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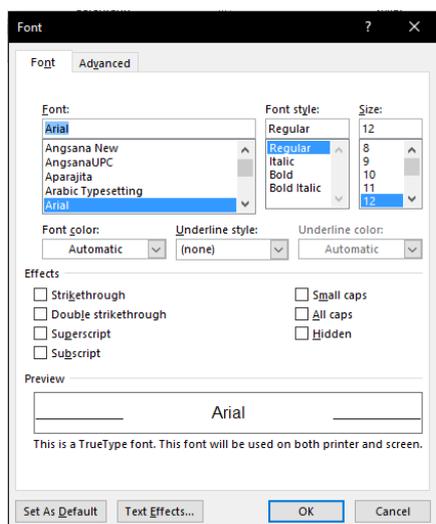
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Factsheet 2: Optimise digital text to make it easier to read

Microsoft Word (Office 365)

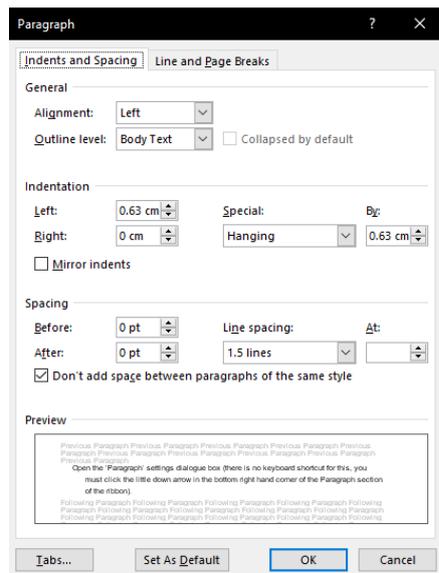
Change Font Settings



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

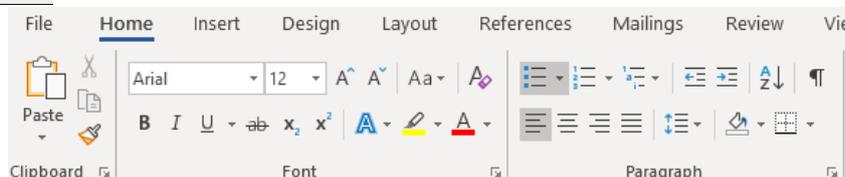


Changing the 'paragraph' settings such as line spacing can aid with access and reading.

- 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.



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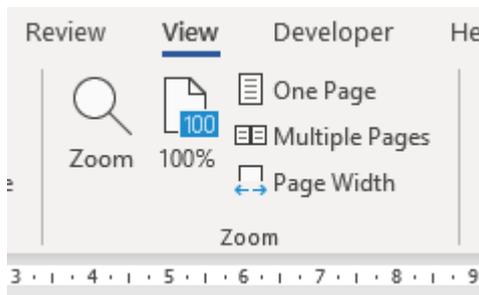
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Use page zoom

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).

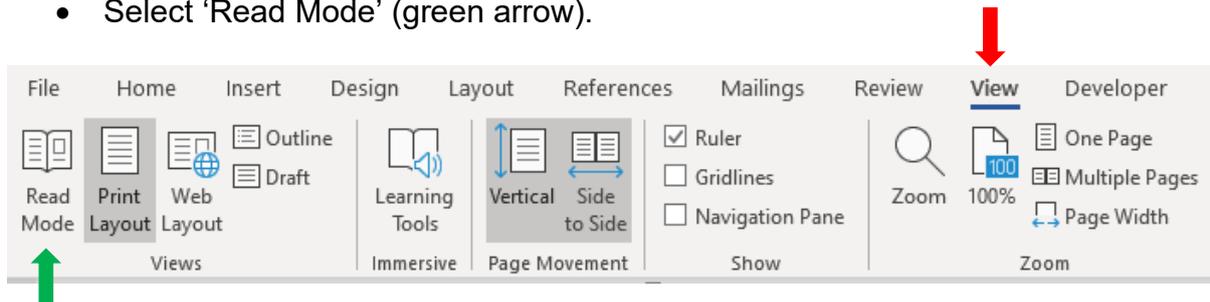


- Alternatively, select the 'View' tab at the top of the MS Word application window to adjust settings.

