

# Accessibility Aids in Microsoft<sup>®</sup> Word 2007

*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 2007.*

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# Accessibility Aids in Microsoft® Word 2007

## INTRODUCTION

This guide compliments the document: [Accessibility Options in Windows® XP 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.

## ACCESSING THE RIBBON USING THE KEYBOARD

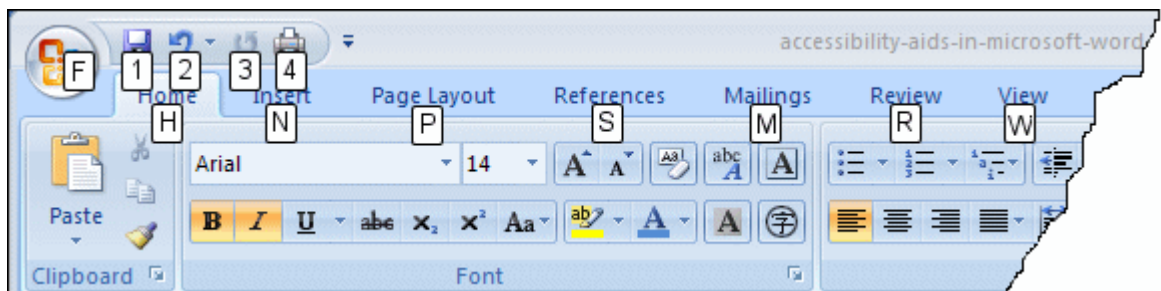
If you have difficulty using the mouse, or find switching between the keyboard and mouse slows down your input, you can turn on the Access keys to gain keyboard access to the tabs and commands on the Ribbon, the Quick Access Toolbar and the Microsoft Office button.

### Using Access Keys

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

1. First 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.

After you activate a tab, other badges 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 the KeyTips again, 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.

## 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 or Microsoft Office button	From the Home tab, UP ARROW, then LEFT or RIGHT ARROW, then ENTER
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: Additional information for users who have difficulty in using a mouse is covered in the section "*Using MouseKeys to Move the Mouse Pointer*".

## 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, Microsoft Office 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 to move the focus and select the desired tab.

## 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.

However, you do need to know the exact key combinations in order to carry out the action. The most commonly used ones are listed in the document: "Quick Reference Sheet - Microsoft® Word 2007" at:

<http://www.bradford.ac.uk/lss/documentation/word2007-quick-reference/word2007-quick-reference-sheet.pdf>.

The following comprehensive lists of shortcut keys are available from the Accessibility section of the Help system:

Keyboard Shortcuts for Microsoft Word

Keyboard Shortcuts for SmartArt Graphics

Keyboard Shortcuts for working with shapes, text boxes and WordArt.

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.

## CREATING YOUR OWN KEYBOARD SHORTCUT KEYS

You can create your own keyboard shortcut for actions which you perform regularly, eg 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. Drop down the arrow at the end of the **Quick Access toolbar**, and select **More Commands**.



2. In the Customise the Quick Access Toolbar and keyboard shortcuts window, select the Keyboard Shortcuts **Customise:** button.

