





Factsheet 2: Optimise digital text to make it easier to read

Microsoft Word (Office 365)

Change Font Settings

Font					\times
Fo <u>n</u> t	Ad <u>v</u> anced				
Eont:			Font style:	<u>S</u> ize:	
Arial Regular 12					
Angs Angs Apar Arab	ana New anaUPC ajita ic Typesetting	,	Regular Italic Bold Bold Italic	8 9 10 11	
Arial			-	12	
Font	color:	Underline sty	le: Underlin	e color:	_
	Automatic	✓ (none)	 ✓ Aut 	omatic	\sim
Effects –					
Strikethrough S <u>m</u> all caps					
Double strikethrough					
🗌 Sug	erscript		<u> </u>	n	
Su <u>b</u>	script				
Preview					
		Arial	_		
This is	a TrueType fo	nt. This font will be	used on both prin	ter and s	creen.
Set As De	fault	tt <u>E</u> ffects	ОК	Car	ncel

Use a 'Sans Serif' font such as Arial.

- Select text in your document.
- Hold down the 'Ctrl' key and press 'D' for font settings (see below).
- Change font settings.
- Click 'OK' to confirm.

Change paragraph and line spacing

Paragraph			? ×
Indents and Spa	icing Line and Pa	ige Breaks	
General			
Alignment:	Left 🗸		
Outline level:	Body Text 🗸 🗸	Collapsed by default	
Indentation			
Left:	0.63 cm ≑	Special:	B <u>y</u> :
<u>R</u> ight:	0 cm 🖨	Hanging 🗸	0.63 cm 🜲
<u>Mirror inde</u>	ents		
Spacing			
Before:	0 pt 📫	Line spacing:	<u>A</u> t:
A <u>f</u> ter:	0 pt 📫	1.5 lines 🗸	* *
Don't add	spa <u>c</u> e between para	agraphs of the same style	
Preview			
Previous Parag Paragraph Prev Previous Parag Chen the 'P	raph Frevious Paragraph Prev lous Paragraph Previous Para graph	ious Paragraph Previous Paragraph Previ graph Previous Paragraph Previous Parag	ous mph
must cli of the rit	ick the little down arrow in the l sbon).	bottom right hand comer of the Paragraph :	section
Following Para Paragraph Follo Following Para	graph Following Paragraph Fol owing Paragraph Following Paragraph Following Paragraph Following Paragraph Fol	lowing Panagraph Following	lowing nagraph lowing
<u>T</u> abs	Set As <u>D</u> efaul	t OK	Cancel

Changing the 'paragraph' settings such as line spacing can aid with access and reading.

- Select text in your document.
- Open the 'Paragraph' settings dialogue box

Note: There is no keyboard shortcut for this, you must click the little down arrow in the bottom right hand corner of the Paragraph section of the ribbon – (red arrow below).

- Change paragraph settings.
- Click 'OK' to confirm.









Use page zoom

Increase zoom settings to make text easier to read.

Drag the zoom control left and right to adjust page zoom. The zoom control • can be found in the bottom right hand corner of the MS Word application window (red arrow).





Alternatively, select the 'View' tab at the top of the MS Word application window to adjust settings.

Use 'Read Mode'

'Read Mode' enables you to read onscreen documents like a book, and change display settings.

Select the 'View' tab at the top of the MS Word application window (red • arrow).



Select 'Read Mode' (green arrow).

Get Tech Ready...Get Tech GO!



Technology workshops with DDS See the DDS website for more information



haven behind Skeleton Island. I volunteered for one of the boats, where I had, of course, no business. The heat was sweltering, and the men grumbled fiercely over their work. Anderson was in command of my boat, and instead of keeping the crew in order, he grumbled as loud as the worst. 'Well,' he said with an oath, 'it's not forever.'	►
boats, where I had, of course, no business. The heat was sweltering, and the men grumbled fiercely over their work. Anderson was in command of my boat, and instead of keeping the crew in order, he grumbled as loud as the worst. 'Well,' he said with an oath, 'it's not forever.'	
sweltering, and the men grumbled fiercely over their work. Anderson was in command of my boat, and instead of keeping the crew in order, he grumbled as loud as the worst. 'Well,' he said with an oath, 'it's not forever.'	
Anderson was in command of my boat, and instead of keeping the crew in order, he grumbled as loud as the worst. 'Well,' he said with an oath, 'it's not forever.'	•
keeping the crew in order, he grumbled as loud as the worst. 'Well,' he said with an oath, 'it's not forever.'	•
worst. 'Well,' he said with an oath, 'it's not forever.'	•
'Well,' he said with an oath, 'it's not forever.'	•
'Well,' he said with an oath, 'it's not forever.'	\triangleright
	\sim
I thought this was a very bad sign, for up to that day the	
men had gone briskly and willingly about their business;	
but the very sight of the island had relaxed the cords of	
discipline.	
_	
	I thought this was a very bad sign, for up to that day the men had gone briskly and willingly about their business; but the very sight of the island had relaxed the cords of discipline.

- Adjust the text size using the zoom control in the bottom left hand corner of the screen (green arrow above).
- Navigate forward and backward through your document using the arrow keys at the side of the page (red arrow above).
- Press the 'Esc' key to exit 'Read Mode'

Adjust display settings in 'Read Mode'



• Inverting the screen colours can help reduce glare from the screen.



