Kennesaw State University

University Information Technology Services

Microsoft Office Word 2013

Accessibility

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

Microsoft Office Word 2013

Accessibility

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Introduction

This document has been developed to provide you with information about accessibility and Microsoft Word 2013. In this document, you will learn about the tools available for accessibility. You will also learn how to control the visual appearance of your document. Additionally, best practices and document structure are also covered to help you when developing a document.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Understand the tools available in Word 2013.
- Apply keyboard shortcuts.
- Control the visual appearance of the document.
- Insert sound files
- Enable and use the text-to-speech tool.
- Understand best practices when creating a document.
- Effectively structure the document.
- Use the accessibility checker.
- How to obtain additional assistance.

Accessibility Checker

The *Accessibility Checker* will scan your document to check for potential accessibility problems, so that someone with a disability can read and get to your content. The following explains how to use the *Accessibility Checker.*

1. Click the **File** tab (See Figure 1).

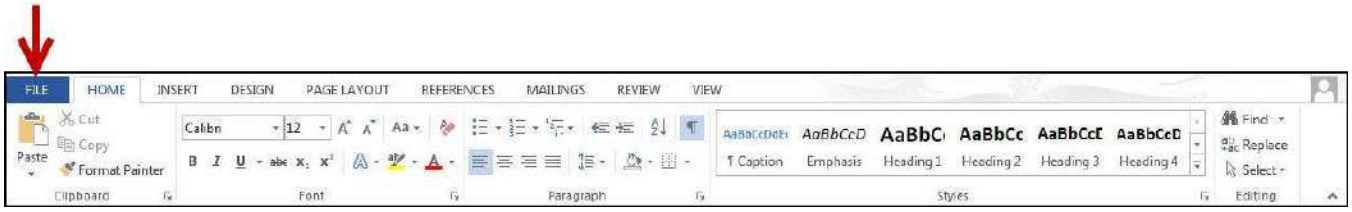


Figure 1 - File Tab

2. The *Backstage view* will appear. Click on **Check for Issues** (See Figure 2).

Figure 2 - Check for Issues

3. A dropdown menu will appear. Click on **Check Accessibility** (See Figure 3).

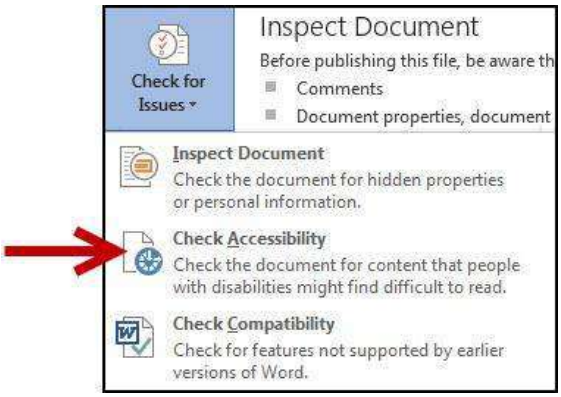


Figure 3 - Check Accessibility

4. The Accessibility Checker will check your document and display the results to the right of your document (See Figure 4).

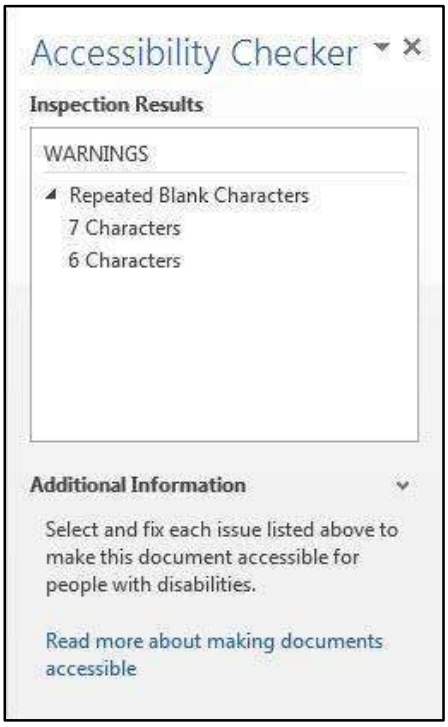


Figure 4 - Accessibility Checker Results

5. Click on one of the listed accessibility issues for additional information on where the issue takes place, and why the issue needs to be fixed (See Figure 5).

