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

Microsoft Word (Office 365)

Change Font Settings

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

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).
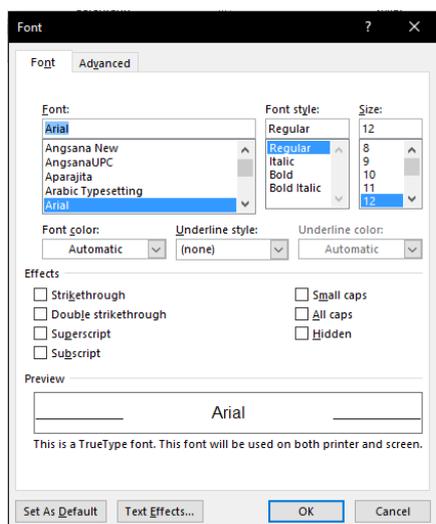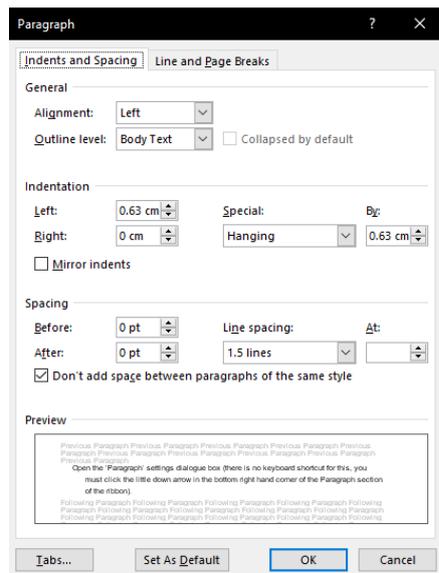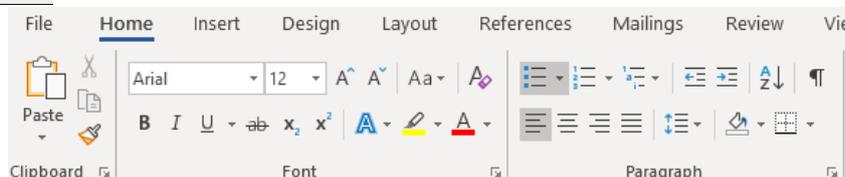
- Change paragraph settings.
- Click 'OK' to confirm.
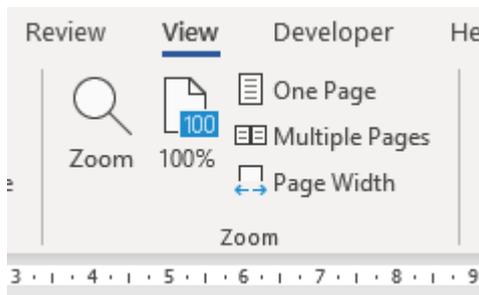
Get Tech Ready...Get Tech GO!

Technology workshops with DDS
See the DDS website for more information

LONDON
METROPOLITAN
UNIVERSITY

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).
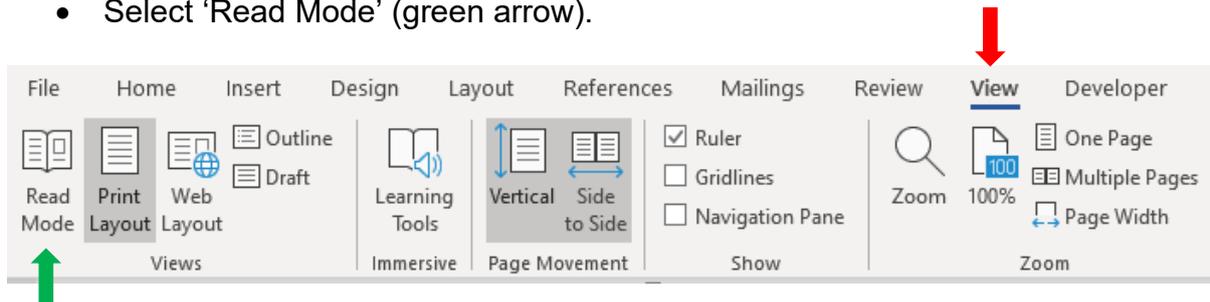

- Alternatively, select the 'View' tab at the top of the MS Word application window to adjust settings.

