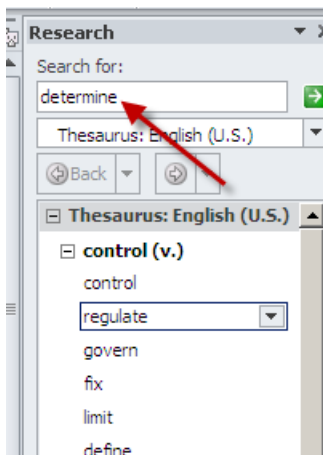
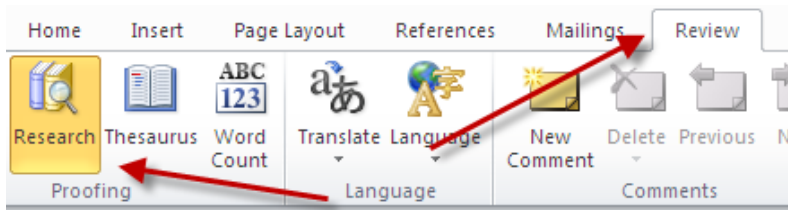


## Reading and Writing Supports in Microsoft Word

### Writing Supports

#### Dictionary options

There are two ways to determine the meaning of a word



1. Place the cursor in the middle of the word you want to look up

Select "Review" then "Research"

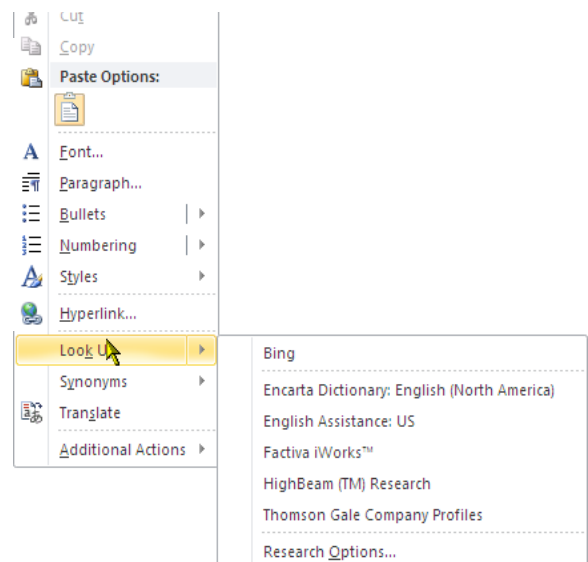
The definition will appear to the right of your screen

2. Right click on the word to look up.

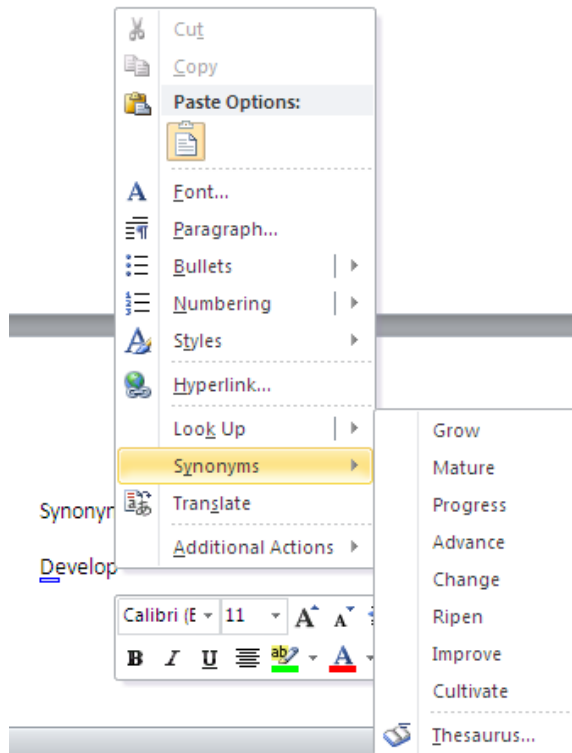
A selection box will appear at the side of the word.

Select the "look up" option.

The definition will appear to the right of your screen.



