

Smart tools – Better results

Text settings in Word Online

The instructions have been updated in autumn 2024.

It can be easier to concentrate, to read and to understand the text if you can customize the appearance of the text.

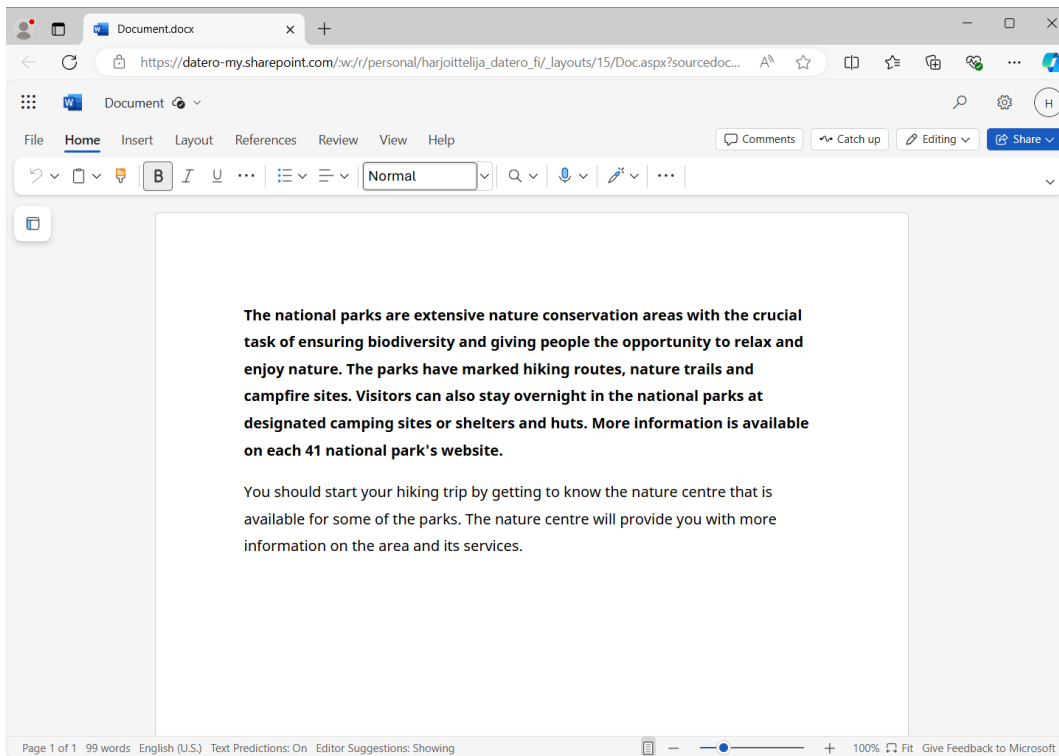
You can use the Immersive Reader function in the Word Online program if the document seems messy due to the unnecessary information around the text.

For example, the Immersive Reader function can remove all redundant information around the text and enables listening to the text using speech synthesis.