Use 'Read Mode'

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

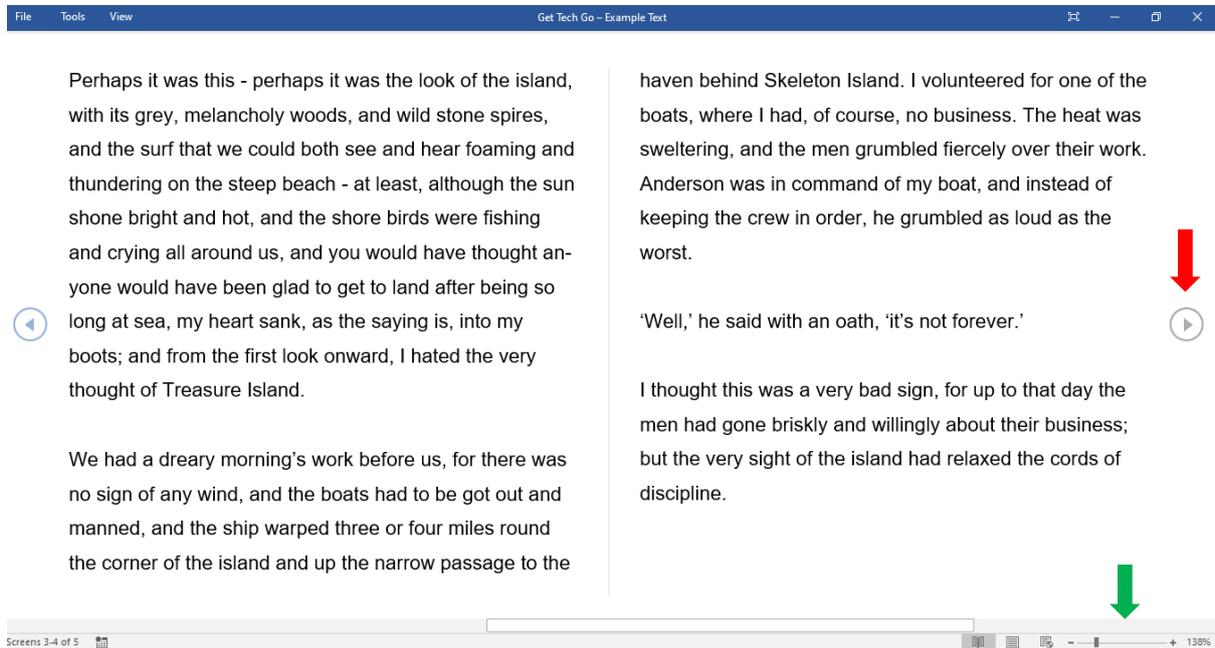
- Select the 'View' tab at the top of the MS Word application window (red arrow).
- Select 'Read Mode' (green arrow).