Adobe Reader (PDF reader software)

Use the 'Zoom' tool to increase or decrease text size.

• Click '+' or '-' on the toolbar at the top of the page (red arrow).



Adjust text and background colours

• Open the 'Edit' menu and select 'Preferences' (red arrow below).

File	Edit	Vie	w Window	Help	
Ho		5	<u>U</u> ndo		Ctrl+Z
E	(Ċ	<u>R</u> edo		Shift+Ctrl+Z
			Cu <u>t</u>		Ctrl+X
C			<u>С</u> ору		Ctrl+C
	l	=	<u>P</u> aste		Ctrl+V
Ø			<u>D</u> elete		
			Se <u>l</u> ect All		Ctrl+A
			D <u>e</u> select All		Shift+Ctrl+A
			Copy File to	Clip <u>b</u> oard	
		0	T <u>a</u> ke a Snaps	hot	
			Chec <u>k</u> Spellin	g	Þ
			L <u>o</u> ok Up Sele	cted Word	
	(Q	<u>F</u> ind		Ctrl+F
			Ad <u>v</u> anced Se	arch	Shift+Ctrl+F
			Protect <u>i</u> on		Þ
			Accessibility		Þ
			<u>M</u> anage Tool	s	
			Prefere <u>n</u> ces		Ctrl+K

- Select 'Accessibility' (green arrow).
- Choose your settings a black background with white text can help reduce screen glare (yellow arrows).
- Click 'OK'.

ategories:	Document Colors Options	
Commenting ^	Replace Document Colors	
Documents Full Screen	O Use Windows Color Scheme	
General Page Display	O Use High-Contrast colors High-contrast color combination: Green text on black	
3D & Multimedia	© Custom Color: Page Background: ■ Document Text: □	
Accessibility	Only change the color of black text or line art.	
Adobe Online Services En Accounts	Change the color of line art as well as text.	

Example (below): White text on a black background

The appearance of the island when I came on deck next morni changed. Although the breeze had now utterly ceased, we had way during the night and were now lying becalmed about half a east of the low eastern coast. Grey-coloured woods covered a surface. This even tint was indeed broken up by streaks of yell



See the DDS website for more information

METROPOLITAN UNIVERSITY

Windows Ease of Access controls

Windows Ease of Access facility provides a range of tools to aid with access to the Windows operating system.

Open Windows Ease of Access centre.

• Type 'Ease of Access' into the search box next to the Windows Start Button, then press enter.



P Type here to search

• Alternatively, hold down the Windows Key and press 'U'.

Adjust Ease of Access settings to optimise your access to the computer environment.

Text size and app size.

命 Home	Display
Find a setting	Make your display easier to see.
Ease of Access	Make text bigger
Vision	Sample text
🖵 Display 🛑	Drag the slider until the sample text is easy to read, then click Apply
🍋 Cursor & pointer	Apply
€ Magnifier	
⑦ Color filters	Make everything bigger
☆ High contrast	Change the size of apps and text on the main display
요 Narrator	Change the size of apps and text on other displays
Hearing	Change the size and color of your cursor and mouse pointer
4 ッ Audio	Make everything brighter
Closed captions	Change the brightness of your built-in display







Adjust the cursor and pointer size and appearance.

命 Home	Cursor & pointer
Find a setting	Make pointer, cursor, and touch feedback easier to see.
Ease of Access	Change printer size and caller
	Change pointer size and color
Vision	Change pointer size
🖵 Display	
🍋 Cursor & pointer 🔶	
⊕ Magnifier	
Color filters	Make the cursor easier to see when typing
· 拼gh contrast	Change cursor thickness
ය Narrator	apc 🛛

Change onscreen colours.

வ் Home	Color filters
Find a setting	Make photos and colors easier to see by applying a color filter to
Ease of Access	
	Use color filters
Vision	Turn on color filters
🖵 Display	On On
崎 Cursor & pointer	Allow the shortcut key to toggle filter on or off
A Magnifar	Press the Windows logo key = + Ctrl + C to toggle filter on or off.
< Magniner	Select a color filter to see elements on the screen better
💬 Color filters 🔶	Inverted (reverse colors on the display)
※ High contrast	🔿 Grayscale
오 Narrator	Grayscale inverted
Hearing	Or select a colorblindness filter to make the nine colors on the wheel more distinct.
4 刎 Audio	O Red-green (green weak, deuteranopia)
Closed captions	Red-green (red weak, protanopia)







命 Home	High contrast
Find a setting \wp	Make text and apps easier to see by using more distinct colors.
Ease of Access	Use high contrast
Vision	Turn on high contrast
다 Display	Press left Alt + left Shift + Print Screen to turn high contrast on and
やう Cursor & pointer	off.
ଷ୍ Magnifier	Choose a theme High Contrast Black \checkmark
භි Color filters	Select a colored rectangle to customize high contrast colors
	Tud
오 Narrator	iext
Hearing	Hyperlinks
বগ) Audio	Disabled Text

There are many settings that can be altered within the Windows Ease of Access facility.

Remember, all the strategies noted above aim to make text easier to read by adjusting text and display appearance. Some may work for you and some may not. Find the strategies that work best for you to make reading more comfortable.