GSD. Word – How to Turn On and Off Read Mode in Word 2016

General Information:

Possible symptoms/errors:

How to Turn On and Off Read Mode in Word 2016.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Microsoft Word comes with useful layouts for viewing your documents in different situations. These layouts include print layout, web page layout and the Read Mode layout.Read Mode hides writing tools and menus to leave more room for the pages which is ideal if user is reading a document and not writing or doing major editing.

Details:

A. Enable Read Mode

1. Advise the user to click on View tab then select Read Mode.

Note: Selecting read mode will hide the writing tools and menus.Alternatively, user can also enable Read Mode by clicking the Read Mode icon on the lower right portion of their Word Document beside the Zoom tools.

2. The word document will now be in Read Mode layout.B. Deactivate Read Mode1. Advise the user to click on View tab then select Edit Document.

Note: Selecting edit document will return the user to the default view of Word 2016 where they can see the writing tools and menus.2. The Word document will return to be on Print Layout mode.

Change the default viewing mode to Read Mode.1. Advise the user to click on File tab then select Options.

2. In the Word Options window, ask the user to select General.

3. Under Startup options, advise the user to select the Open e-mail attachments and other uneditable files in reading view option. Then, ask them to click OK to save the changes.

4. This will make the view of all the user's Word document in Read Mode.

Note: To disable making Read Mode as the default viewing mode, tell the user to uncheck the Open E-Mail attachments and other uneditable files in reading view option then click OK.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A