Lesson 3 Accessibility Spacing & Zoom & Read Mode

Increasing Spaces between Words

Once a document is typed, it can sometimes make the document more accessible to increase the spaces between words by using the **Replace** tool. The following explains how to increase spaces between words using the **Replace** tool.

1. *Click* the **Home** tab **(1).**



1

2. In the **Editing** group, *click* on **Replace**. **(2)**



2

3. The **Find** and **Replace** window will appear. In the **Find** what: field,press the spacebar once**.(3)**



3

4. In the **replace** with; field, press the spacebar to equal number of spaces that you want to inser between each word.

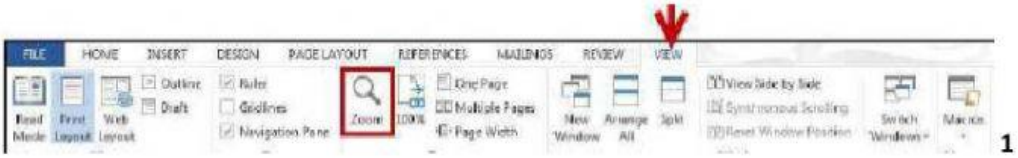
5.*Click* the **Replace All** button.

6. The space between word in your document will be increased.

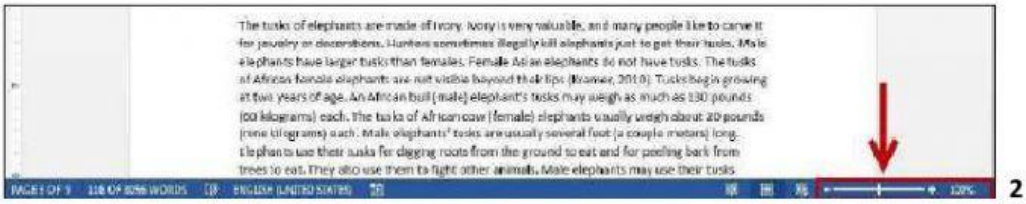
Zoom

The *tool* magnifies the document on the screen, making text **large** (or **smaller**). Note that using the *zoom* tool will not change the appearance of the document when it is printed. The *zoom* tool can be found on the View tab in the *Zoom grouping* (1) or on the *right-side* of the **status bar** at the bottom of the document**. (2).**

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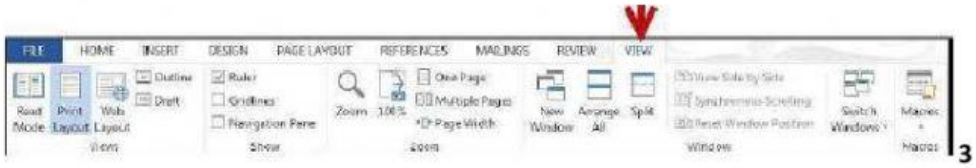
1



2

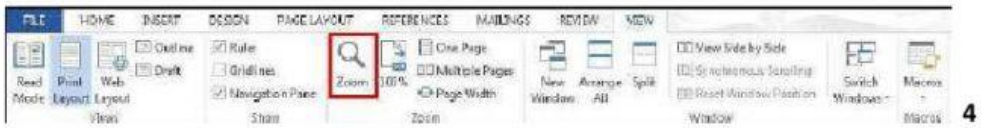
To adjust **Zoom** via the View tab.

1. **Click** on the **view** tab. (3)



3

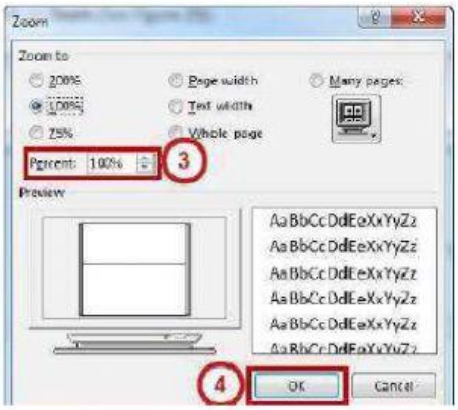
2. In the **Zoom grouping,** *click* on **Zoom. (4)**



4

3. The **Zoom** window will appear, in the Percent field, adjust the number relative to how much you want to *zoom* **in/out (5)**.