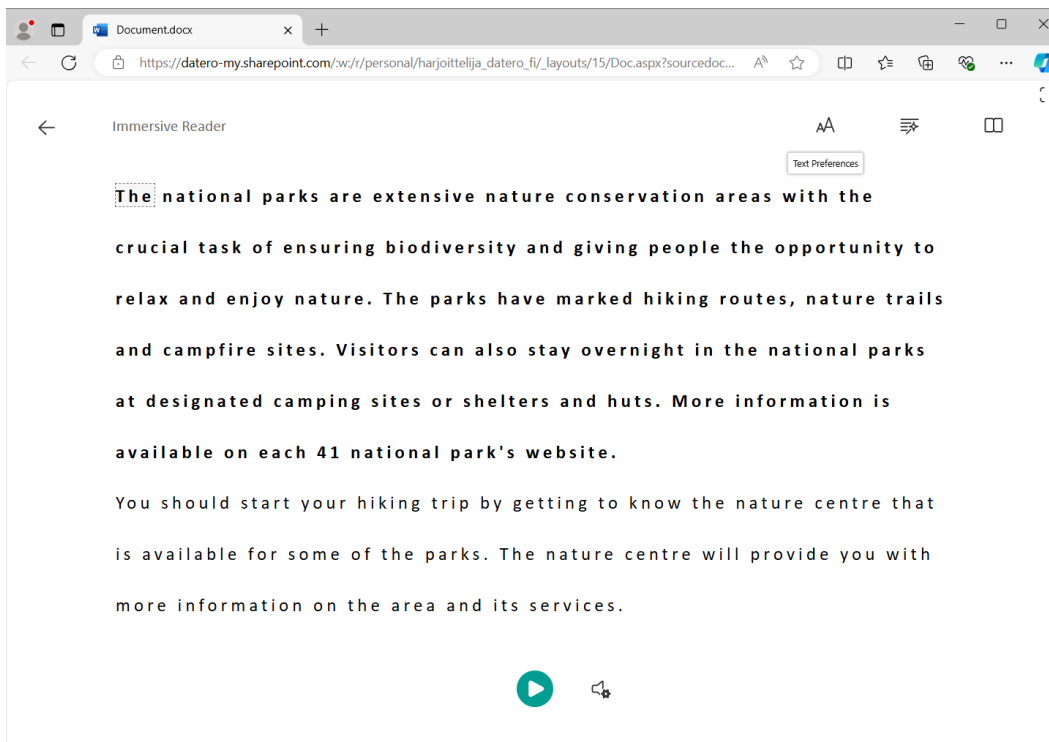


See these examples:

- In this picture, Immersive Reader is not enabled.



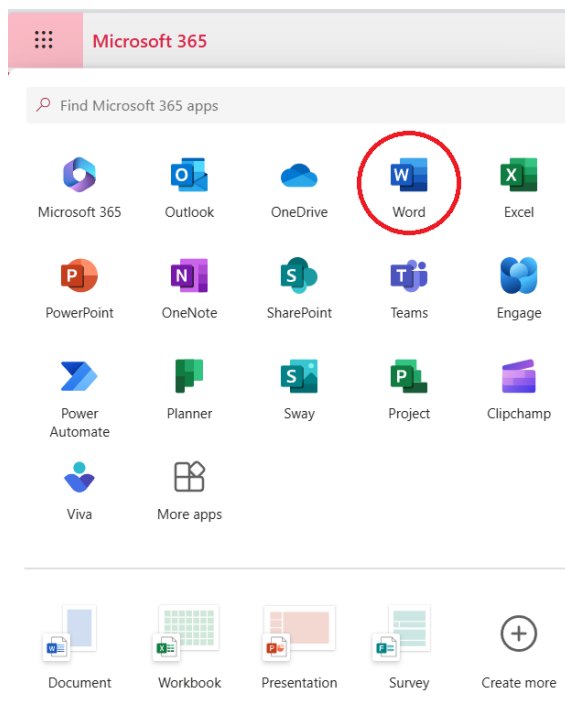
- In this picture, Immersive Reader is enabled.



