

Accessibility Aids in Microsoft® Word 2010

This document explains how to use many of Microsoft Word's accessibility features in order to improve productivity. It is assumed all users have a working knowledge of Microsoft Word 2010.

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Accessibility Aids in Microsoft® Word 2010

INTRODUCTION

This guide compliments the document: *Accessibility Options in Windows® 7 and PC Clusters* and has been written primarily to assist users with a disability. However, many of the features covered herein could help anyone to use Microsoft Word in a more efficient way.

Note: Some of the customisation settings described in this document may only work on Public Cluster PCs for the duration of your session.

CONVENTIONS

Throughout this document instructions are given first for mouse/pointer users, with the alternative shortcut key(s) following in square brackets for keyboard users, e.g.:

1. To change the font used in the on-screen keyboard, click on the **Settings** menu and then select **Font**. [ALT+TAB, ALT+S, F]

ACCESSING THE RIBBON USING THE KEYBOARD

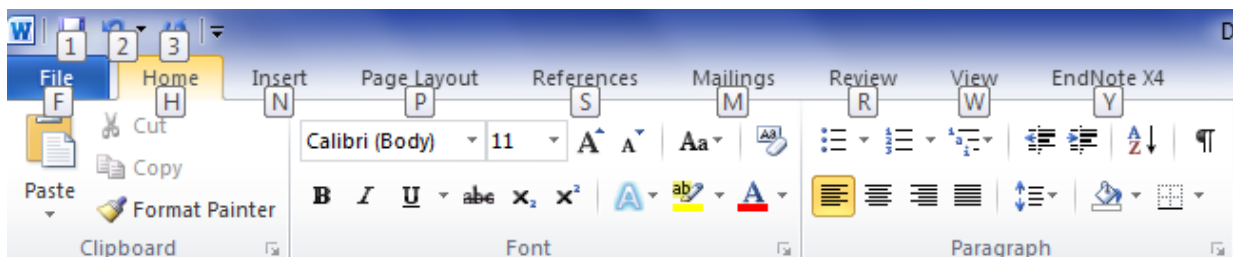
If you have difficulty using the mouse, or switching between the keyboard and mouse slows, you can turn on the KeyTips (access keys) to gain keyboard access to the tabs and commands on the Ribbon and the Quick Access Toolbar.

Using KeyTips (Access Keys)

Most commands can be accessed by pressing between two and four keystrokes.

1. Press the **ALT** key.

This will display small badges showing the appropriate KeyTips for all the tabs on the Ribbon.



2. Press the letter or number of the KeyTip you want to access. Notice that other badges now appear for the commands in that group.
3. Continue pressing the relevant KeyTips to get to the function you require. For example, to edit text in the document Header you would need to press:

ALT to display the badges.
N (to select the Insert tab), then
H (to select the Header command in the Header & Footer group), then
E (to edit the header in your document).

To close the header area, press **ALT** to display KeyTips and then press:

- JH** (to select the Design tab), and then
- C** (to implement the Close command).

Note: To cancel KeyTips at any time, press the **ESC** key repeatedly.

Using the Tab Key to move within the Ribbon

You can also use the TAB key to cycle through all the commands on the active tab, including the Help button and Quick Access Toolbar.

1. Press **ALT**, then use the **TAB** key to cycle through the groups/commands.
2. To move to another tab, use the **ARROW** keys.

Changing the Keyboard Focus

KEYBOARD FOCUS ACTION	PRESS
Move the focus into the Ribbon	ALT
Move around the adjacent tabs	LEFT & RIGHT ARROW
Access the Quick Access Toolbar	From the Home tab, UP ARROW, then LEFT or RIGHT ARROW, then ENTER. To return to the Ribbon, press the DOWN ARROW.
Access the File tab	ALT, F. To return to the Ribbon Press ESC.
Move the focus to each command	TAB, or SHIFT +TAB
To activate a command	SPACE BAR or ENTER
Open a selected menu or gallery	SPACE BAR or ENTER
Modifying list boxes	UP or DOWN ARROW
Display the shortcut menu for a command	SHIFT+F10
Move the focus between the active tab, document, a task pane (if open) and the Status bar.	F6
Move between items in a task pane.	TAB or ARROW KEYS.
To close a Task Pane	F6 (if necessary), then: CTRL+SPACEBAR, ARROW keys to select Close, then ENTER
Open Help window for selected command	F1 (may open the Help table of contents if no specific help is available). To close Help, press ALT+F4

To return the focus to the document at any time, press **ESC**.