3. In the Customize Keyboard window, 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.

4. Scroll down the **Categories:** section and select an item.

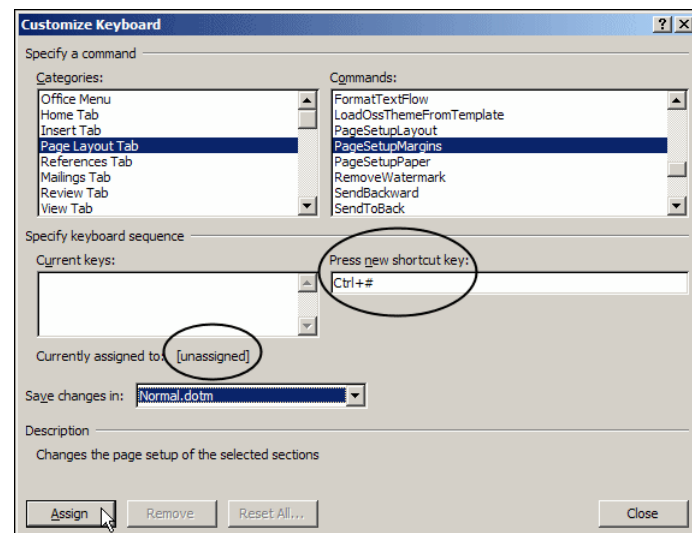
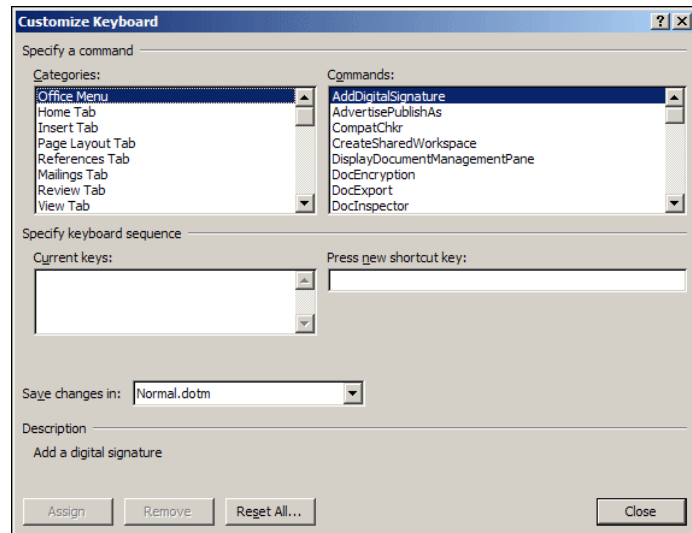
The Commands: section on the right will show entries applicable to your chosen category.

5. Select the relevant item in the **Commands:** section. (EG to set up a shortcut for the Page Setup dialog box, select **Page Layout Tab** in the Categories section and **PageSetupMargins** in the Commands: box.)

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

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

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. Once you have a suitable key combination, select the **Assign** button.

### Removing Shortcut Keys

In the Current keys: box, select the keys you want to delete, and then select the **Remove** button. You can also reset all keyboard shortcuts back 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.

