

# 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).



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



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



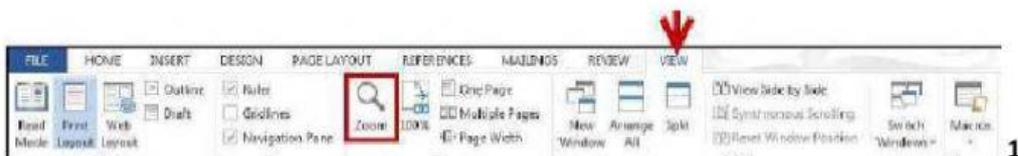
4. In the **replace** with; field, press the spacebar to equal number of spaces that you want to insert between each word.

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

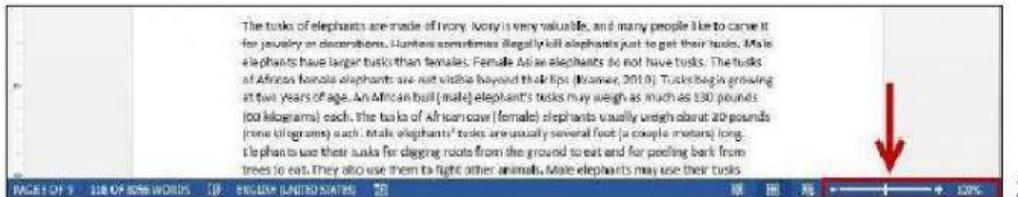
6. The space between word in your document will be increased.

## 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).



1



2

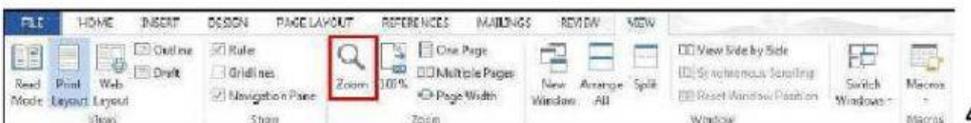
To adjust **Zoom** via the View tab.

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



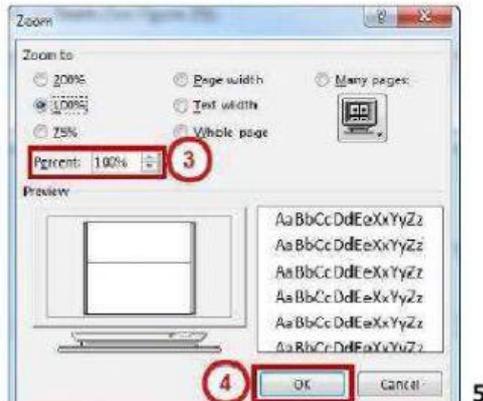
3

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



4

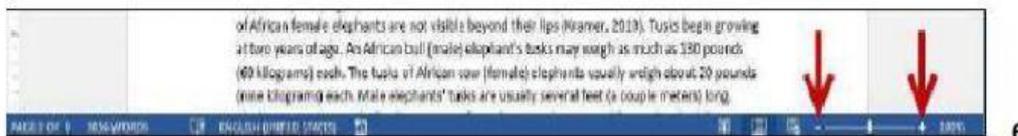
3. The **Zoom** window will appear, in the Percent field, adjust the number relative to how much you want to **zoom in/out** (5).



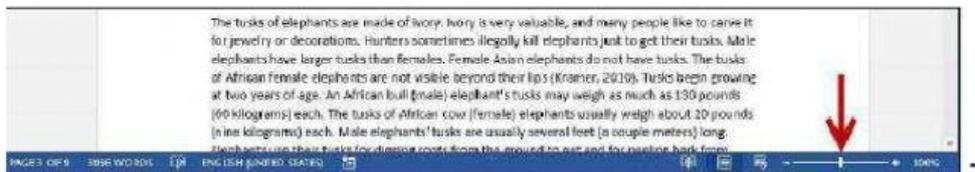
4. Click on **OK**.