Moving around a Dialog Box

ACTION	KEY
Move around tabs in a dialog box.	CTRL+TAB.
Move between options on a tab.	TAB.
Move through drop-down lists.	ARROW KEYS.
Open a drop-down list	ALT+DOWN ARROW
Perform actions assigned to buttons, and check or uncheck boxes.	SPACEBAR.

Note: For additional information for users who have difficulty in using a mouse, see section on: **Using MouseKeys to Move the Mouse Pointer.**

KEY COMBINATIONS (KEYBOARD SHORTCUTS)

These perform specific tasks and are not related to the ribbon. They are easy to use and enable you to complete some tasks more quickly than using the mouse. They involve pressing two or more keys simultaneously to carry out an action, for example, CTRL and 2 pressed together change a single line spaced paragraph into double-line spacing.

Keys which need to be pressed together are shown as separated by a plus sign; while keys which require you to press one key immediately followed by another are shown as the character followed by a comma, then the next character. Lists of shortcut keys are available from the Help system, by pressing F1.

CREATING YOUR OWN KEYBOARD SHORTCUT KEYS

You can create your own keyboard shortcut for actions which you perform regularly, e.g. changing fonts, styles, inserting symbols, AutoText and macros. These shortcuts can be saved either for use in the open document, in the current document template, or in the normal.dotx template which then makes them available to other new documents.

Note: If you are using your own PC, then these settings will remain in force until you change them; however personal settings on Public Cluster PCs are automatically removed when you log out.

1. Click on **File** and then **Options**. [**ALT, F, T**]
2. In the Word Options window, select **Customize Ribbon**. [**SHIFT+C**]
3. In the Customize the Ribbon and keyboard shortcuts pane, click on the **Customize...** button. [**TAB** to **Customize...** button, **SPACEBAR**]
4. Scroll down the **Categories:** section and select one.

The **Commands:** section on the right will show entries applicable to your chosen category.

[**DOWN ARROW** to chosen category]

5. Scroll down the **Commands:** section and select one.

(e.g. to set up a shortcut for the Page Setup dialog box, select **Page Layout Tab** from Categories and **PageSetupMargins** from Commands:)

[**TAB, DOWN ARROW** to chosen command]

6. In the **Press new shortcut key:** box: press CTRL (or a function key), followed by the key you want to use. [**TAB to Press new shortcut key:** and press CTRL (or a function) key, followed by the key you want to use.]

Note: All keyboard shortcuts start with CTRL or a function key.

7. Observe the "Currently assigned to:" line. If the words [unassigned] appears you can use the combination; however if the key combination is already in use, choose a different one.

Note: If you are unable to find an available combination, you can remove an existing one and use that instead. However be aware that when you reassign a key combination the original combination will no longer work.

8. Note the **Save changes in:** box. By default any new shortcut keys will be saved in the Normal.dotm template.

If you wish to save the changes in the current document only, select this from the drop-down list.

[If required **TAB** to the Save changes in: box, use the **DOWN ARROW** to select current Document, **ENTER**]

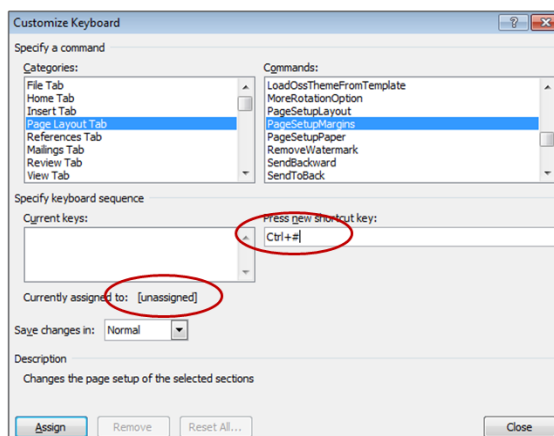
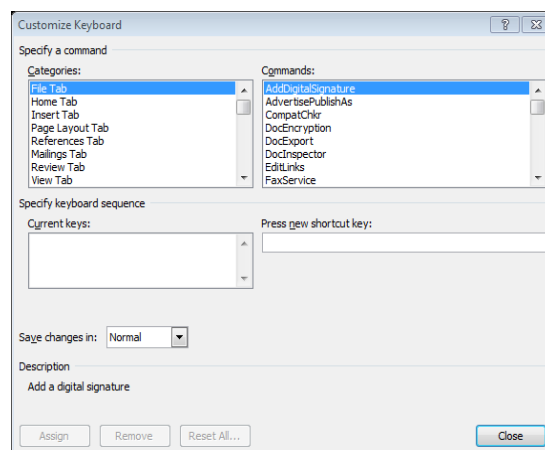
9. Once you have a suitable key combination, click on **Assign**. [**TAB to Assign, ENTER**]

