

Zoom Feature in Microsoft Word

This tip is handy if you would like to read the text of a document in a larger font, but still want it to print in regular-sized font.

- ◆ Be sure your Standard Toolbar is showing
 - View (top menu bar)
 - Toolbars
 - Be sure Standard is checked
- ◆ On the Standard toolbar, find the percentage number with a dropdown arrow
- ◆ With the dropdown menu, you can quickly increase the size of the view to make it easier to read on your screen

You can also decrease the percentage to see the layout of multiple pages.

This feature may be especially helpful for students with visual impairments.