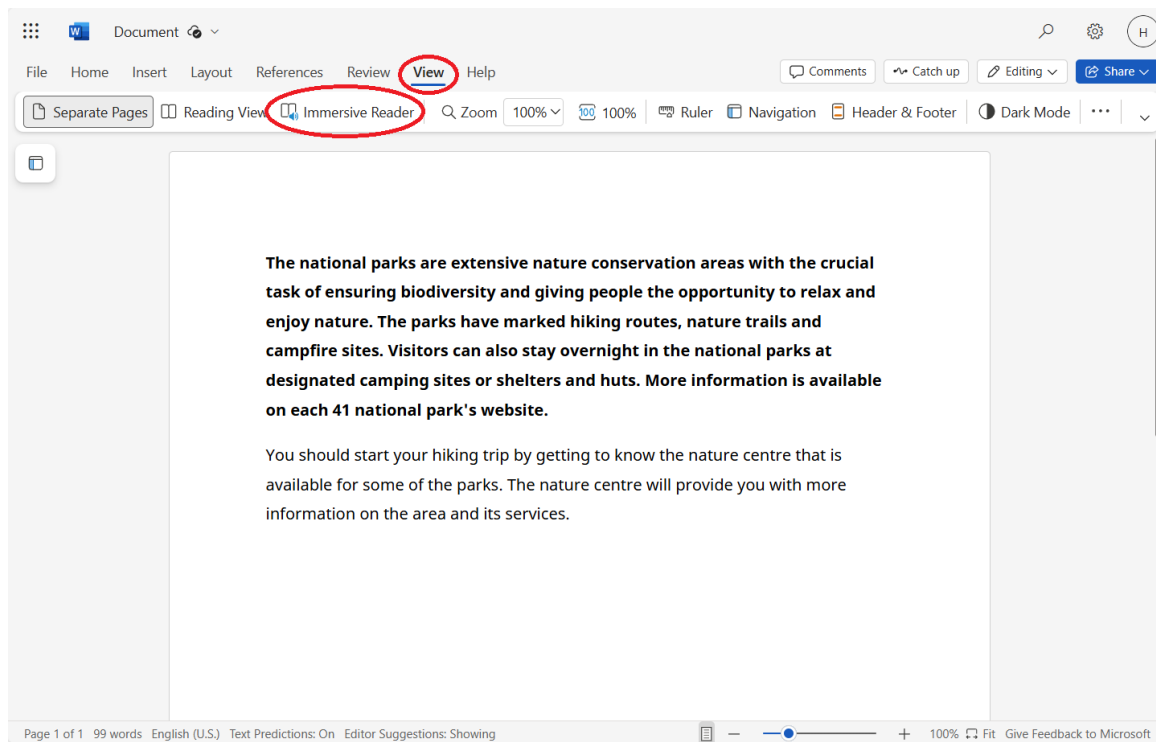
How to get started with Immersive Reader

You must sign in to a Microsoft account to use Immersive Reader in Word Online.

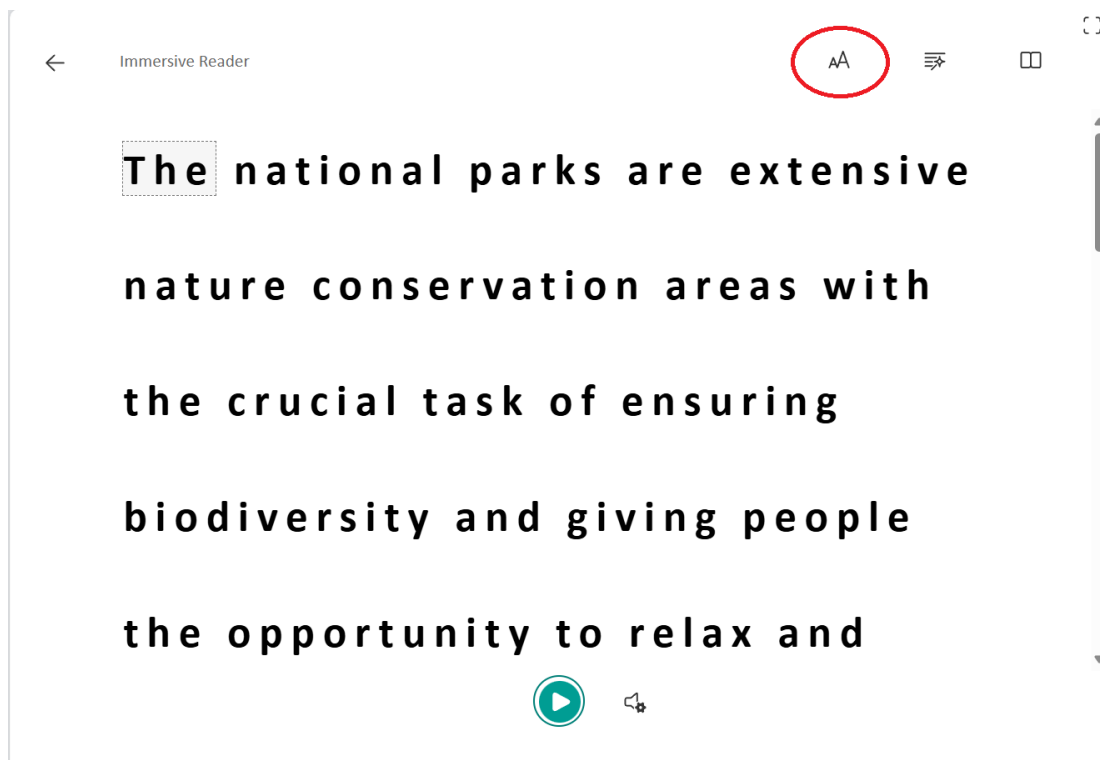
- Go to <https://www.office.com> and sign in to your Microsoft account. You can also sign up to use a free version of Microsoft 365.
- Open Word Online.
- Open a document you want to read that you have saved to your account.
- If you don't have a document in your account, open a blank document. You can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