10. Click on **Close** and then **Cancel**. [**ENTER, TAB to Cancel, ENTER**]

Removing Shortcut Keys

1. Ensure the correct option from the Categories: and Commands: are selected.
2. Highlight the key combination to be deleted from the Current keys: box. Click on **Remove**. [Use **TAB** and **DOWN ARROW** to make selections, **Enter**]

Note: All keyboard shortcuts can be reset to the default ones by selecting the **Reset All** button.



CUSTOMISING THE QUICK ACCESS TOOLBAR

By default, the Quick Access toolbar only contains the Save, Undo, and Redo buttons. However, you can easily add the tools that you commonly use.



Add a Command from the Ribbon

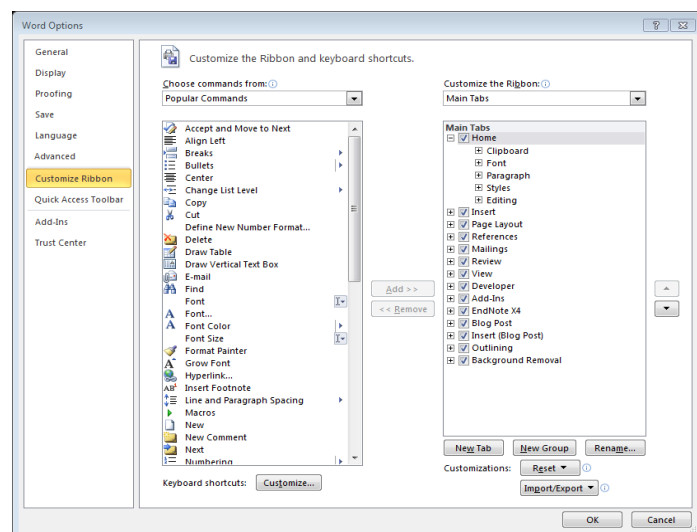
1. Right-click the mouse or press **SHIFT+F10**, on the tool you wish to add.
2. Choose **Add to Quick Access Toolbar**.
[ALT, type the letter of a tab and then a command, **SHIFT+F10**
(To remove a command / button, right on it and choose **Remove from Quick Access Toolbar**.)

Add a Command not on the Ribbon

1. Click on the arrow to the right of the Quick Access Toolbar.
[ALT, UP ARROW, RIGHT ARROW to drop down list arrow, **SPACEBAR**

2. From the drop down list choose: **More Commands** to open the Customize Quick Access Toolbar window. [SHIFT+M]

3. From the **Choose commands from:** drop down list select **Commands not in the Ribbon**.
[TAB, DOWN ARROW to Commands not in the Ribbon, **ENTER**



4. Make your selection from the list and then click on **Add >>**.
[TAB, DOWN ARROW to selected command, **TAB** to **Add>>**, **ENTER**
5. Click on **OK**. The command will be added to the Quick Access toolbar.
[TAB to **OK**, **ENTER**

Remove a Command

1. Click on the arrow to the right of the Quick Access Toolbar.
[ALT, UP ARROW, RIGHT ARROW to drop down list arrow, **SPACEBAR**
2. From the drop down list choose: **More Commands** to open the Customize Quick Access Toolbar window. [SHIFT+M]
3. Highlight the command to be removed. Click on the **<<Remove** button.
[TAB and **DOWN ARROW** to highlight command. **SHIFT+TAB** to **<<Remove** button, **ENTER**
4. Click on **OK**. [TAB to **OK**, **ENTER**

Move the Quick Access Toolbar below the Ribbon

1. Right-click on **Quick Access Toolbar**.
2. Choose **Show Quick Access Toolbar below the Ribbon**.
[ALT, UP ARROW, RIGHT ARROW to drop down arrow, SPACEBAR, SHIFT+S]