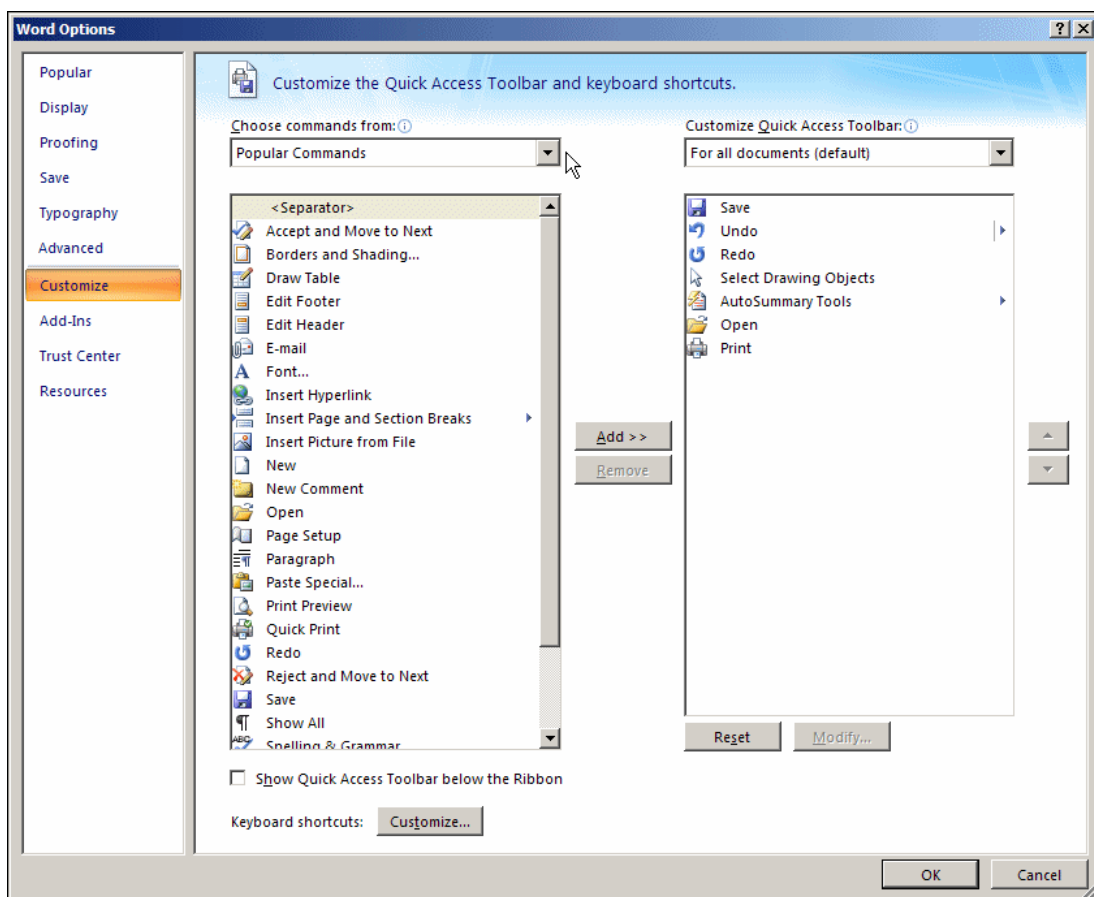
1. Right-click the mouse or press SHIFT+F10, on the tool you wish to add.
2. Choose **Add to Quick Access Toolbar**.

(To remove a command/button from the Quick Access Toolbar, right-click on the tool you wish to remove and choose Remove from Quick Access Toolbar.)

3. Another way to add tools is to open the **Customise Quick Access Toolbar**.



4. From the drop down list choose: **More Commands** to open the Customize Quick Access Toolbar and keyboard shortcuts window.



5. Open the **Choose commands from:** list and select **Commands Not in the Ribbon**.
6. Make your selection from the list and then click the **Add >>** button.
7. Select **OK** and the tool will be added to the toolbar.

If desired, the Quick Access Toolbar can be moved below the Ribbon.

8. Right-click on **Quick Access Toolbar**.
9. Choose **Show Quick Access Toolbar below the Ribbon**.

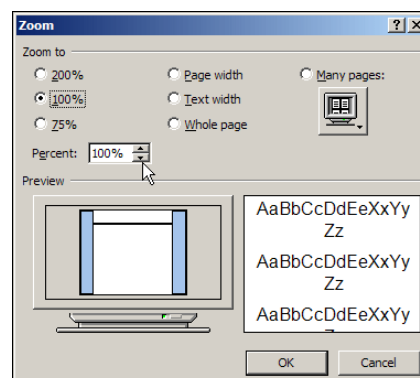
## WAYS TO VIEW MICROSOFT WORD

### 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.
2. In the **Percent:** box, enter a value.

Another way to quickly zoom in or out is to move the focus to the Status bar, then either click with the mouse, or press ENTER on the **Zoom In** or **Zoom Out** icons.

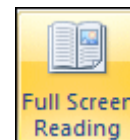


### Full Screen Reading View

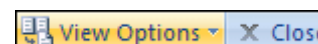
This temporarily removes the Ribbon and Status bar in order to maximize the space available for reading the document.

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**.



2. Select **View Options** in the top right-hand corner of the screen to change to different views, or to allow typing, or to increase the font size.