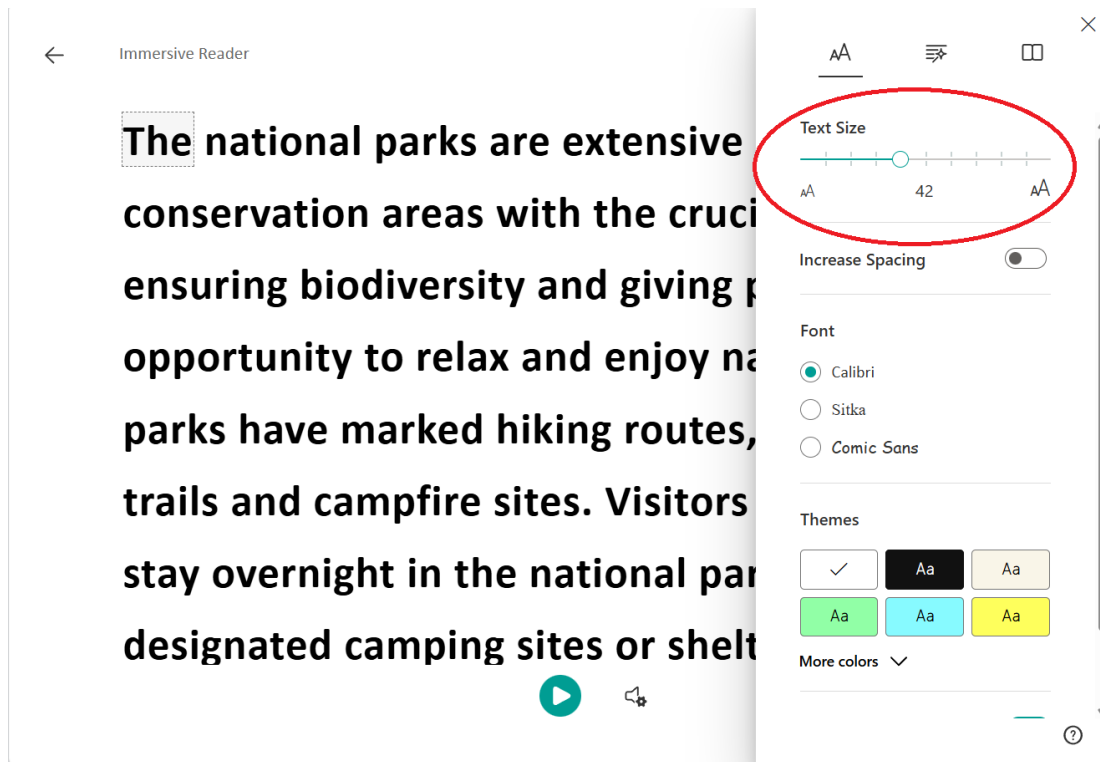
- Once you have a text document open, go to the toolbar at the top of Word.
- Tap View > Immersive Reader.