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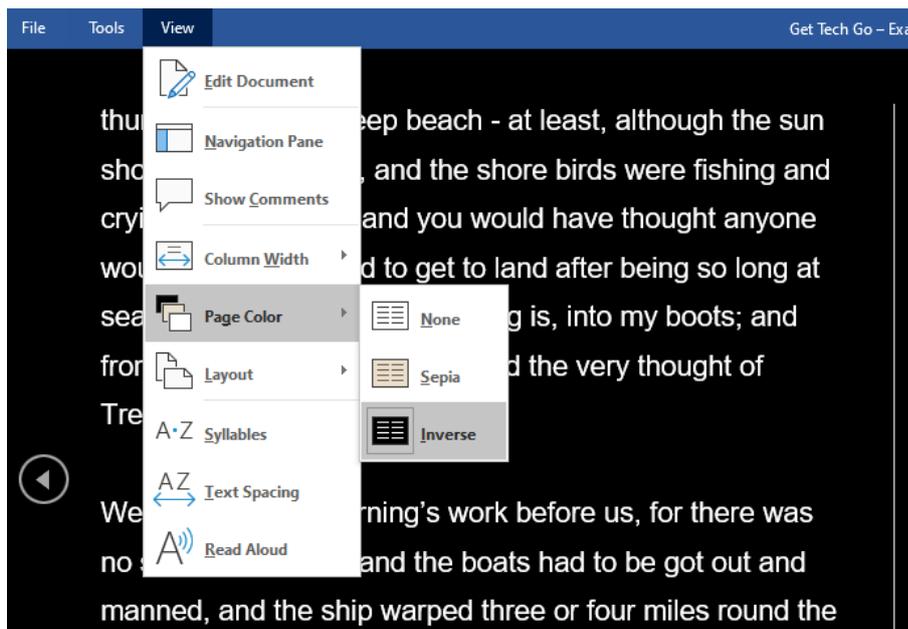


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- Adjust the text size using the zoom control in the bottom left hand corner of the screen (green arrow above).
- Navigate forward and backward through your document using the arrow keys at the side of the page (red arrow above).
- Press the 'Esc'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

Adjust display settings in 'Read Mode'



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

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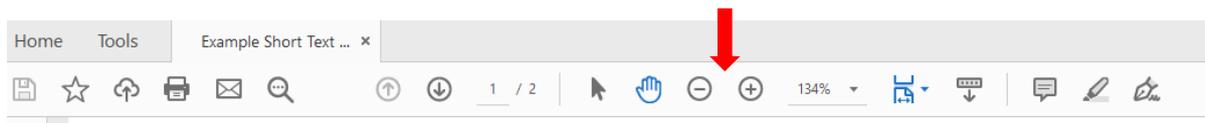
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Adobe Reader (PDF reader software)

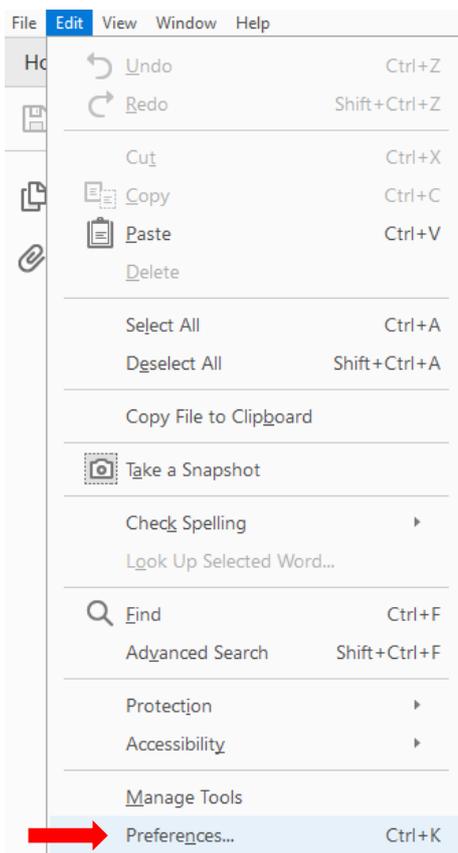
Use the 'Zoom' tool to increase or decrease text size.

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

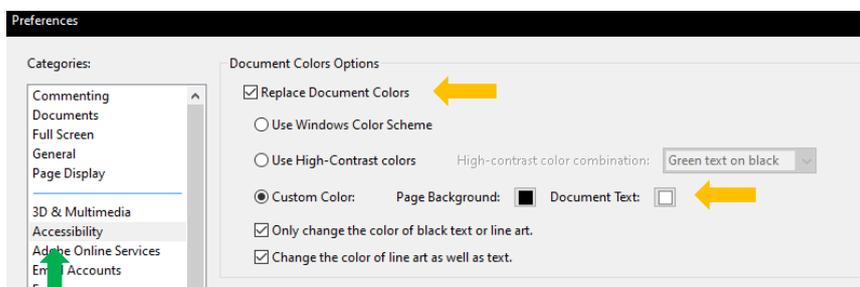


Adjust text and background colours

- 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

The appearance of the island when I came on deck next morning 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

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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.

