



Smart tools – Better results

Line Focus - Word Online

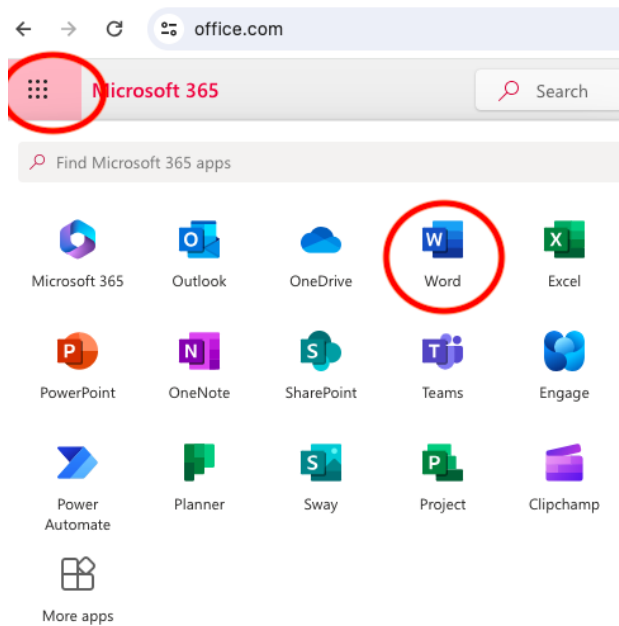
The instructions were updated in the autumn of 2024. We have also created a video, which you can find at the end of the instructions.

With only a portion of text in focus, it can be easier to concentrate, read, and understand texts. In Word Online, you can support your reading with the Line Focus virtual ruler. This feature limits the text so that one, three, or five lines are in focus.

Get started with Line Focus

You need to sign in to a Microsoft account to use Line Focus in Word Online.

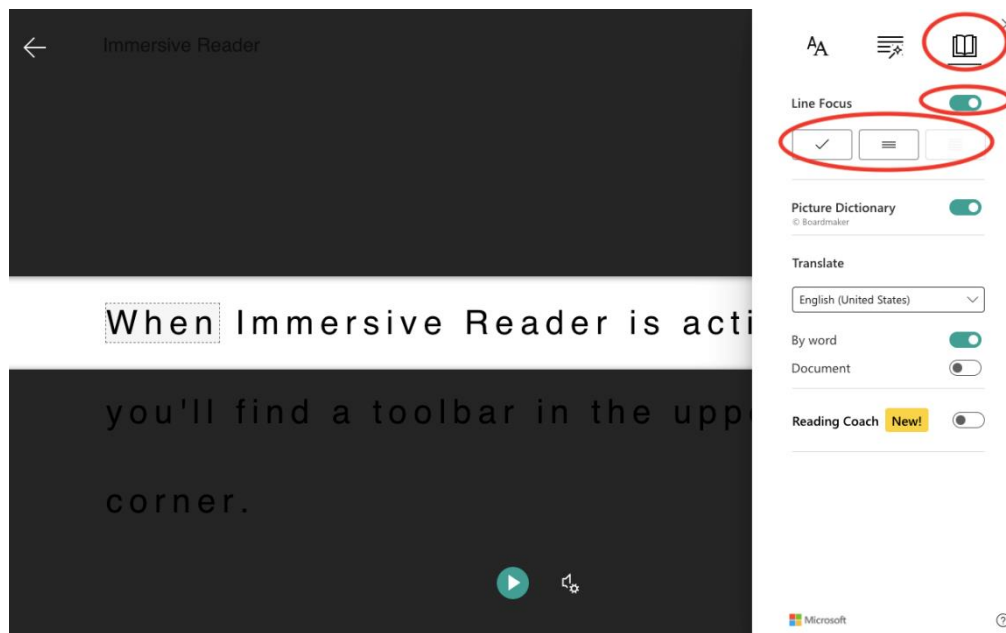
- Go to <https://www.office.com> and sign in to your Microsoft account. You can also sign up for a free version of Microsoft 365.
- Open Word Online.
- Open a document that you want to read, which you have saved to your account.
- If you don't have the text on your account, open a new blank document. In the blank document, you can paste the text you want to read.