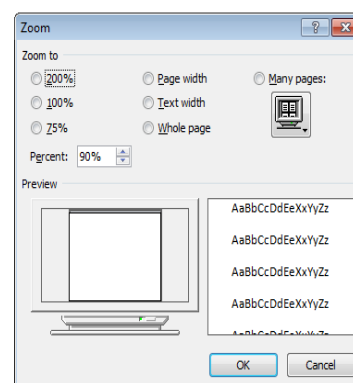
Note: To undo this action right click on the Quick Access Toolbar and select **Show Quick Access Toolbar above the Ribbon**.
[ALT, DOWN ARROW to Quick Access Toolbar, RIGHT ARROW to drop down arrow, SPACEBAR, SHIFT+S]

WAYS TO VIEW MICROSOFT WORD

Zoom Feature

Use the Zoom feature to get a close up view of a page, or see the page at a reduced size.

1. On the View tab, select the **Zoom** command.
[ALT, W, Q]
2. Select one of the preset options or enter a value in the **Percent:** box.
[ALT and TAB to navigate and select an option]
3. Click on **OK**. [TAB, ENTER]



Another way to quickly zoom in or out is to move the focus to the Status bar, then either click with the mouse on the **Zoom In** or **Zoom Out** icons or drag the pointer along the slide to select a percentage.

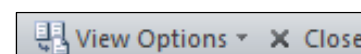
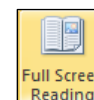


[F6, TAB to select **Zoom In** or **Zoom Out**, SPACEBAR]

Full Screen Reading View

This temporarily removes the Ribbon and Status bar in order to maximize the space available for reading the document. It is possible to do some editing in this view; however the page does not represent how it will look when printed.

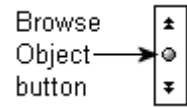
1. To display the document in Full Screen Reading View, on the **View** tab, **Document Views** group, select **Full Screen Reading**.
[ALT, W, F]
2. Select **View Options** in the top right-hand corner of the screen to change to an alternative view, allow typing, or change the font size.
[F6, RIGHT ARROW, SPACEBAR]
3. To return to the original view, click on **Close**.
[F6, RIGHT ARROW, SPACEBAR]



Browse Object Buttons

The Browse Object buttons allow you to scroll through the document by Go To, Find, Edits, Heading, Graphic, Table, Field, Endnote, Footnote, Comment, Section and Page.

1. Click the round Browse Object button at the foot of the right-hand scroll bar. **[CTRL+ALT+HOME]**
2. Click to select an option (a description of each icon appears at the top). **[ARROW KEYS, ENTER]**



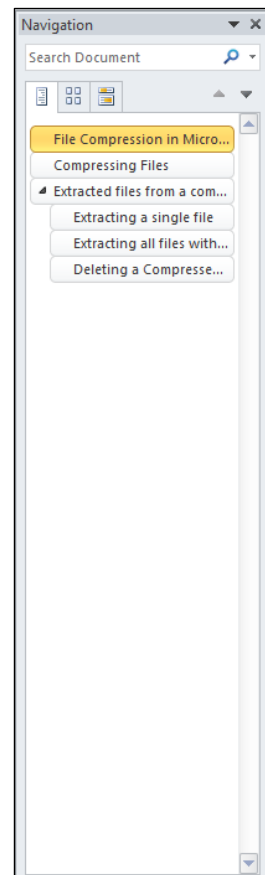
Navigation Pane

Provided all the headings in your document have been formatted with a "heading style", the Navigation Pane provides a quick way to navigate through your document by heading or page and has a search function.

To open the Navigation Pane, on the **View** tab, **Show** group, select **Navigation Pane**. **[ALT, W, K]**

Navigate by Heading

1. Open the Navigation Pane and ensure the Browse the headings in your document tab is selected. **[See section on: Using MouseKeys to Move the Mouse Pointer]**
2. Click on a heading. Word then jumps to the corresponding heading in the document and display it in the main window.
3. To collapse or expand a heading, click the arrow symbol to the left of the heading.
4. Some editing can be done in the Navigation Pane. Right click on a heading and in the pop-up menu that appears, notice the options to promote or demote a heading, create new headings and other editing and displaying options.
5. Click on **Close** to remove the Document Map from the screen.