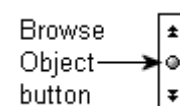


3. To return to the original view, select the **Close** button.

### Browse Object Buttons

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

1. Click the round Browse Object button at the foot of the right-hand scroll bar, or press ALT+CTRL+HOME.



2. Click (or use the ARROW keys) to select an option – a description of each icon will appear at the top of the box.



3. Use the Next or Previous arrows (or CTRL+PAGE UP, or CTRL+PAGE DOWN) to move from one object to another.

4. To return to normal scrolling mode, select the **Browse by Page** option.

## Document Map

Provided all the headings in your document have been formatted with a "heading style", the Document Map provides a quick way to navigate through your document by displaying all the headings in a separate pane on the left-hand side of the screen.

When you click a heading in the Document Map, Word then jumps to the corresponding heading in the document and displays it at the top of the page. (If you have difficulty using a mouse, see the section on "Using MouseKeys to Move the Mouse Pointer.


1. To open the Document Map, on the **View** tab, **Show/Hide** group, select **Document Map**.
2. Select the relevant heading in the Document Map.
3. To display specific headings, or to collapse or expand them, right-click the plus or minus signs against the headings in the Document Map to open the shortcut menu.
4. Click the **Close** button to remove the Document Map from the screen.

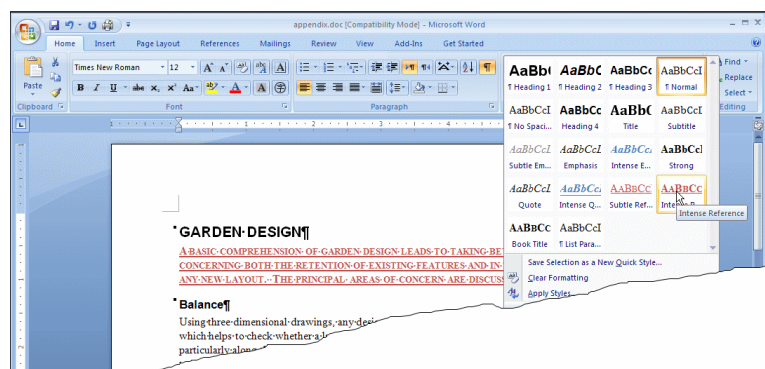
## STYLES

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 Microsoft Word 2007, or create your own. Styles are stored within each file when you save it and reloaded when you re-open the file.

### IMPORTANT

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 .
3. "Hover" the mouse pointer over a style and observe the effect on the selected text. (Non-mouse users should use the arrow keys to move the focus.)




- If you are happy with the result, click (or press ENTER) to apply the style; otherwise move the pointer over other styles to view them.

## Creating Your Own Quick Style

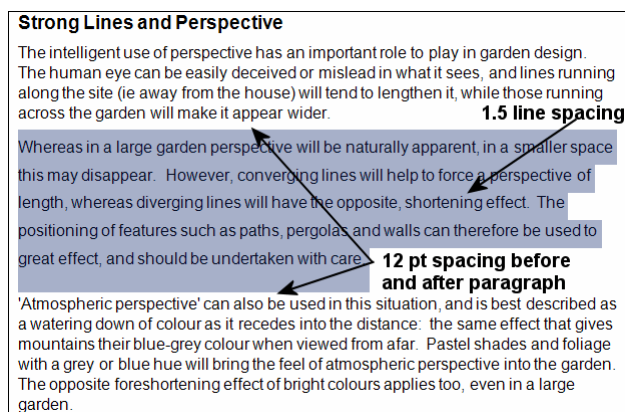
If you wish, you can design your own quick style, with features that you particularly require. These could be a particular font size, specific spacing before and after the paragraph, double-line spacing, etc. The information in your new Quick Style is held within the document, and will be available each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

- Select some text and format it accordingly.

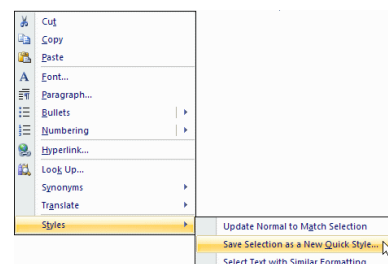
For example, to change the line spacing to 1½, select the **Line spacing**  button in the **Home** tab, **Paragraph** group, and choose 1.5.

