


The Reading Layout in Microsoft Word is specifically designed for reading books and documents on screen. It has several facilities which are really useful when reading digital books.

1. Double click on the eBook to open it.
2. Click **View > Reading Layout** or press **ALT- R**.
3. Click on the **Allow Multiple Pages** button to see 2 pages at a time.
4. Click on the  and  magnifying buttons to change the text size. Note how the text is 're-flowed' to fit the new size.
5. Change the background colour by clicking **Format > Background** and then choose your colour. (Sometimes the background might not change – e.g. if the text is in a text box. In this case, click **Edit > Select All** (CTRL-A), then **Format > Borders and Shading**, and then choose your colour.)
6. If you want, change the text font by clicking **Edit > Select All** (CTRL-A), then **Format > Font**.
7. Press **PageUp** and **PageDown** or the **Cursor Keys** to turn the pages.
8. Click on **Document Map** in the toolbar to see the table of contents; click on a chapter to go to it.
9. One of the advantages of using Word to read a book is that you can type in text – for example, answers to questions in worksheets. You can also use other tools such as highlighters, bookmarks, inserting voice notes etc – click **View > ToolBars > Reviewing** to open the commenting and highlighting toolbar.
10. If you need the text read out to you by the computer, download and install the free WordTalk program from www.wordtalk.org.uk, or use another text-reading program.

11. Reading Layout keyboard shortcuts:

To do this	Press
Use Reading Layout	ALT-R
See the Document Map – once it is open, press F6 to move to it, then use the cursor keys to move up and down and Return to jump to the chosen section	ALT-D F6 to move to the Document Map Cursor keys and Return to navigate
Go to beginning of document	HOME
Go to end of document	END
Go to page number	Number, then ENTER
Increase the size of selected text by one point	CTRL]
Decrease the size of selected text by one point	CTRL [
Exit reading layout view	ESC