Using the Search Function

1. Open the Navigation Pane and select the **Browse the results from your current search** tab. **[CTRL+F]**
2. Type a word or phrase into the search box. Notice how the results appear and change as you type. The results show the context the word is in, to allow you to more easily find the right instance in which the search word was used.
3. Select one of the search results. Notice that Word jumps to the corresponding section of the document and highlights the search word. **[DOWN ARROW]**

Using Hyperlinks

To follow a hyperlink within a document required users to press the CTRL + left mouse button. However, it is possible to simplify this action to only clicking the left mouse button.

1. Click on **File** and then **Options**. [ALT, F, T]
2. Select **Advanced**. [A]
3. Remove the tick from the box next to **use CTRL + click to follow hyperlink**. [TAB, DOWN ARROW, SPACEBAR]
4. Click on **OK**. [F6, ENTER]

STYLES

A Style is a way of storing formatting instructions that you use frequently, which can then easily be applied to new or existing text. Styles are of benefit to any Microsoft Word user in that they reduce the number of keystrokes, and help produce a professional looking document with minimal effort. You can either use the default Quick Styles that come with Word, or create your own. Styles are stored within each file when you save it and reloaded when you re-open the file.

Note: To ensure documentation is accessible you should always use styles for titles, headings, sub-headings, and any numbered or ordinary bullet points. These give the document a defined structure and make it more readable by assistive technology.


1. To apply a style from the Quick Style gallery, first select the text.
2. On the **Home tab, Styles** group, select the **More** button. [ALT, H, L]
3. "Hover" the mouse pointer over a style and observe the effect on the selected text. [ARROW KEYS]
4. Click to apply the style; or move the pointer over other styles to view them. [ENTER]



Creating Your Own Quick Style

It is possible to design your own quick style, with features that you particularly require. These could include a particular font size, specific spacing before and after the paragraph, double-line spacing, etc. The information in your new Quick Style is held within the document, and will be available each time you open it.

1. Select some text and format it accordingly.

For example, to change the line spacing to 1½, select the **Line spacing**  button in the **Home tab, Paragraph group**, and choose 1.5.
[ALT, H, K, DOWN ARROW, ENTER]

To adjust spacing before and after paragraphs, right click the text, choose **Paragraph**, then insert the values of 12 in the **Before** and **After** spacing boxes.

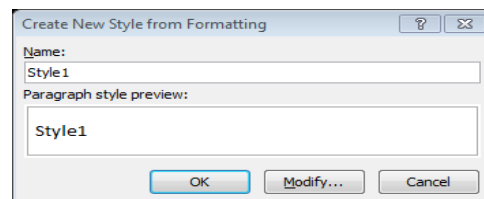
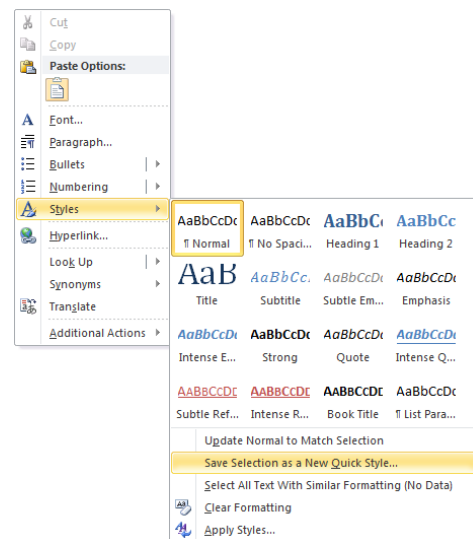
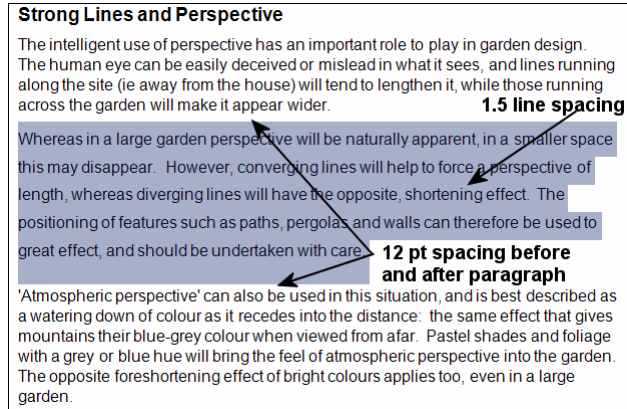
[SHIFT+F10, SHIFT+P, TAB to Spacing, type in values in the Before and After boxes, TAB to OK, ENTER]

2. When you are satisfied with the formatting, select the text, right-click.
[SHIFT+F10]

3. From the pop-up list, select **Styles**, followed by **Save Selection as New Quick Style**.
[SHIFT+T, RIGHT ARROW, SHIFT+Q]

4. Give the style a meaningful name, and then click **OK**.
[TAB, ENTER]

From now on, your newly created style appears in the Quick Style Gallery ready for use whenever you want to change your text.