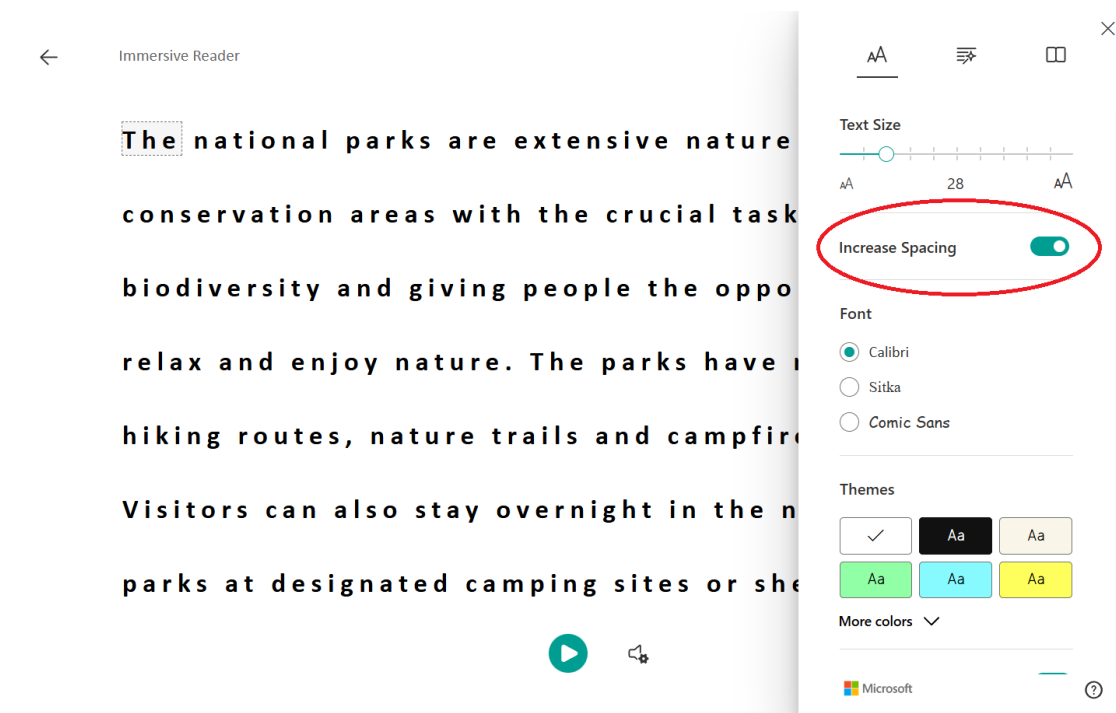
- Once Immersive Reader is enabled, go to the toolbar in the upper right corner.
- Press the AA symbol.
- A menu opens at the right corner of the page.
- The settings in the following images do not affect the appearance of the actual document and are only visible in the Immersive Reader.



- You can adjust the size of the text in the Text Size function by moving the point back and forth on the line.

