Explorer browser. Click on the 'View' menu , select 'Text Size' from the drop down menu. To increase the size, choose either "Larger" or "Largest". Proceed to login to the BEACON Portal.

STEP 2 — CHANGE SAP GUI FONT AND TEXT SIZE (SAP GUI 710 USERS ONLY)

Log in to your SAP system through the BEACON Portal. Click on 🖼 > Font (I18N). You will get a pop-up window. Choose the Font, Font Style, and Size and click OK.
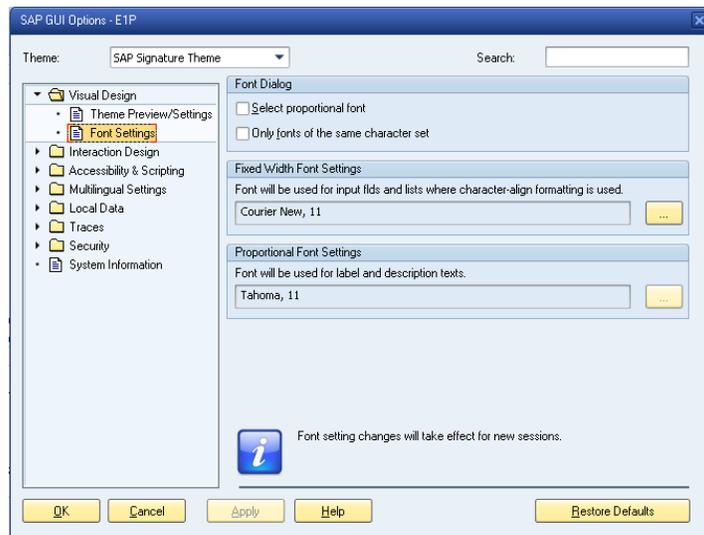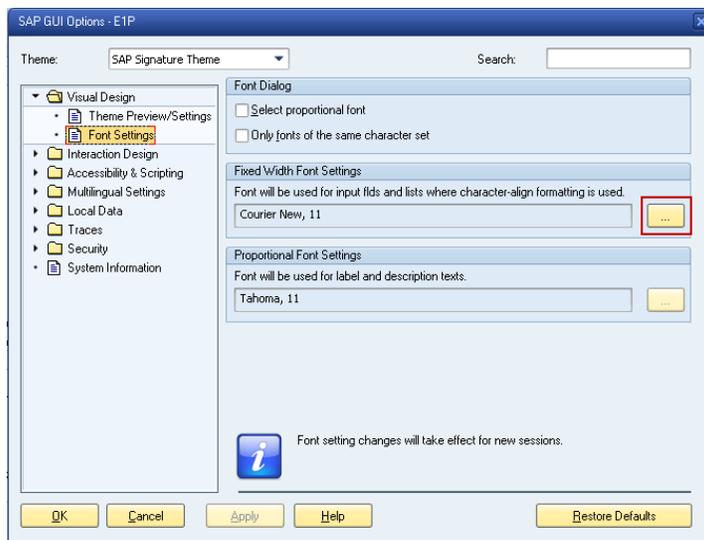
Changing the FONT SIZE

STEP 3 CHANGE SAP GUI FONT AND TEXT SIZE (SAP GUI 720 USERS ONLY)

Changing the *Font Size* Option.

a. From the SAP GUI Options, select the *Font Settings* under the Visual Design Folder.

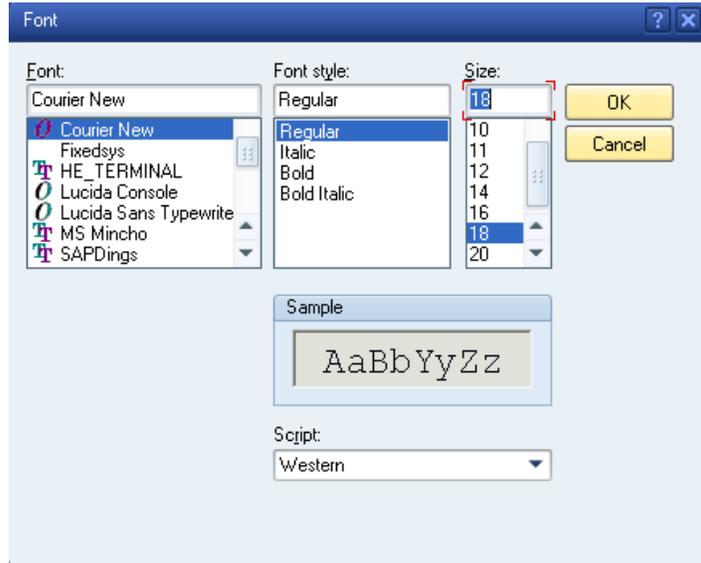**b.** Click on *...* [...] button under *Fixed Width Font Settings*.

Changing the FONT SIZE

c. Select your Font and Size settings. Click on **OK** [OK] button when completed.

d. Review your settings and click on Apply [Apply] button.