AUTOCORRECT

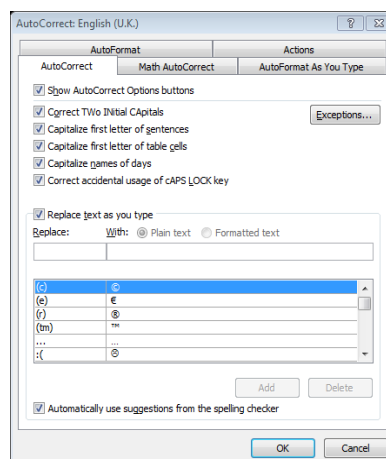
The AutoCorrect feature can automatically correct misspelled words and typos, capitalise the first word in a sentence and days of the week, and expand abbreviations into complete names, words or phrases.

1. To turn on the AutoCorrect feature, from the **File tab**, select **Options, Proofing, AutoCorrect Options...** **[ALT, F, T, P, SHIFT+A]**
2. Ensure the **AutoCorrect** tab is selected. **[ARROW KEYS in necessary]**

The lower half of the box contains a list of automatic corrections, which can be added to, or deleted as required.

3. Ensure **Replace text as you type** and **Automatically use suggestions from the spelling checker** are selected. **[TAB, SPACEBAR if necessary]**
4. Select (or deselect) any other options in the box. **[TAB, SPACEBAR if necessary]**

From now on, whenever a word is typed incorrectly, AutoCorrect will amend it automatically, provided it is in Word's inbuilt list. (To see the complete list, use the scroll bar, **[ARROW KEYS]**, in the section under Replace.)



Adding Words or Shortened Phrases to AutoCorrect

1. On the AutoCorrect tab, type the misspelled word, or an abbreviated phrase in the **Replace:** box.
2. Ensure the Plain text option is selected, then in the **With:** box, type the correctly spelled word, or the phrase in full - this has a limit of 255 characters, Click on **Add**, then **OK**. **[TAB, SHIFT+P, SHIFT+W, ENTER]**

Whenever you now type the abbreviated phrase followed by a space, the elongated version will be displayed.

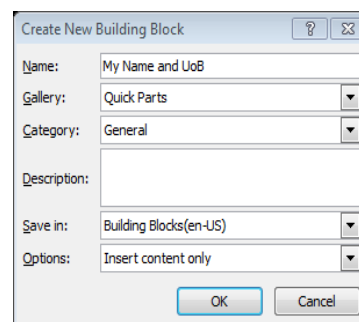
BUILDING BLOCKS/QUICK PARTS

If you frequently type the same text (e.g. your address), or regularly insert the same graphic, you can add it to the Microsoft Word 2010 Building Block feature.

Building blocks are items within a document that you save using the Quick Parts tool. Building blocks can be text, images and special formats including hyperlinks. These items can then be reused in other documents, e.g. headers/footers, a salutation, or your contact details.

Create a Quick Part

1. Select the item/content to be used.
2. On the **Insert** tab, **Text** group, select **Quick Parts**. **[ALT, N, Q]**
3. Choose **Save Selection to Quick Part Gallery**. **[S]**
4. The Create New Building Block window will be displayed. Type a name for the Quick Part and then click **OK**. The item will now be saved to the Quick Parts gallery. **[ENTER]**



Insert a Quick Part


1. Position the cursor at the point in the document where you want the Quick Part to be inserted.
2. On the **Insert** tab, **Text** group, select **Quick Parts**. From the gallery select the required part. **[ALT, N, Q, ENTER]**

Note: To view all building blocks, select **Building Blocks Organizer** from the **Quick Parts** menu. Here you can preview, edit and delete building blocks. **[ALT, N, Q, B]**

FORMAT PAINTER

Once you have creating a specific format for some text, the Format Painter feature quickly lets you copy these attributes and reapply them elsewhere.