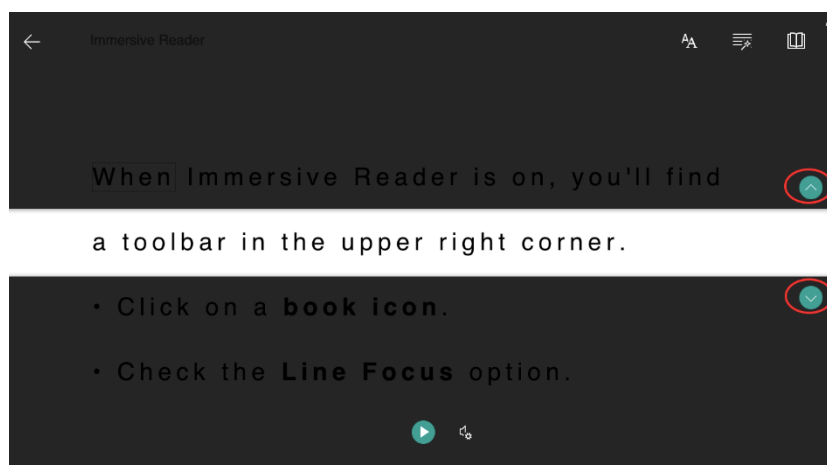
- Once you've opened a document with text, go to the toolbar at the top of Word.
- Click on **View > Immersive Reader**



- When Immersive Reader is enabled, you'll find a toolbar in the upper right corner.
- Click on a **book icon**.
- Turn on the **Line Focus** option.
- Choose whether you want to focus on one, three, or five lines of text



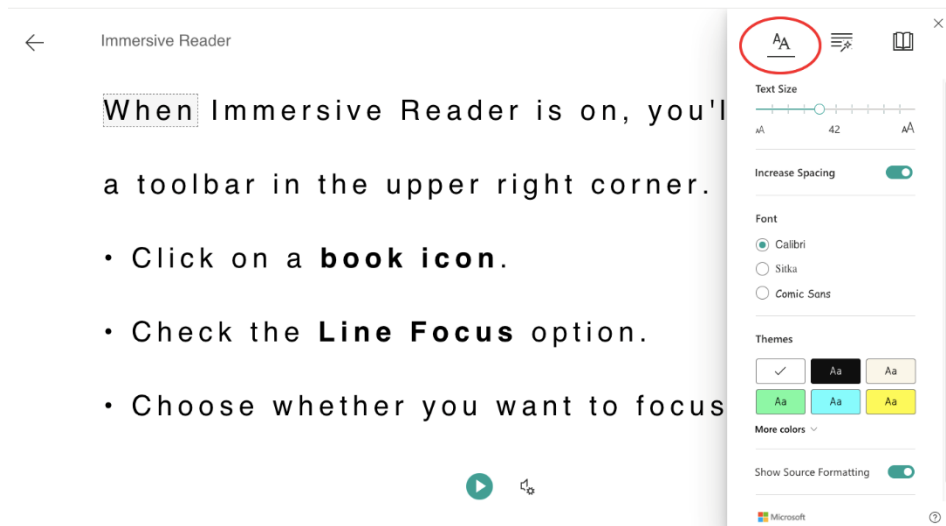
- To read further in the text, press the **green downward arrow**.
- You can also use the **green upward and downward arrows** on the keyboard to continue reading.



Customize text appearance:

- When Immersive Reader is on, go to the toolbar in the upper right corner.
- Click on the **AA icon**.

- Here, you can change the text size, increase the spacing between the text, change the font, and the background color behind the text.
- Choose the text appearance that suits you.



The links used in the instructions:

Sign in to your Microsoft account here:

<https://www.office.com>