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Making Text Easier to See in MS Word

Some people may have difficulty reading the text as it normally appears in a Word document.

You can make the text in your document appear larger without affecting how it prints out or becoming “too wide” for the screen.

This skillsheet shows you how to choose your preferred text size in MS Word.

Increasing the Text Size

You can increase the onscreen size of the text, without affecting how it will print out, by using the zoom function. To do this:

- Click the **View menu** or press **Alt + V**.
- Click on **Zoom** or press **Z** to display the zoom box (see Fig. 1).

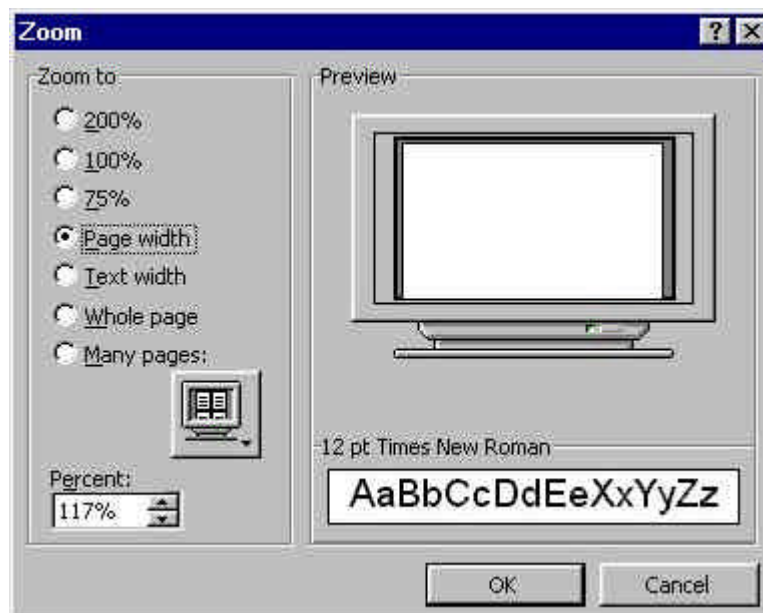


Fig. 1

- Either click on the **zoom level** you want or use the **up and down arrows** to select a value.

- If you want to type in your own value, click in the **Percent** box, or press **Alt + E**. Type in the value you want (between 50% and 200%). When you have chosen or typed in a value, press **Enter** or click **OK** to return to Word.
- Once you are done, click **OK** or press **Enter** to return to Word.

You may find that the text doesn't fit in the windows width ways after you have adjusted the zoom level and that the Word window will scroll along as you type to keep the text visible. You can force the text to **wrap to the window** which will make sure every line fits on to the screen, width ways.

- Click the **Tools** menu or press **Alt + T**
- Click on **Options** or press **O** to display the **Options** dialog box (see Fig. 2).

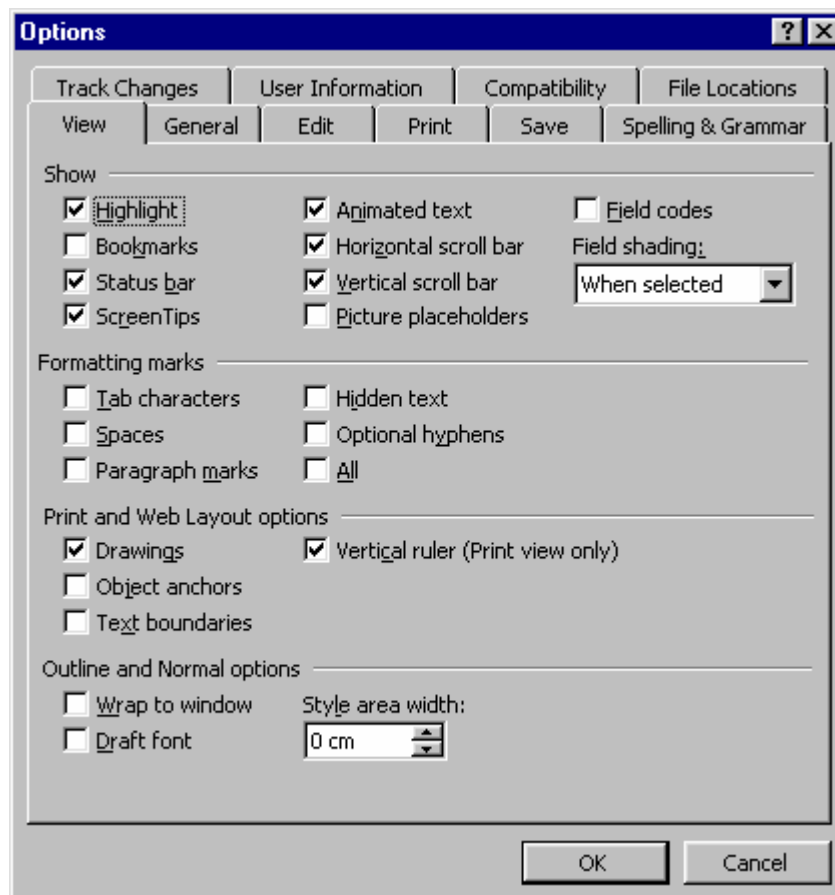


Fig. 2

- Click the checkbox marked **Wrap to window** or press **Alt + W**.

Now any lines that do not fit across the screen will be wrapped on to the next line so the window does not scroll. This will not affect the final print out in any way.

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