Note: Non-mouse users can use this function in conjunction with the mouse keys to move the cursor. See section on: **Using MouseKeys to Move the Mouse Pointer**.

1. Select the text or graphic which has the formatting you wish to copy.
2. On the **Home** tab, **Clipboard Group**, select **Format Painter**  If you want to apply the formatting to numerous items, double-click the icon. The mouse pointer turns into a paintbrush icon. **[ALT, H, F+P]**
3. Move the mouse over the text to which you want to apply the formatting and click. If you are copying to other items, select each one in turn.

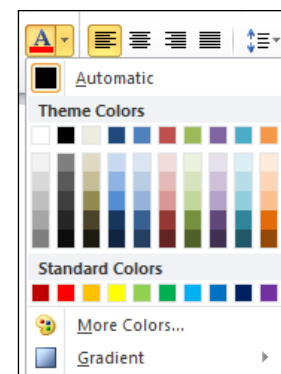
COLOUR OPTIONS

Some people may find that changing the colour of text or altering the background colour of a document makes it easier to read on screen.

Changing the Text Colour

1. Select the text to which you wish to apply colour. **[CTRL + A]** selects all the text in the document.]
2. On the **Home** tab, **Font Group**, click on **Font Color** and choose a colour from the drop-down list. **[ALT, H, F+C, ARROW KEYS]** to select a colour, **ENTER]**

Note: When printing, remember to change back to the default colour unless you want to print coloured text.



Background Colour

You can display your document on a coloured background in most views except Outline or Draft. By default a coloured background does not print, but the setting can be changed should you want to do this.

1. To apply a background, on the **Page Layout** tab, **Page Background** group, select **Page Color**. **[ALT, P, P+C]**

2. Choose a colour from the palette, or for additional colours, select the **More Colors** option. [ARROW KEYS to select a colour, ENTER]
3. To remove a background colour, on the **Page Layout** tab, **Page Background** group, select **Page Color** and then choose **No Color**. [ALT, P, P+C, N]

Printing a Coloured Background

If desired you can print both the document and the background, but be aware that this can drain your printer cartridge.

1. On the **File** tab, click on **Options**. [ALT, F, T]
2. Select the **Display** option. [D]
3. Under **Printing Options**, select **Print background colors and images**. [TAB, SHIFT+B]
4. Click **OK**. [TAB+ENTER]

Note: Remember to undo this feature when a printed background is no longer required.

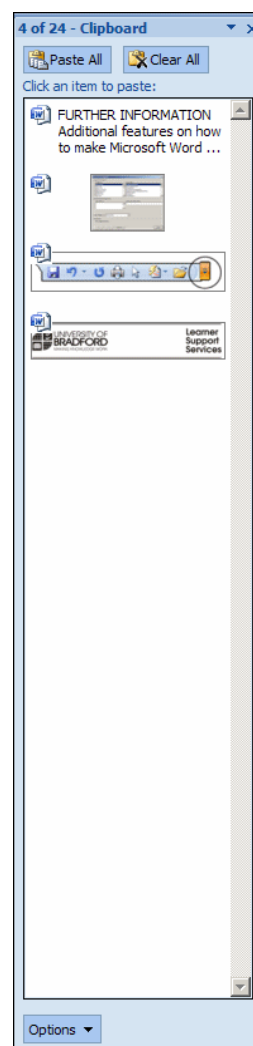
COLLECTING AND PASTING ITEMS USING THE CLIPBOARD

You can use the Microsoft Office Clipboard to collect and paste numerous items within your document or between other Office documents.

1. Open the file containing the items you wish to copy.
2. On the **Home** tab, **Clipboard** group, select the **Clipboard Dialog Box Launcher**. [ALT, H, F+O]
3. Select the item you want to copy and then select **Copy** on the **Home** tab. [CTRL+C]
4. Copy any other items in the same manner—the Clipboard can hold up to 24 items.
5. To paste an item from the Clipboard, place the cursor where you want to insert the copied item(s), and then click the item in the Clipboard pane.
[F6 until the clipboard is selected, ARROW KEYS to select the item, ENTER.]

(To paste all the Clipboard items at the same time, select the **Paste All** option.[TAB, ARROW KEYS, ENTER])

To delete items from the Clipboard, select the item and choose **Delete** from the drop-down menu, or select the **Clear All** option to remove all the contents.



