



Turn off Reading View in Word

Reading View (the old Reading Layout or Full Screen Reading Layout) is still not accessible if you are using either Text-to-Speech or screen reading. If a document opens in Reading View you will get a message saying that this is an inaccessible way of viewing documents and you will have to “look” around to find the Edit button and return to normal document view.

If you have a learning or visual disability and are using a tablet, Reading View (without speech support) might be a useful tool as it now incorporates gestures and lets you basically “reflow” your Word document on a tablet and resize the view of the fonts...again with gestures.

Reading View is the default way of viewing documents that you will receive through e-mail. I suggest turning this option off in order to minimize frustration.

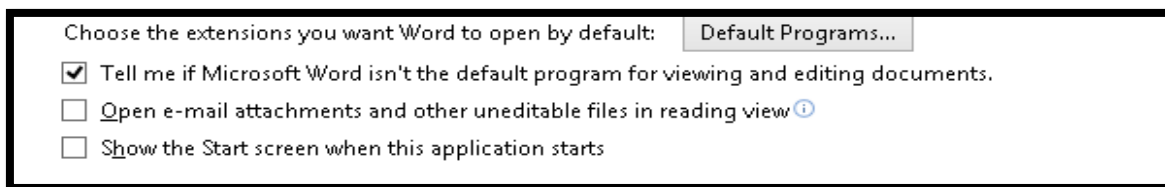


Figure 1 Check box to turn off Reading view for e-mail attachments.

To turn off documents opening in Reading View:

1. Press Alt + F, T to open the File/Backstage area, Word Options dialog.
2. Move to the General options. They should be the first set of options in the list.
3. Press Alt + letter O to move to and uncheck the option to “Open e-mail and other un-editable files in reading view.”
 - a. This will also affect any documents set by the document author to open using this view.
4. Move to and activate the OK button to confirm your choice and exit the Word Options dialog.

Documents will now open normally in Word. You can always switch to Reading View in Word by going to the View Ribbon and choosing it if you have a tablet.

Find more how to documents on the [Karlen Communications Handouts](#) web page.