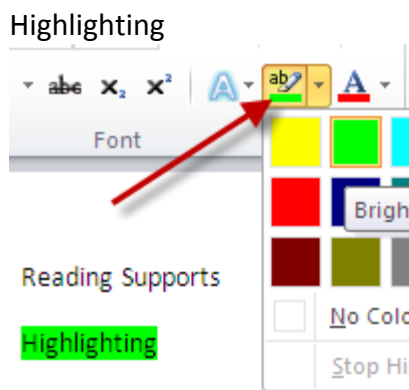
## Synonyms



**For students struggling with word choice the synonym tool bar is a useful feature.**

- Right click on the word and select synonym from the pop-up menu.
- Several other options with similar meanings appear
- Select the desired alternative word
- It will replace the word in your document with the one selected.

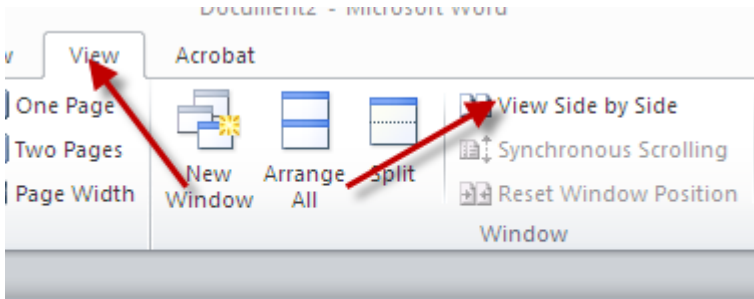
## Reading Supports



**Highlighting is a useful tool for students to select important information.**

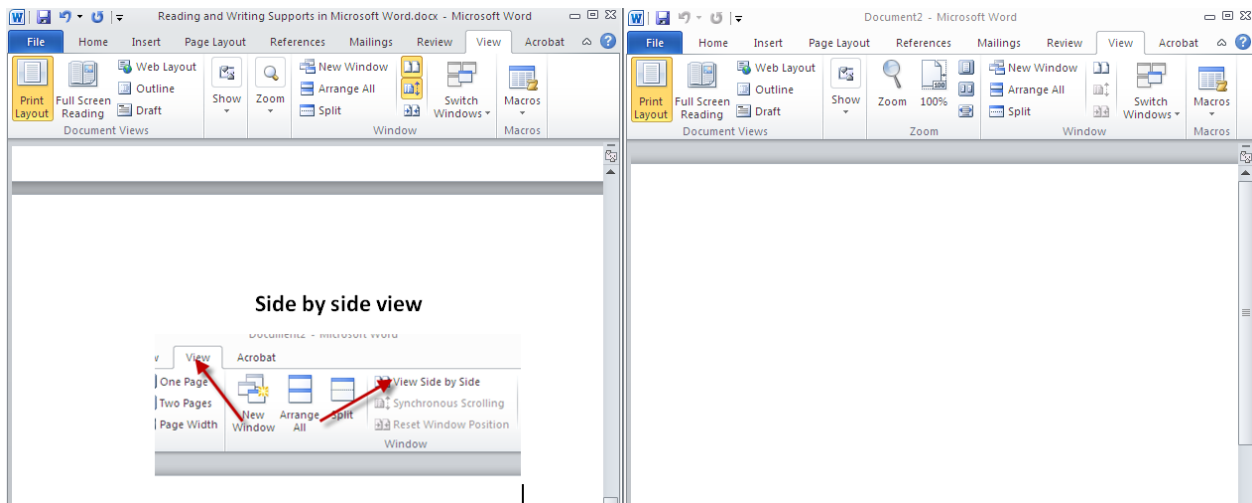
- Select the words that you want to highlight
- Click on the “ab” icon with the color bar underneath
- Select the desired color and the text will become highlighted.

## Side by side view



Viewing two documents side by side helps students write while comparing documents or work from a plan on one side and the working document on the other.

1. Open both documents
2. Select the “View” tab
3. Select side by side
4. A list of open documents may appear
5. Select the one you wish to view
6. The documents will appear side by side



**Tip: See Microsoft Office’s website for [more tips and tutorials](#)**