



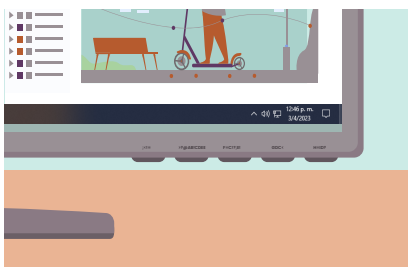
# HOW TO ADJUST THE BRIGHTNESS ON YOUR DISPLAY SCREEN

The exact brightness setting may depend on your personal preference, but there are several tips to help reduce the risk of visual fatigue and eye strain.



- Your display brightness should be adjusted to suit the brightness of the room that the display is in. This means that you may need to adjust the level several times a day.
- Open any document on your display that has a white background, then hold a white piece of paper next to the display. The display brightness should closely match how 'bright' the white piece of paper appears in your room.
- You could achieve this by increasing or decreasing the brightness of the display, or adding or removing task lighting, or a combination of both adjustments.
- Some laptops (and monitors) have an auto-adjust brightness setting. This can be a great way to improve visual comfort, whilst also conserving energy. But it is important to keep in mind that you may need to manually adjust the settings occasionally to get the best visibility for different tasks.
- Always ensure that the brightness settings of all screens in use are the same to prevent fatigue when moving between the screens.

## HOW TO ADJUST YOUR SETTINGS



- Go to your computer settings:
  - On a Windows device, go to Settings, System, and then select Display
  - On a Mac, go to System Preferences/Settings, then select the Displays tab

From there, you can adjust the brightness and contrast settings. If you need more help, you can always consult the users guide that came with your computer, or contact the manufacturer's customer support.

### SCREEN SHORTCUTS

- Most laptops have a function key above the main keyboard allowing quick changes to brightness and contrast.
- Most monitors have menu buttons underneath or to the side of the device that link through to brightness and contrast settings.