To adjust spacing before and after paragraphs, right click the text, (or press SHIFT+F10) choose

**Paragraph**, then insert the values in the **Before** and **After** spacing boxes.

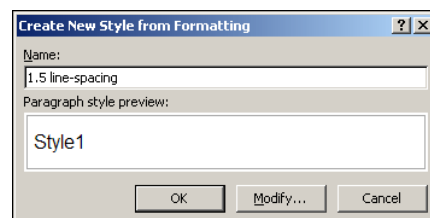


- When you are satisfied with the formatting, select the text, right-click or press SHIFT+F10.
- From the pop-up list, select **Styles**, followed by **Save Selection as New Quick Style**.



- Give the style a meaningful name, and then click **OK**.

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



## AUTOCORRECT

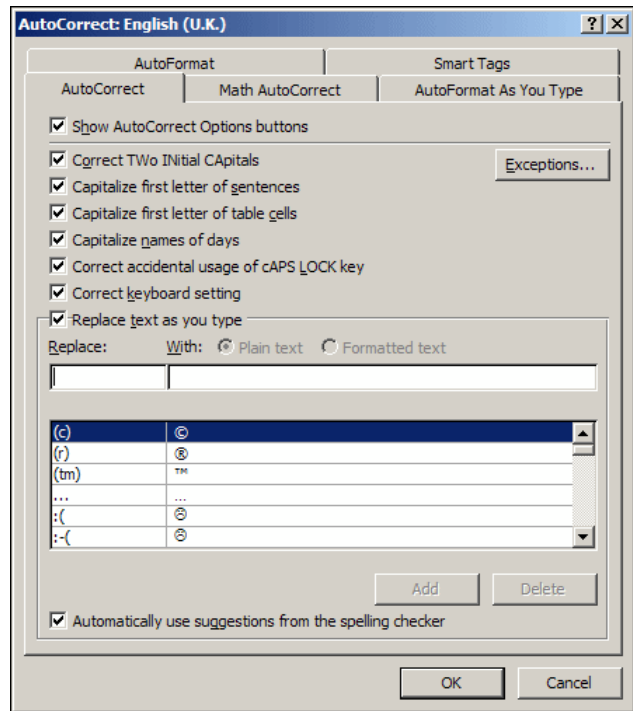
The AutoCorrect feature can automatically correct misspelled words and typos, capitalise the first word in a sentence and days of the week, and expand abbreviations into complete names, words or phrases.

1. To turn on the AutoCorrect feature, from the **Microsoft Office** button, select **Word Options, Proofing, AutoCorrect Options**.
2. Select the **AutoCorrect** tab.

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 suggested words from the spelling checker** are selected.
4. Select (or deselect) any other options in the box.

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, or 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. In the **With:** box, type the correctly spelled word, or the phrase in full - this has a limit of 255 characters.

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 (eg your address), or regularly insert the same graphic, you can add it to the Microsoft Word 2007 Building Block feature.

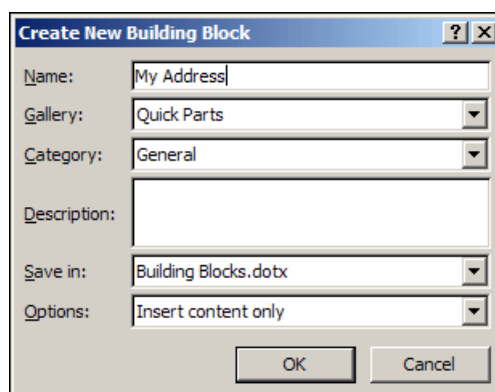
Building blocks are items within a document that you save using the Quick Parts tool. Building blocks can be text, images and special formats including hyperlinks. These items can then be reused in other documents, eg headers/footers, a salutation, or your contact details.

### ***To create a Quick Part***

1. Select the item/content to be used.
2. On the **Insert** tab, **Text** group, select **Quick Parts**.
3. Choose **Save Selection to Quick Part Gallery**.

