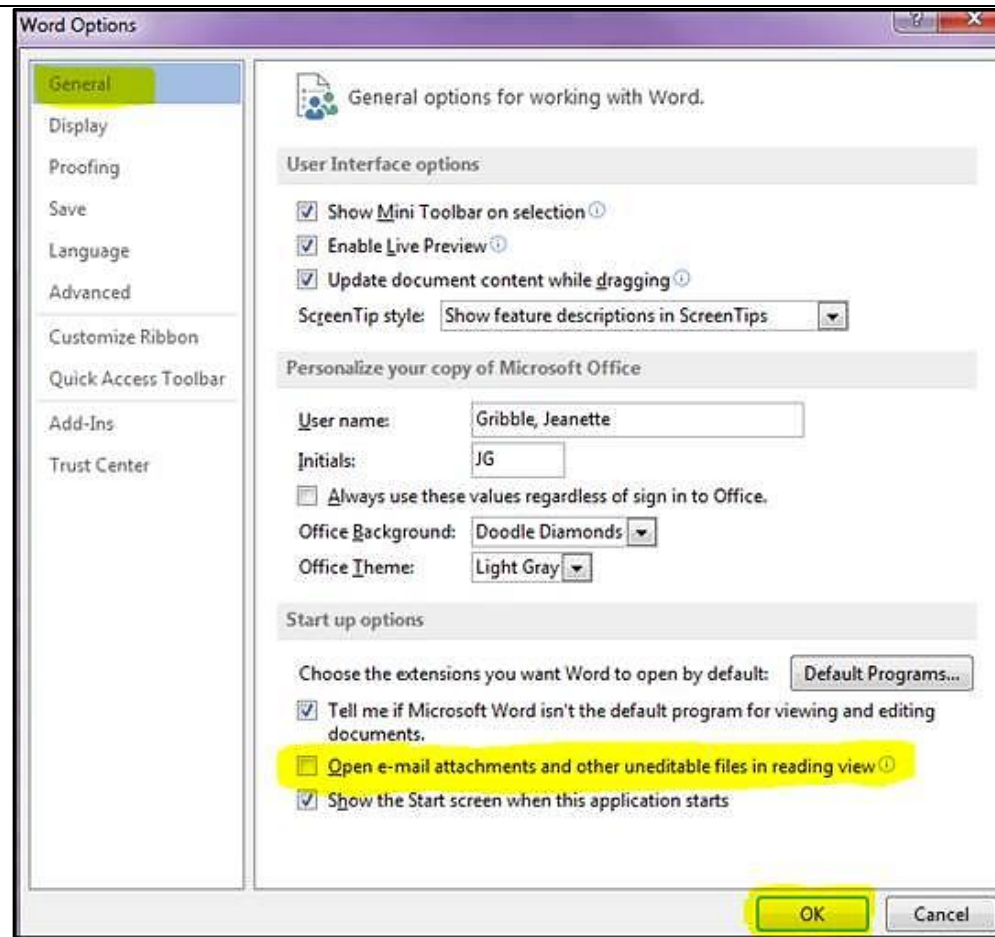


## Microsoft Outlook 2013: How to make Read Mode Stop!

If you get an attachment from someone in **Outlook**, by default it opens in **Read Mode**. But we can fix that!

In **Word 2013**, (not Outlook) under the **File** tab, go to **Options**, then **General**, under **Start up options**, uncheck the **Open e-mail attachments & other uneditable files in reading view**. Remember to click **OK**



## How about all those other Documents?

I find the quickest way to get out of **Read Mode** is at the very bottom bar, on the right, to **Print Layout**.



If you have a wider monitor it will look like it is in Read Mode (pages 1 & 2 both showing along with ribbon & tabs) I then put my percent up the **120%**.