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

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



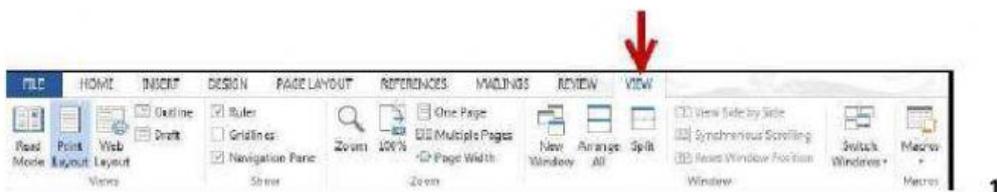
2. You can also *drag* the slider to the *left* or *right* to **zoom in or out**.(7)



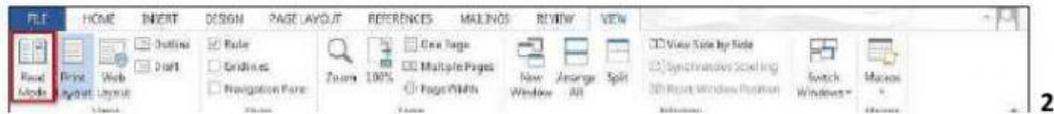
## Read Mode

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**.

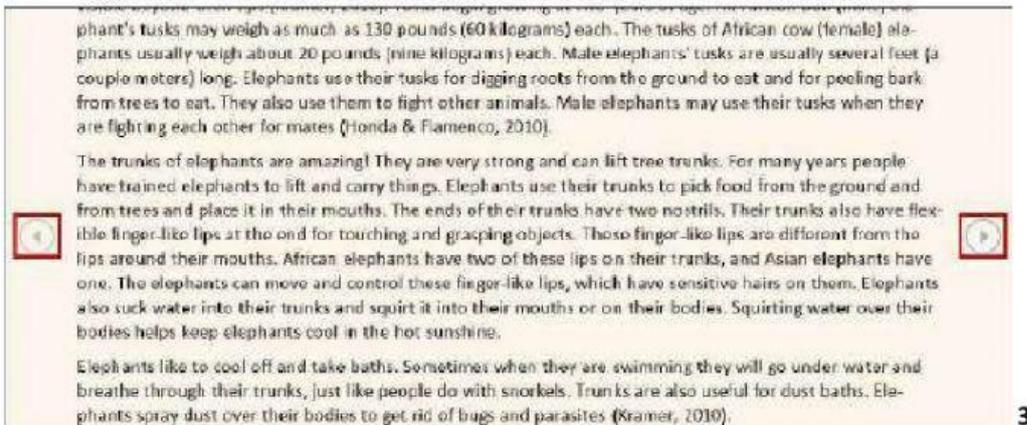
1. Click the **View** tab.(1)



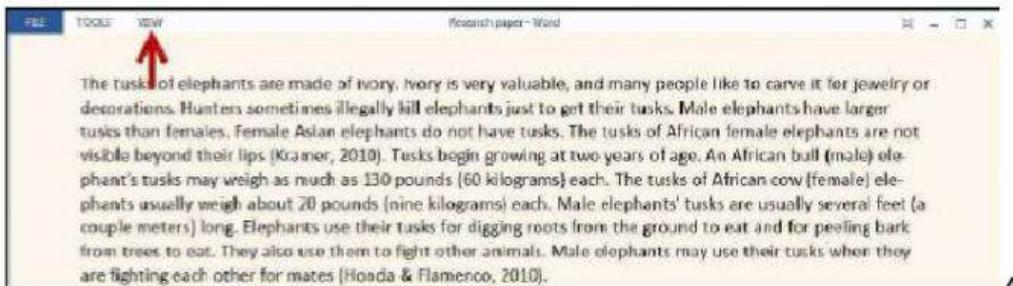
2. In the **View** section, *click Read Mode (2)*.



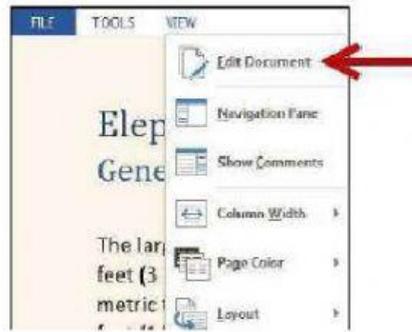
3. Your document will now display in Read Mode. To navigate through the document, *click the arrows within left/right margins. (3)*



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



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



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## Questions

1. Explain to steps for Read Mode.