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Below are the step-by-step instructions on how to increase the text size in Word

## Instructions

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

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

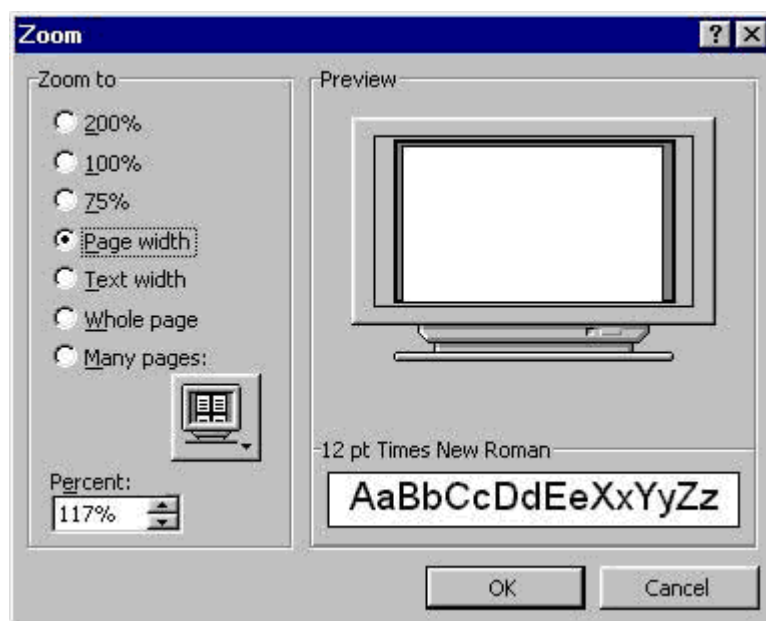


Fig 1

3. 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 ' and type in the value you want (between 50% and 200%).
4. Once you are done, click ' OK ' or press ' Enter ' to return to Word.

You may find that the text does not 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. to do so:

1. Click the ' Tools ' menu or press ' Alt ' + ' T ' .
2. Click on ' Options ' or press ' O ' to display the ' Options ' dialog box.

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3. Make sure the ' View ' tab is selected as shown in Fig 2, if not click on the ' View ' tab or press ' Ctrl ' + ' Tab ' to cycle through the tabs until you highlight the ' View ' tab.

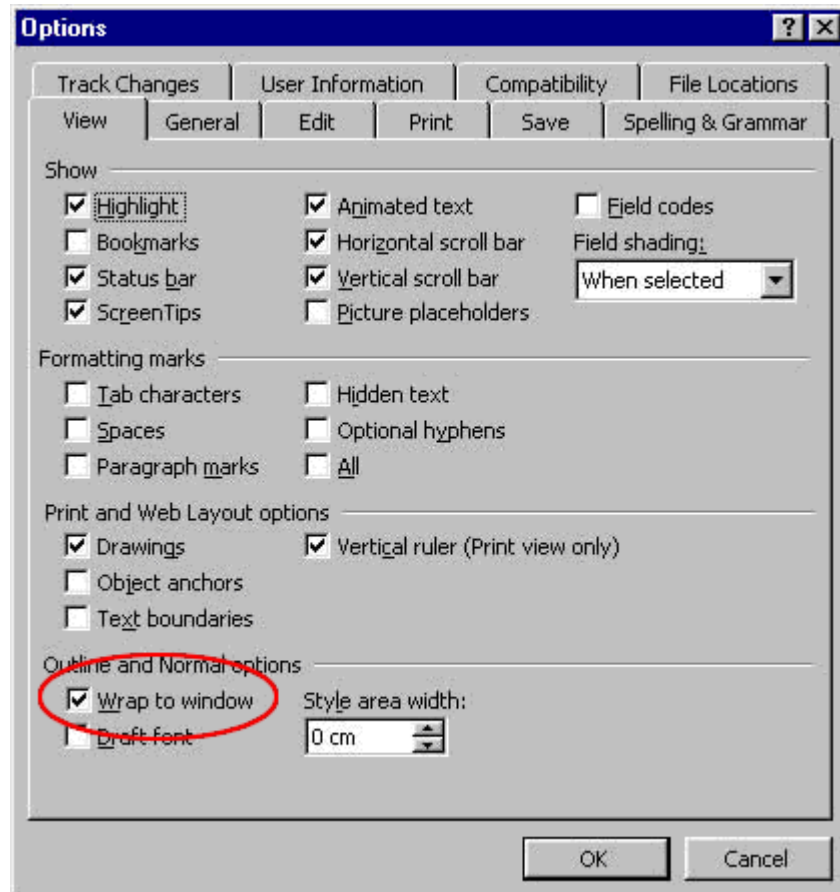


Fig 2

8. Click the checkbox marked ' Wrap to Window ' as highlighted in Fig 2 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.

**Note:** If this does not work it could be because your computer settings cannot be changed due to local IT policies - contact your local IT support for further help.