The Create New Building Block window will be displayed.

4. Type a name for the Quick Part and then click **OK**. The item will now be saved to the Quick Parts gallery.




### To 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.

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

## AUTOSUMMARISE

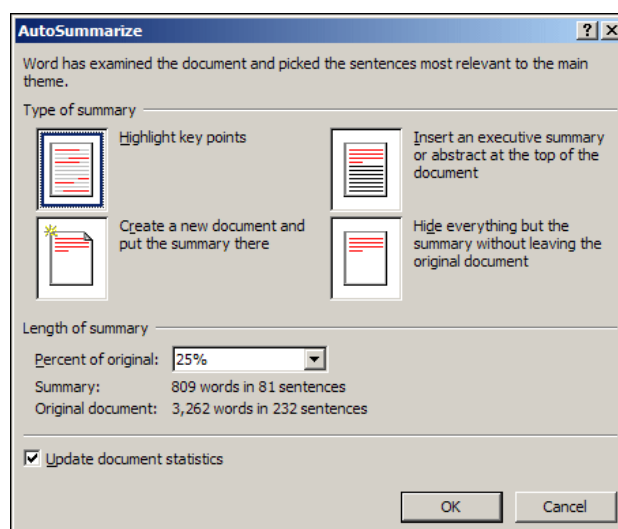
The Auto Summarise feature will assess a long document and break it down into a shorter overview. However, the result very much depends on the structure and layout of the original document; one which contains appropriate heading styles and an uncluttered layout will produce a better summary.

Note: To use AutoSummarise you will first need to add the Auto Summary Tool  to the Quick Access toolbar. (See "Customising the Quick Access Toolbar".)

1. Select the AutoSummarise tool on the Quick Access Toolbar and choose the Auto Summarize option from the sub menu.

The AutoSummarise box offers four types of summary:

- Highlight key points
- Insert an executive summary or abstract at the top of the document
- Create the summary in a new document
- Hide everything but the summary in the original document.




2. Select the desired summary, and then choose an option from the **Percentage of original**: drop-down list – a higher percentage will include more detail.
3. Select **OK**. (Note: to stop a summary in progress, press the ESC key.)

## FORMAT PAINTER

If you have put a lot of effort into 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 "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, or if using the mouse keys, press the + key.

The mouse pointer turns into a paintbrush icon. 

3. Move the mouse over the text to which you want to apply the formatting and click. (Mouse key users should press 5 on the numeric keypad.) If you are copying to other items, select each one in turn.
4. To cancel press the ESC key.

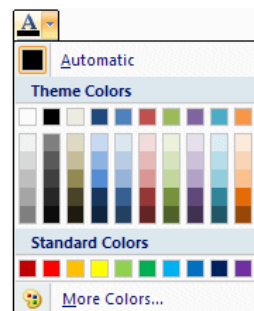
## COLOUR OPTIONS

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**, select the **Font Color** button, and choose a colour from the drop-down list.

Note: When printing, remember to change back to the default colour unless you specifically 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**.
2. Choose a colour from the palette, or for additional colours, select the **More Colors** option.
3. To remove a background colour, on the **Page Layout** tab, **Page Background** group, select **Page Color** and then choose **No Color**.

## 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. Select the **Microsoft Office** button, and then **Word Options**.
2. Select the **Display** option.
3. Under **Printing Options**, select **Print background colors and images**.
4. Click **OK**.