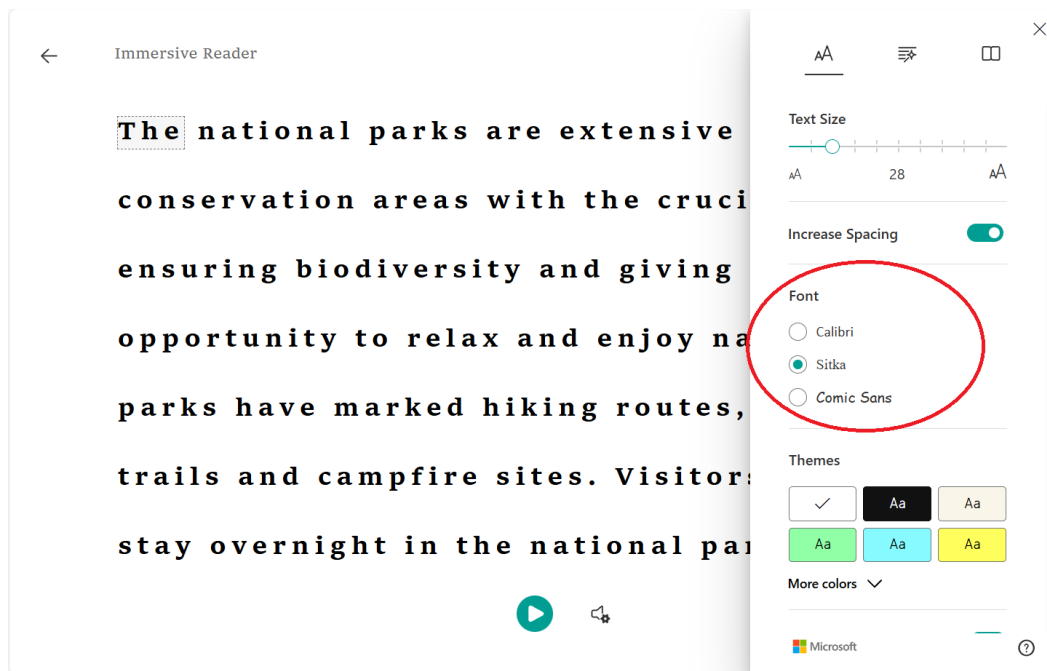


- By selecting **Increase Spacing**, you can increase the spacing between words.

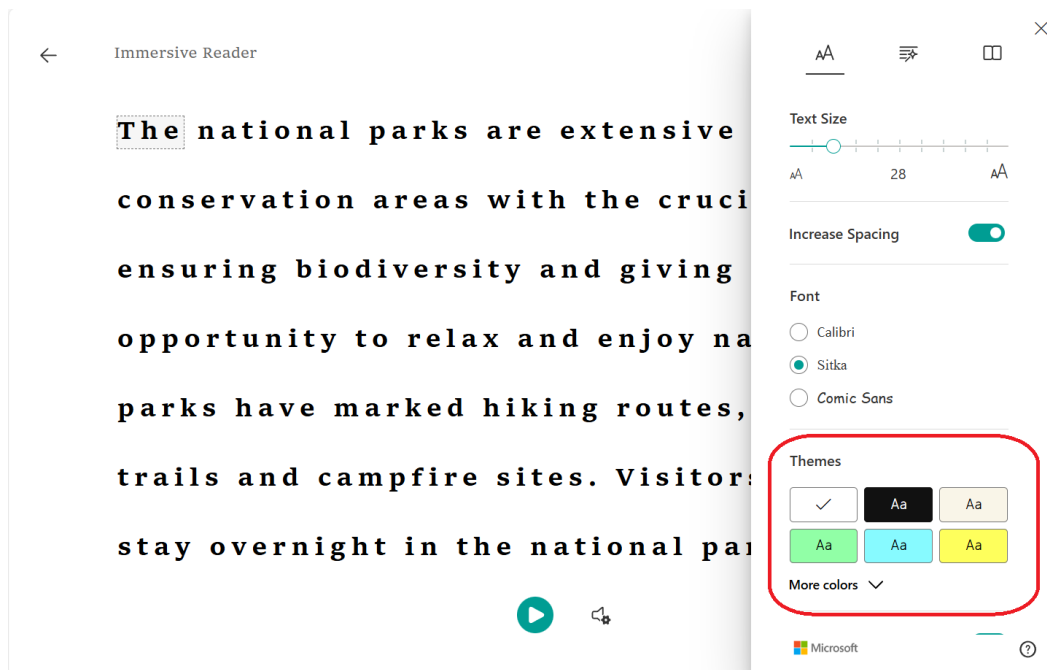


- You can select the font in the **Font** section.