Use 'Read Mode'

'Read Mode' enables you to read onscreen documents like a book, and change display settings.
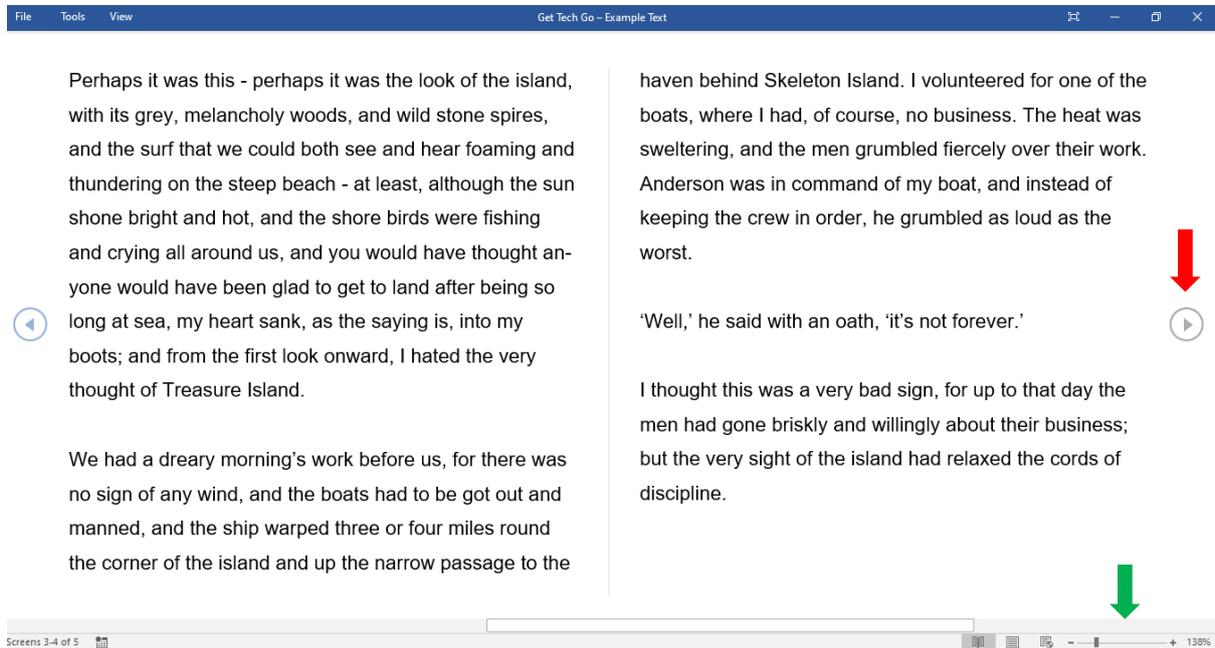
- Select the 'View' tab at the top of the MS Word application window (red arrow).
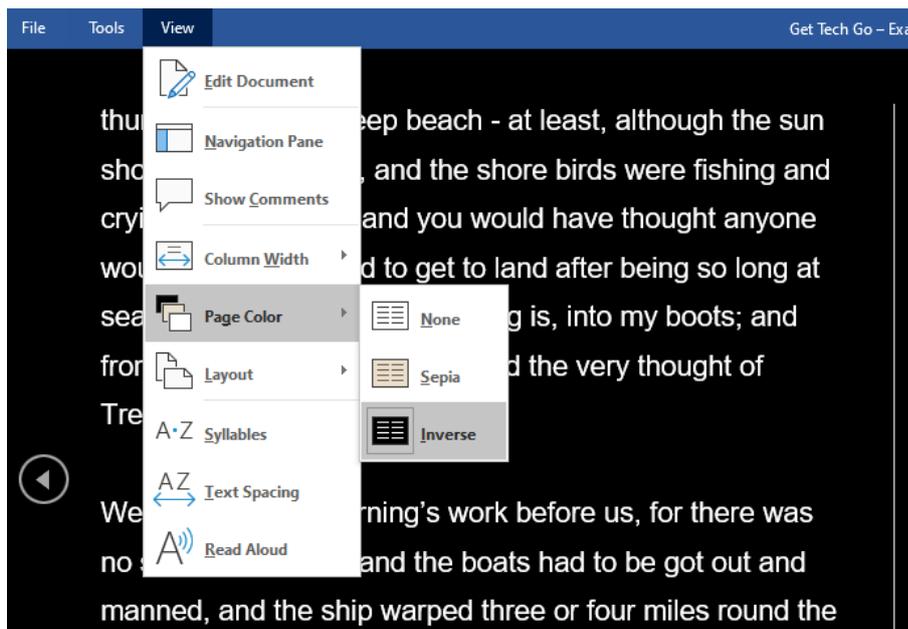- Select 'Read Mode' (green arrow).