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

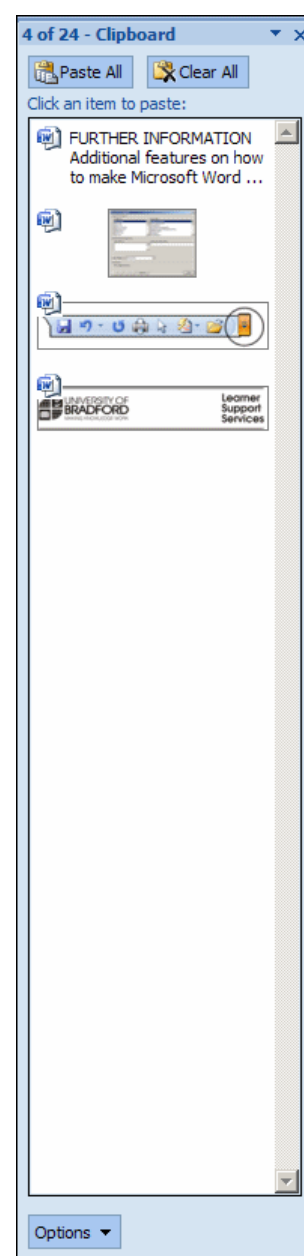
## COLLECTING AND PASTING ITEMS USING THE CLIPBOARD

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**.
3. Select the item you want to copy and then select **Copy** on the **Home** tab, **Clipboard** group, or press 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. (Non-mouse users should press F6 until the clipboard is selected, then use the ARROW keys to select the item, followed by ENTER.)

(To paste all the Clipboard items at the same time, select the **Paste All** option.)

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.



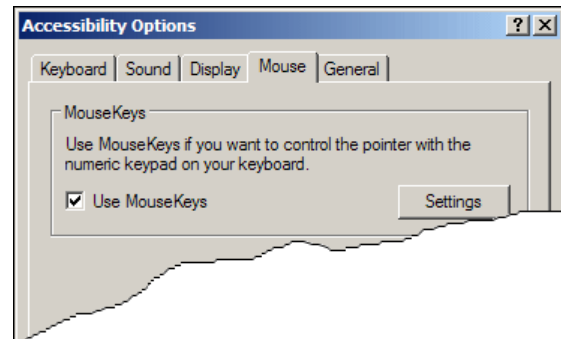
## USING MOUSEKEYS TO MOVE THE MOUSE POINTER

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 **Settings**, followed by **Control Panel**.

2. Select the **Accessibility Options**, and then choose the **Mouse** tab.
3. Ensure the **Use MouseKeys** option is ticked, and then select **Settings**.



4. In the Settings for MouseKeys window the following additional options are available.

#### Use shortcut

(The shortcut to turn on MouseKeys is ALT+left SHIFT+NUM LOCK).

#### Pointer Speed

Drag the slider between Low and High to set the maximum speed at which the pointer moves.

#### Acceleration


Drag the slider between Slow and Fast to set how quickly the pointer accelerates to its maximum speed.

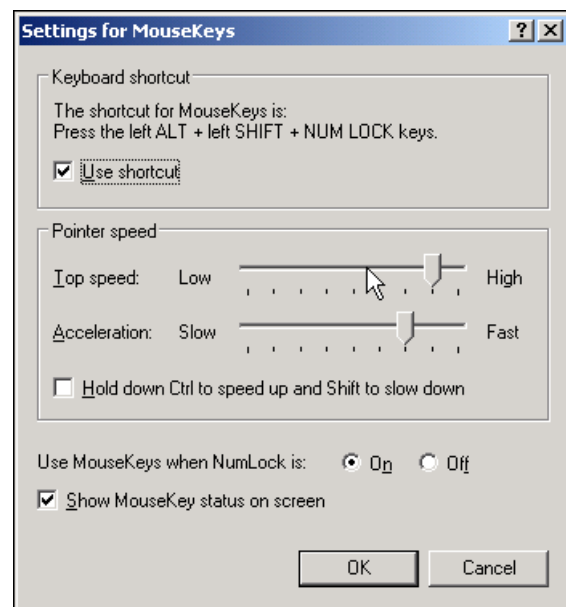
#### Hold down CTRL to speed up and SHIFT to slow down

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

#### Use MouseKeys when NumLock is On or Off.

Specify whether Num Lock must be on or off for MouseKeys to function.

**Show MouseKey status on screen.** This displays a MouseKeys icon  on the taskbar.



5. Click on **OK**, followed by **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

## 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, and type *Accessibility* in the Search box.