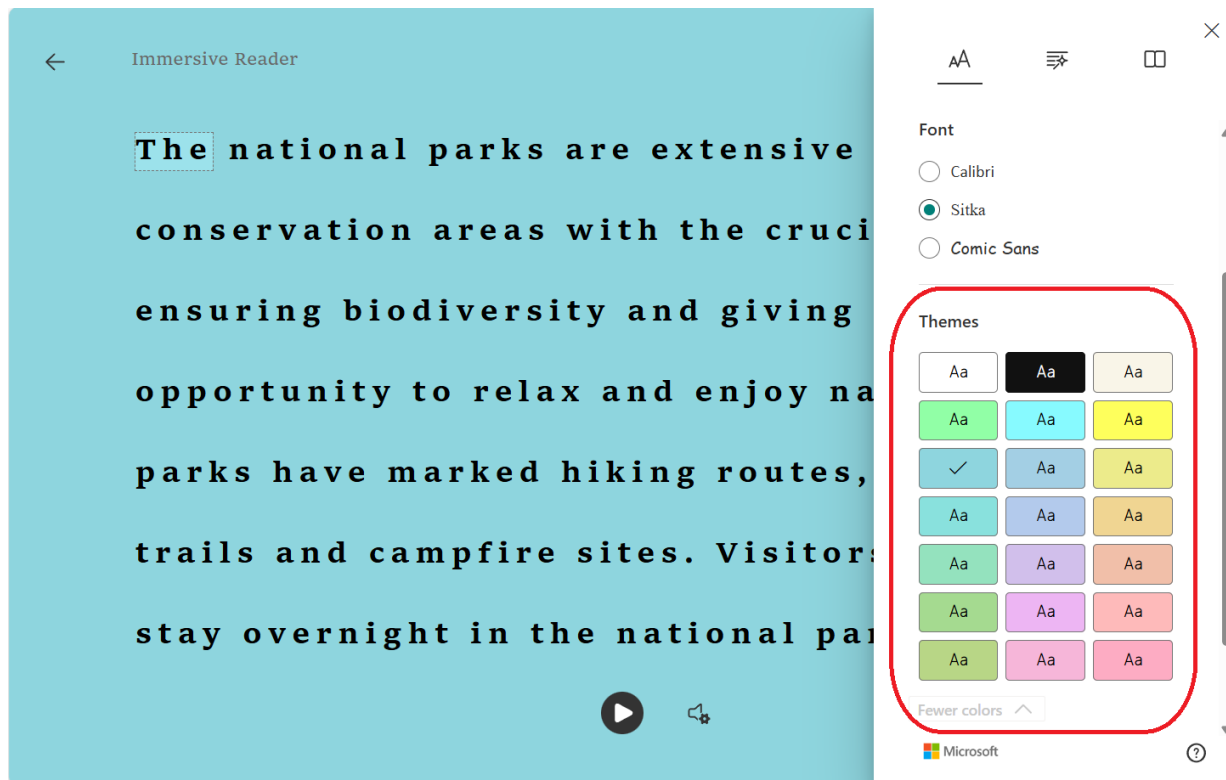
- Select the font that suits you.



- You can choose text and background color in the **Themes** section.
- Choose the background color that best suits your usage.
- You can also choose from a larger color menu.
- Select **More colors**.



- From the larger color menu, you can choose the setting that suits you.
- Choose a color by clicking on the corresponding color image.



- You can read the text in the original form of the document.
- Select **Show Source Formatting**.
- The structure of the text can disturb concentration.
- Select **Show Source Formatting** again to exit the feature.