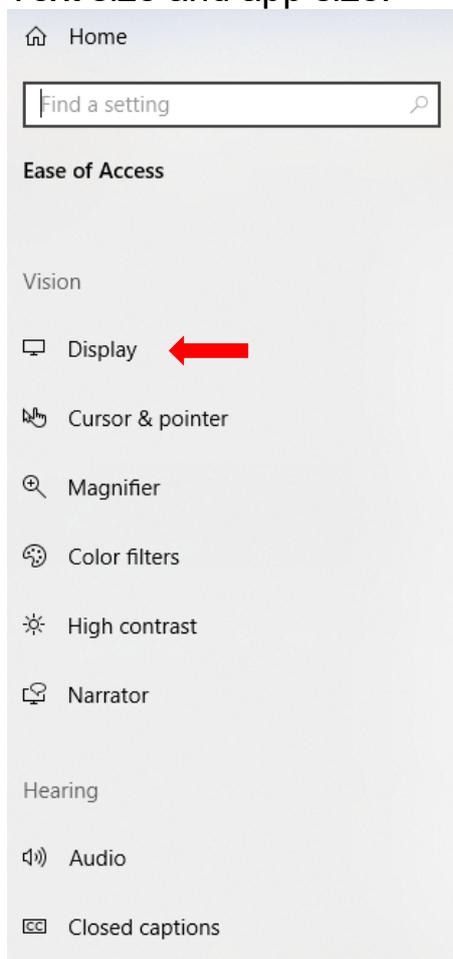
- Type 'Ease of Access' into the search box next to the Windows Start Button, then press enter.



- 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.



Display

Make your display easier to see.

Make text bigger

Sample text

Drag the slider until the sample text is easy to read, then click Apply



Apply

Make everything bigger

Change the size of apps and text on the main display

100% (Recommended)

Change the size of apps and text on other displays

Change the size and color of your cursor and mouse pointer

Make everything brighter

Change the brightness of your built-in display



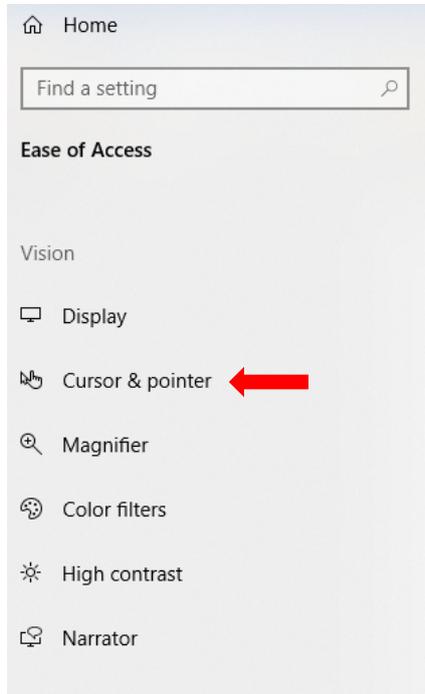
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Adjust the cursor and pointer size and appearance.



Cursor & pointer

Make pointer, cursor, and touch feedback easier to see.

