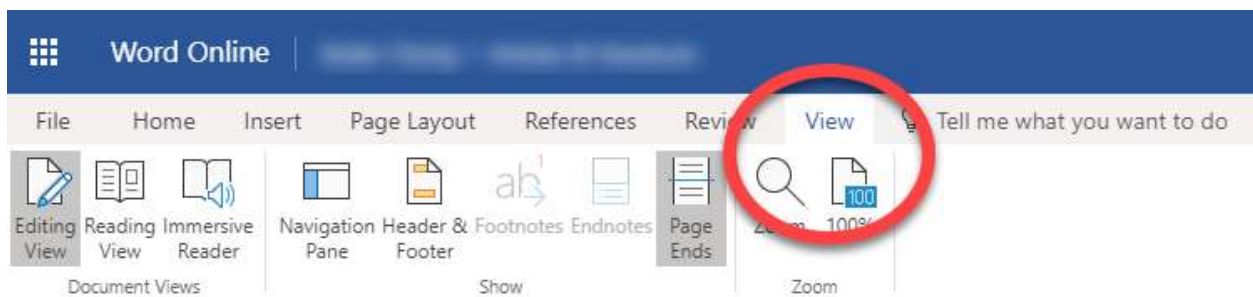


Line Focus in Microsoft Word Online

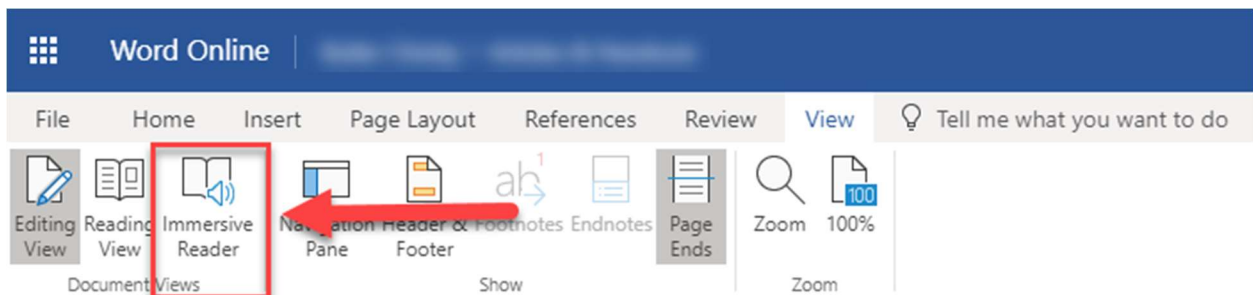
Line Focus in Microsoft Word provides display control for students. This tool can be used to mask or cover parts of the screen to reduce distractions while reading. Line Focus will dim the document except for a movable horizontal reading ruler. To access this tool please follow the instructions below.

Microsoft Word Online

1. Select the **View** tab.



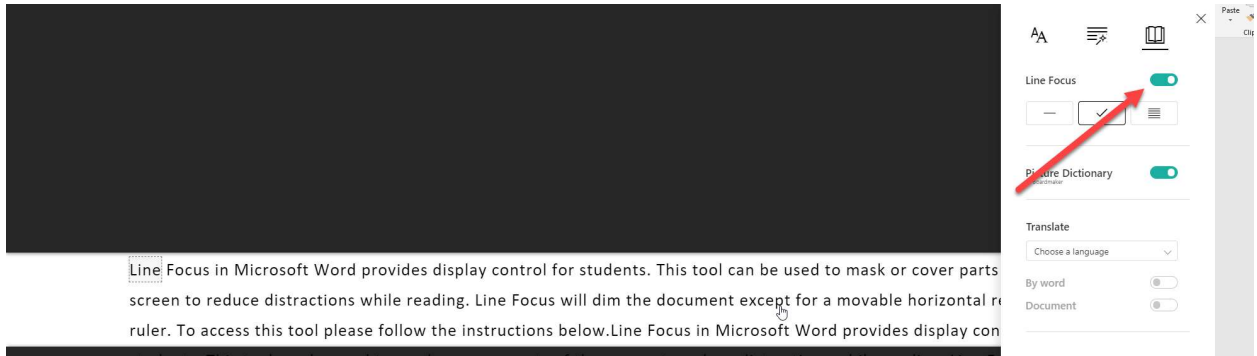
2. Select the **Immersive Reader** button.



3. This will open an immersive reading view of the document. Select **Open Book** button in the top, right corner.



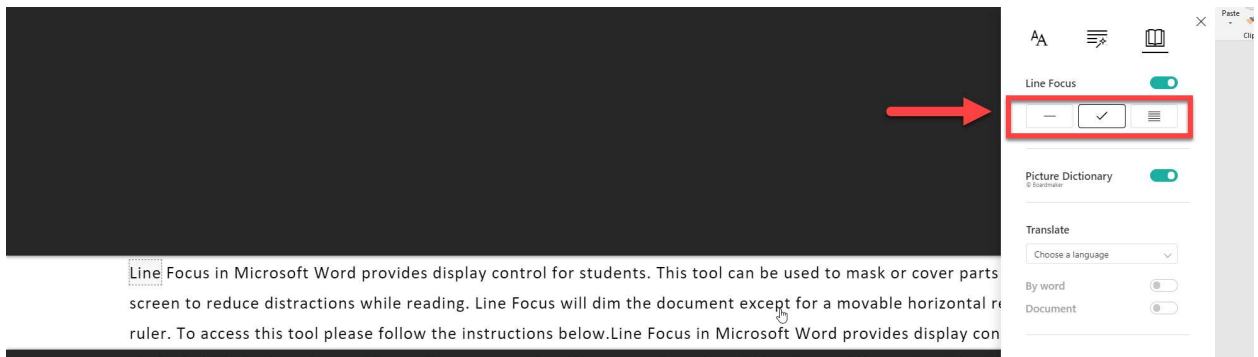
4. Toggle On Line Focus.



The screenshot shows a dark document area on the left and a floating ribbon on the right. The ribbon includes icons for font (AA), paragraph (≡), and reading (📖). Below the icons, the 'Line Focus' section has a toggle switch that is turned on (green). A red arrow points to this toggle switch. Below the toggle are three icons: a minus sign, a checkmark, and a list icon. Below the ribbon, there is a text area with a mouse cursor pointing to the word 'Line'.

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5. Select the Amount of Text to view (one line, three lines, or five lines). Scroll through the text with your mouse cursor.



The screenshot is similar to the previous one, but the three icons in the 'Line Focus' section (minus, checkmark, list) are now enclosed in a red rectangular box. A red arrow points from the dark document area towards this box. The text area below the ribbon is the same as in the previous screenshot.

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