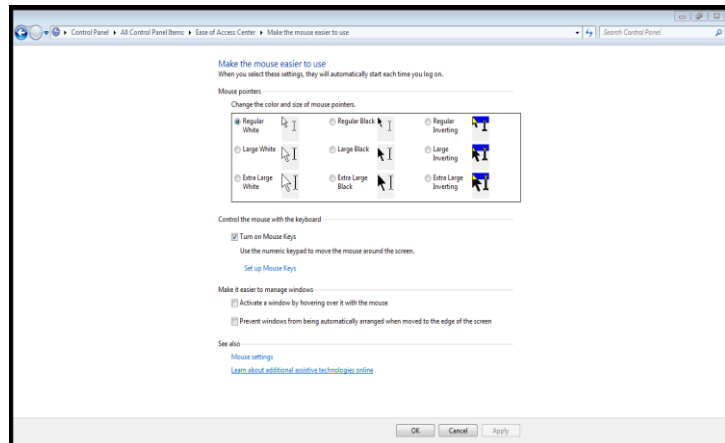
[Non-mouse users can use this function in conjunction with the mouse keys to move the cursor. See section on: **Using MouseKeys to Move the Mouse Pointer**]

USING MOUSEKEYS TO MOVE THE MOUSE POINTER

An alternative way of moving the mouse around in a document is to use the Mouse Keys which use the keys on the numeric keypad to control the mouse pointer. After setting up the MouseKeys option in Control Panel, normal mouse actions such as clicking, dragging and selecting are enabled.

Setting up MouseKeys in Control Panel

1. From the **Start** menu select **Control Panel**.
2. Click on **Ease of Access Center**, and then **Make the Mouse Easier to Use**.
3. Ensure the **Turn on Mouse Keys** option is ticked, and then select **Set up Mouse Keys**.
4. In the Set up Mouse Keys window the following additional options are available.



Keyboard shortcut

The shortcut will turn on MouseKeys.

[ALT+left SHIFT+NUM LOCK]

Pointer Speed

Drag the sliders between

Low and High to set the maximum speed at which the pointer moves and how quickly the pointer accelerates to that speed.

Hold down CTRL to speed up and SHIFT to slow down

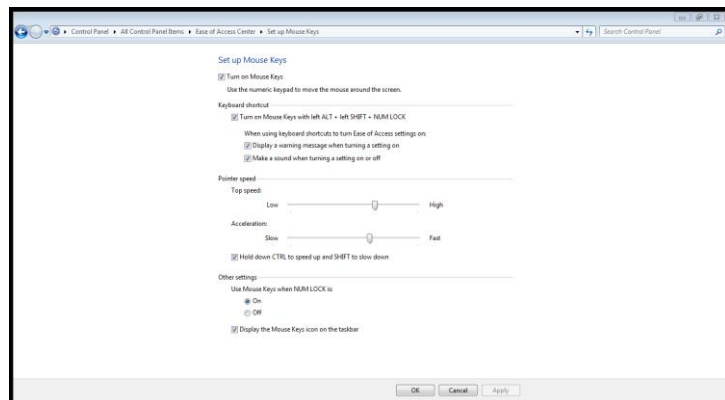
Select this option to control the pointer speed when using the MouseKeys direction keys.

Use MouseKeys when NumLock is:

Specify whether Num Lock must be On or Off for MouseKeys to function.

Display the MouseKey icon on the taskbar

This displays a MouseKeys icon  on the taskbar.



5. Click on **Apply** and then **OK**.

Moving the Mouse with the Numeric Keypad Keys

Note: If the MouseKeys Off icon is displayed, then the numeric keys will not control the mouse. Press the Num Lock key to switch on, or double-click the icon to check the settings in Control Panel.

ACTION	NUMERIC KEYPAD KEY
To move the pointer horizontally or vertically	ARROW keys
To move the pointer diagonally	HOME, END, PAGE UP, or PAGE DOWN
To single click	Press 5
To double-click	Press the plus sign (+)
To right-click	Press the minus sign (-) followed by the 5, (or press the (+) sign to double-click)
To drag an object	Use ARROW keys to move pointer over object to be moved; press INSERT. Use ARROW keys to move To release, press DELETE and select an option from the pop-up menu

FURTHER INFORMATION

Additional accessibility features beyond the scope of this document are available from Microsoft Office Word Help. Click the Help button or press F1.