Change pointer size and color

Change pointer size



Change pointer color

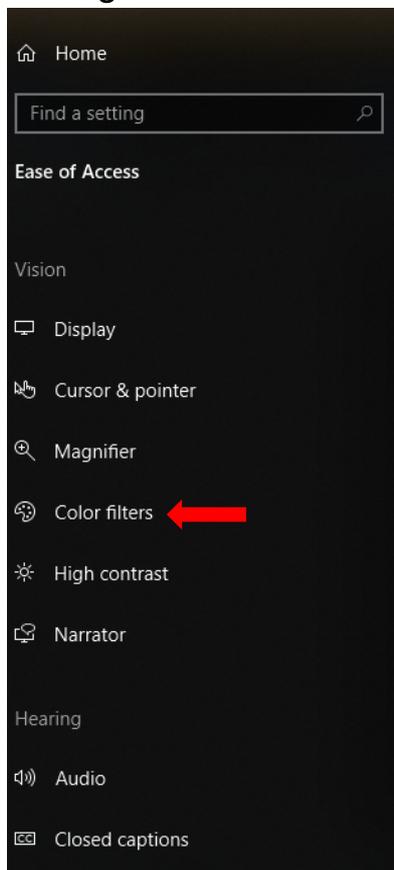


Make the cursor easier to see when typing

Change cursor thickness



Change onscreen colours.



Color filters

Make photos and colors easier to see by applying a color filter to your screen.

Use color filters

Turn on color filters



Allow the shortcut key to toggle filter on or off

Press the Windows logo key **⊞** + **Ctrl** + **C** to toggle filter on or off.

Select a color filter to see elements on the screen better

Inverted (reverse colors on the display)

Grayscale

Grayscale inverted

Or select a colorblindness filter to make the nine colors on the wheel more distinct.

Red-green (green weak, deuteranopia)

Red-green (red weak, protanopia)

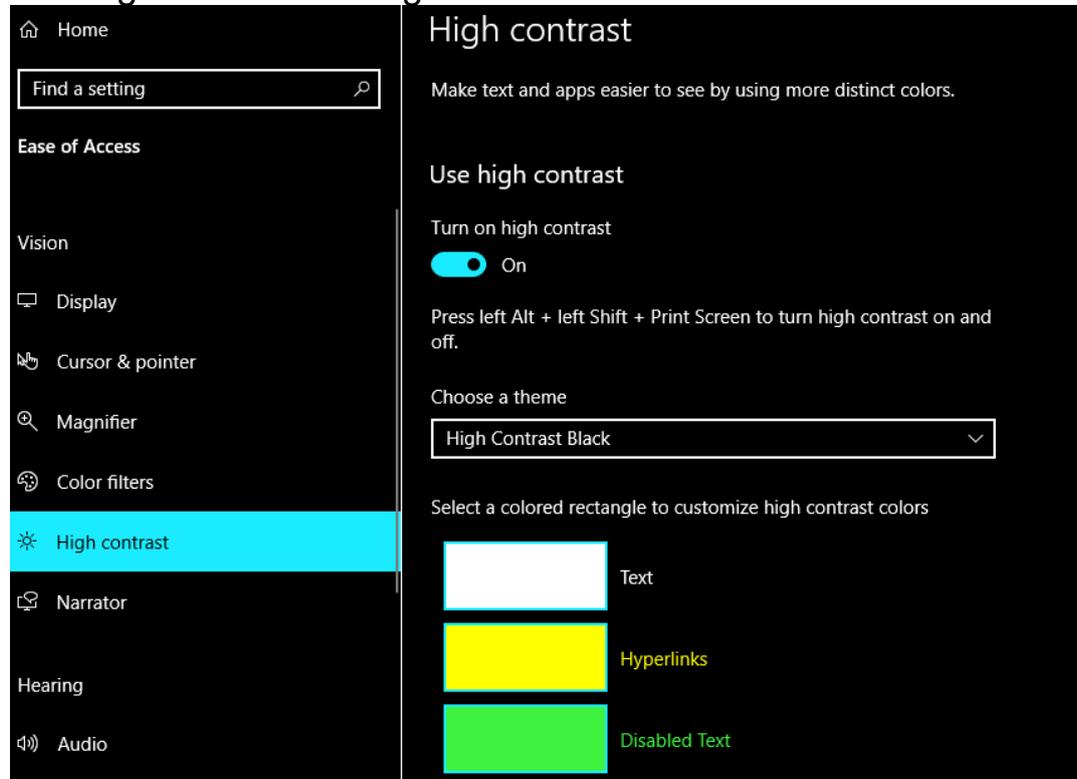
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Use high contrast settings.



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.