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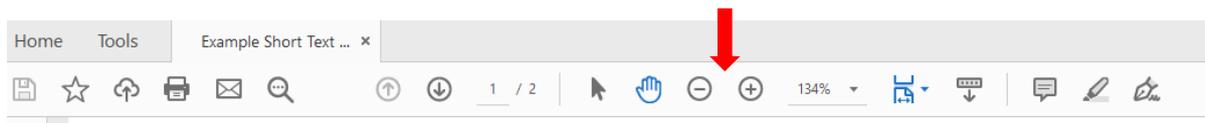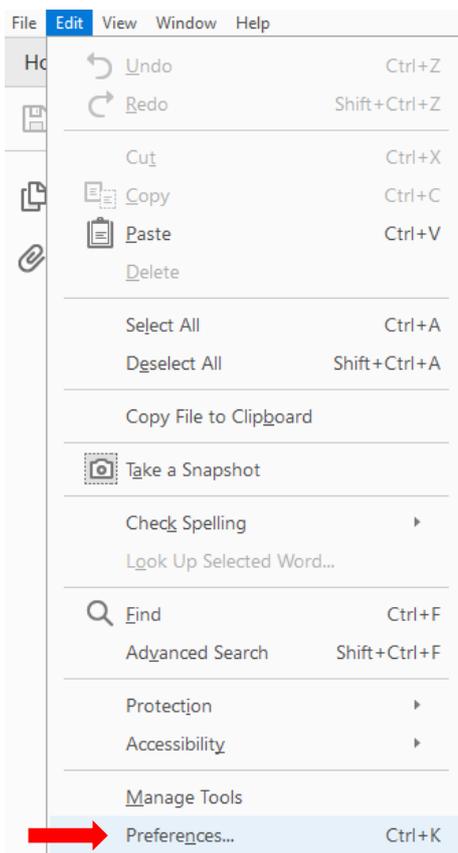
Use the 'Zoom' tool to increase or decrease text size.

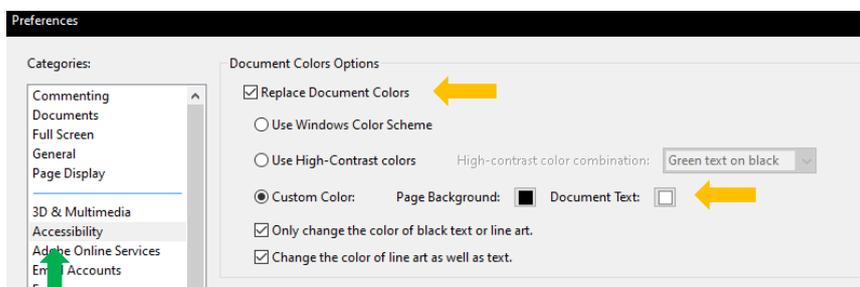- Click '+' or '-' on the toolbar at the top of the page (red arrow).

Adjust text and background colours

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

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

Example (below): White text on a black background

Get Tech Ready...Get Tech GO!

Technology workshops with DDS
See the DDS website for more information

LONDON
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.

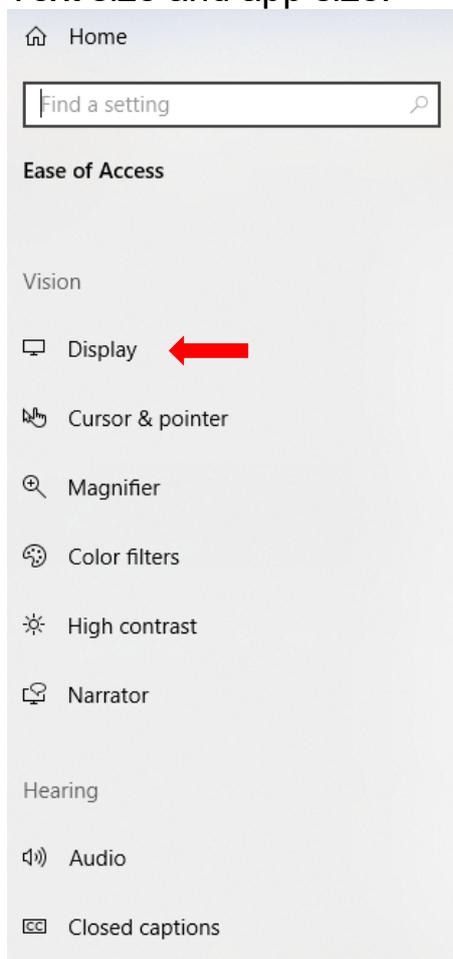Open Windows Ease of Access centre.