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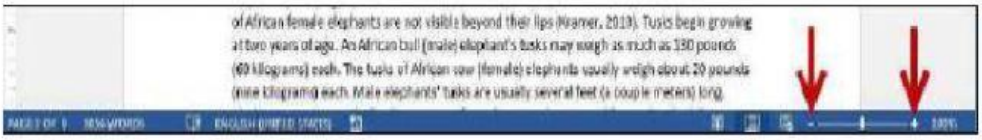


5

4. *Click* on **OK**.

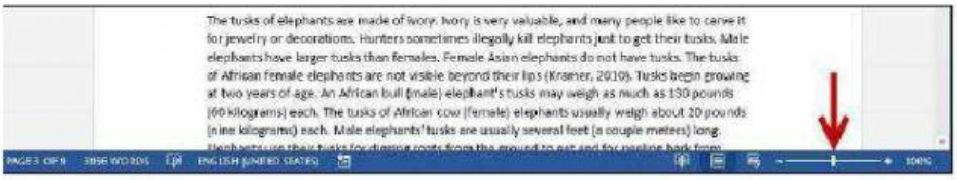
To adjust **Zoom** via the **Status Bar**:

1. *Click* the *minus* or *plus* button to **zoom** your document **in/out.(6)**



6

2. You can also *drag* the slider to the **left** or **right** to zoom **in or out.(7)**

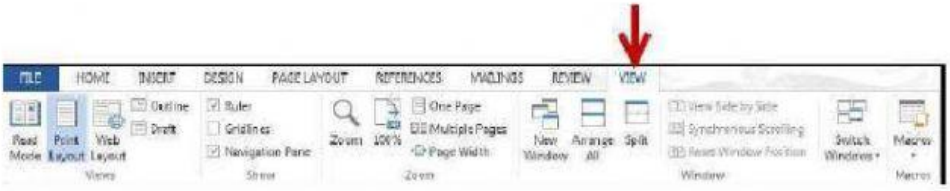


7

Read Mode

New in Word 2013 and beyond is the **Read Mode**. When activated, word will hide the ribbon and the menu. **Read Mode** will automatically fit the pages to your computer, use columns and large font sizes to improve readability,(or if you are using a tablet, resize the page to fit your device). While in read mode, you can also change these options to suit your needs, The following explains how to enter **Read Mode**.

