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A .docx file will open quite happily in Word for Mac, of course, but it can also be edited in Pages, the nearest thing to a first-party Apple equivalent. Simply drag the file on to Pages or Word in your dock and it'll open in the chosen application. Additionally, why can't I edit a Word document on my Mac? Why can I not edit my Word document on Mac? The "Your account doesn't allow editing on a Mac" warning in Office 365 can be caused by broken or outdated permissions. You can try and fix it with a free tool in CleanMyMac X. Download a free edition of this app (Apple-notarized version). Similarly, how do I enable editing on a Word document on a Mac? Go to File > Info. Select Protect document. Select Enable Editing. In this regard, how do I edit an existing Word document? Click Edit Document > Edit in Word for the web to make changes to a document. When you open a document from OneDrive, Word for the web displays it in Reading view. 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Click on a theme to see different design variations of it. When you select a theme, related design variations will be listed next to it on the Design ribbon. 4 Click the Colors button. This button is located towards the right-hand side of the toolbar ribbon. It will open a drop-down menu of different color palettes you can use. 5 Select a color palette. Click the color palette you want to use. This will filter the themes on the toolbar ribbon, and restrict the selection to the selected color palette. 6 Click the Fonts button. This will open a list of all the available fonts you can use for your text. 7 Select the font you want to use in your document. This will filter the themes on the ribbon, and only show themes with your selected font. 8 Click a design theme on the toolbar ribbon. Find an interesting design and click on it to apply the theme to your document. Some themes will change all the heading and section stylings in your document whereas some other will do as little as only changing your font. Advertisement 1 Click the Home tab on the top-left. This button is in the upper-left corner of your document. It will open your text styling tools on the toolbar ribbon. 2 Select the text you want to format. You can select a word, sentence, paragraph or section in your document. If you want to select the entire document, press Control+A on Windows, or ⌘ Command+A on Mac. 3 Click the icon next to the Font field. This will open a list of all your available font options. 4 Select a font on the menu to apply it. Clicking a font here will change the selected text to this font. 5 Enter a number into the Font Size field. This field shows the current size of your text next to the Font field. 6 Select an alignment position for your text. The alignment buttons look like aligned, centered, and justified paragraph icons in the middle of the Home toolbar. You can align your text left, center it, align it right, or justify it. 7 Click the Line and Paragraph Spacing button. This button looks like a paragraph icon with two blue arrows next to it. It will open your spacing options on a drop-down menu. 8 Select the spacing option you want to use. You can set your spacing at different common values like 1.0, 1.5, or 2.0. If you want to double-space your text, select 2.0 here. Advertisement Ask a Question Advertisement This article was co-authored by wikiHow Staff. Our trained team of editors and researchers validate articles for accuracy and comprehensiveness. wikiHow's Content Management Team carefully monitors the work from our editorial staff to ensure that each article is backed by trusted research and meets our high quality standards. This article has been viewed 16,327 times. 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