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

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.

Get Tech Ready...Get Tech GO!

Technology workshops with DDS
See the DDS website for more information

LONDON
METROPOLITAN
UNIVERSITY

Adjust the cursor and pointer size and appearance.
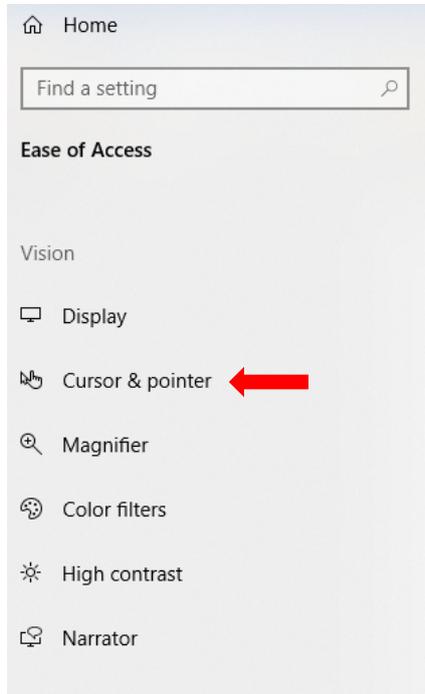
Change onscreen colours.

Get Tech Ready...Get Tech GO!

Technology workshops with DDS
See the DDS website for more information

LONDON
METROPOLITAN
UNIVERSITY

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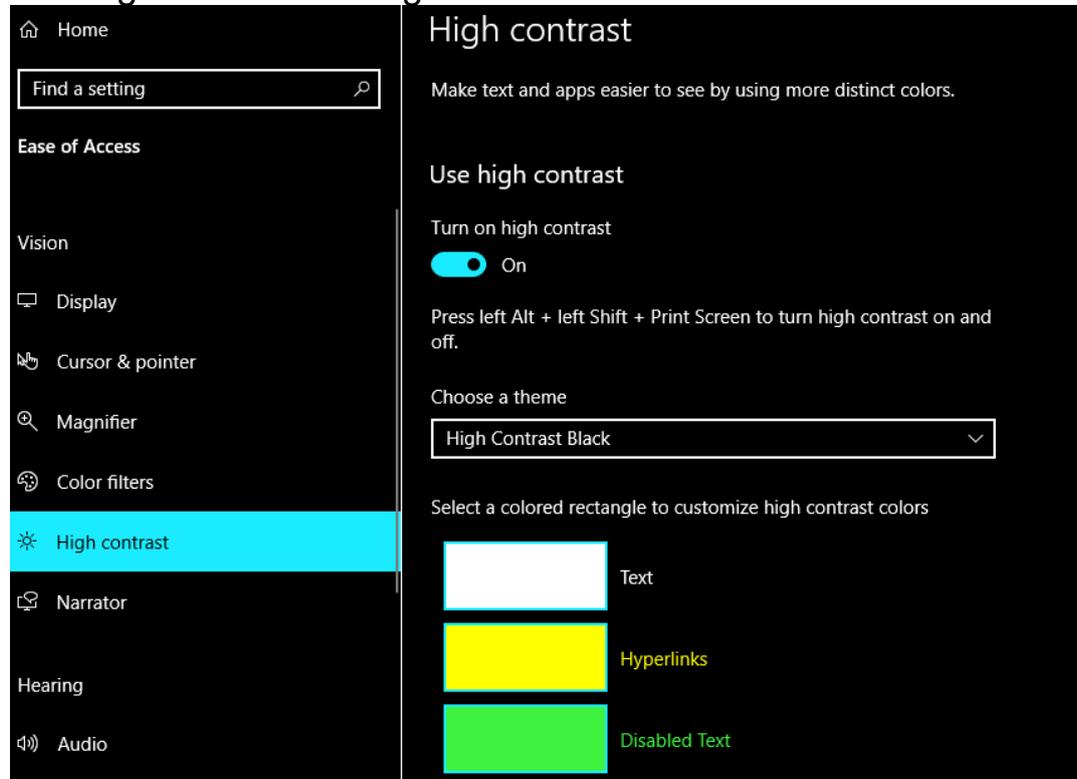
There are many settings that can be altered within the Windows Ease of Access facility.

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.