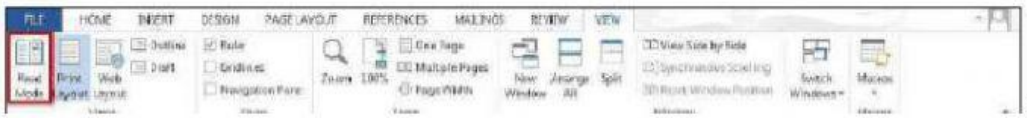
1. *Click* the **View** tab.**(1)**



1

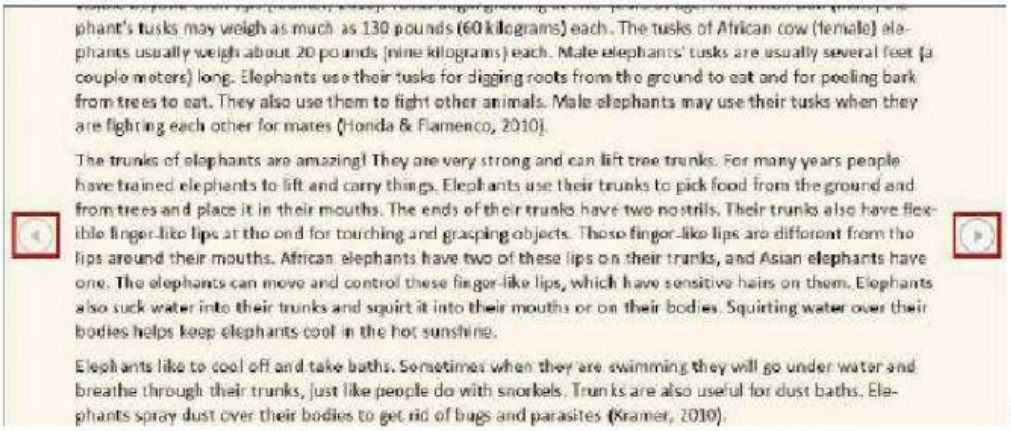
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2. In the **View** section, *click* **Read Mode (2).**



2

3. Your document will now display in Read Mode. To navigate through the document, *click* the arrows within left/right margins. **(3)**

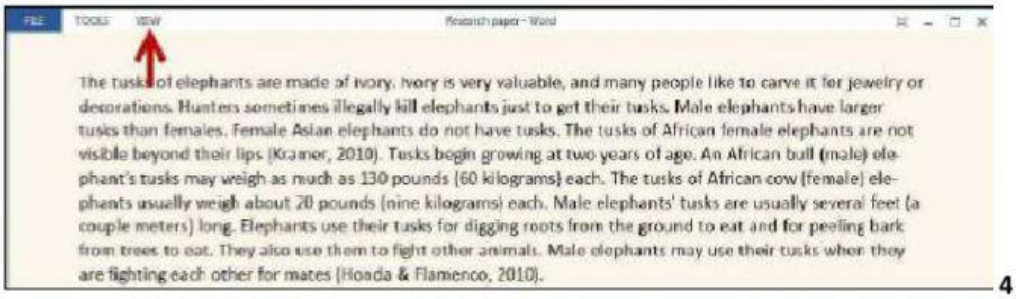

phant's tusks may weigh as much as 130 pounds (60 kilograms) each. The tusks of African cow (female) elephants usually weigh about 20 pounds (nine kilograms) each. Male elephants' tusks are usually several feet (a couple meters) long. Elephants use their tusks for digging roots from the ground to eat and for peeling bark from trees to eat. They also use them to fight other animals. Male elephants may use their tusks when they are fighting each other for mates (Honda & Flamenco, 2010).

The trunks of elephants are amazing! They are very strong and can lift tree trunks. For many years people have trained elephants to lift and carry things. Elephants use their trunks to pick food from the ground and from trees and place it in their mouths. The ends of their trunks have two nostrils. Their trunks also have flexible finger-like lips at the end for touching and grasping objects. Those finger-like lips are different from the lips around their mouths. African elephants have two of these lips on their trunks, and Asian elephants have one. The elephants can move and control these finger-like lips, which have sensitive hairs on them. Elephants also suck water into their trunks and squirt it into their mouths or on their bodies. Squirting water over their bodies helps keep elephants cool in the hot sunshine.

Elephants like to cool off and take baths. Sometimes when they are swimming they will go under water and breathe through their trunks, just like people do with snorkels. Trunks are also useful for dust baths. Elephants spray dust over their bodies to get rid of bugs and parasites (Kramer, 2010).

3

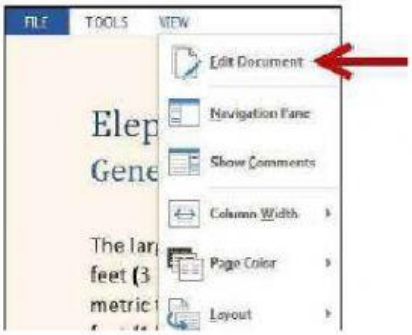
4. To return to *editing* your document, *click* the **View tab (4).**



4

5. *Click* on **Edit Document to return to the** *Print Layout* **view.(5)**

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5

Questions

1. **Explain to steps for Read Mode.**

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