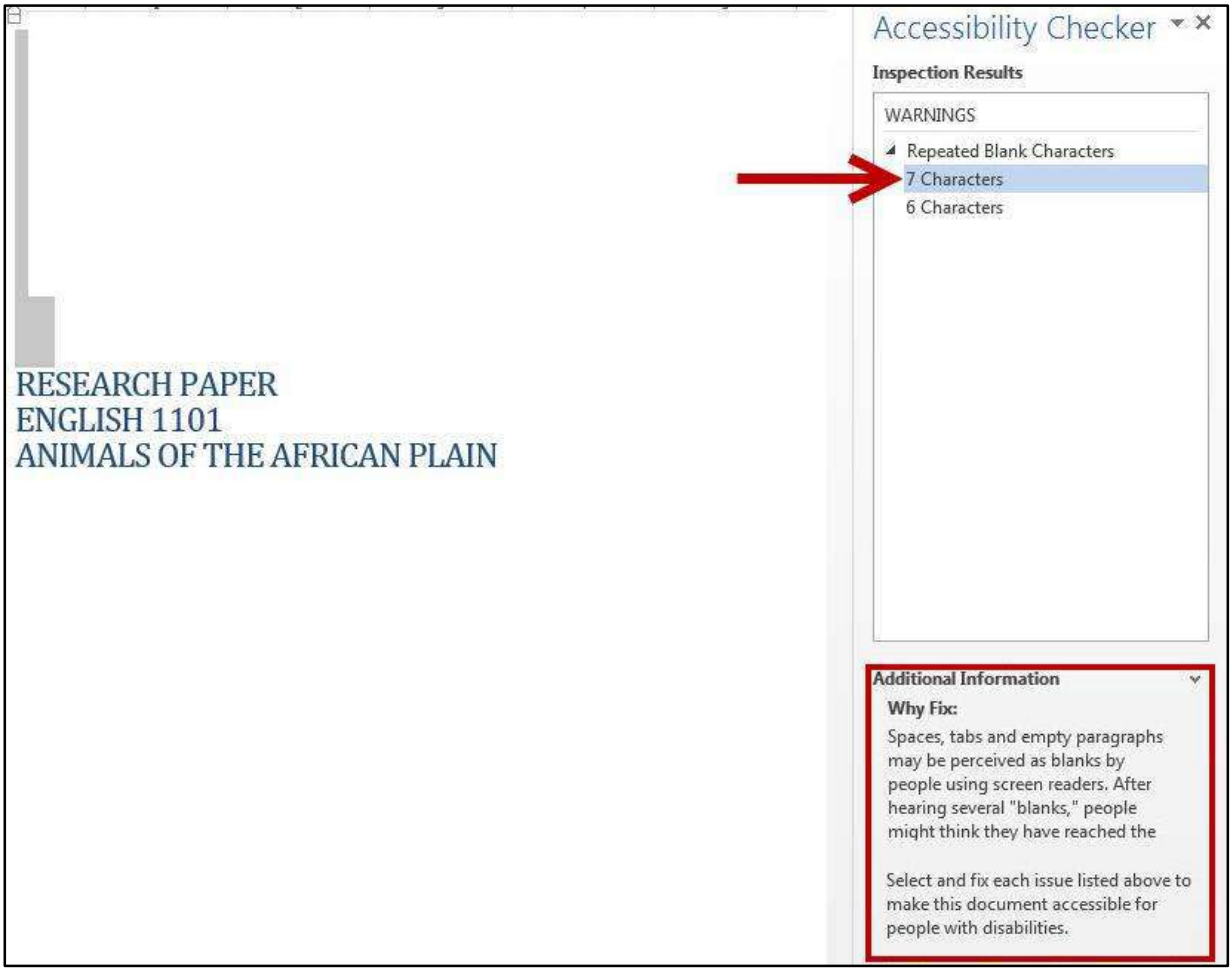


Figure 5 - Accessibility Checker Additional Information

Inserting Sound Files

Inserting sound files can be very helpful for people who have difficulty reading and writing. The following explains how to insert a pre-existing sound file into your word document:

1. Open the location on your computer that contains the sound file you wish to insert.

2. Resize and adjust the window containing the Word 2013 document so you can see the file containing the sound on your computer (See Figure 6).

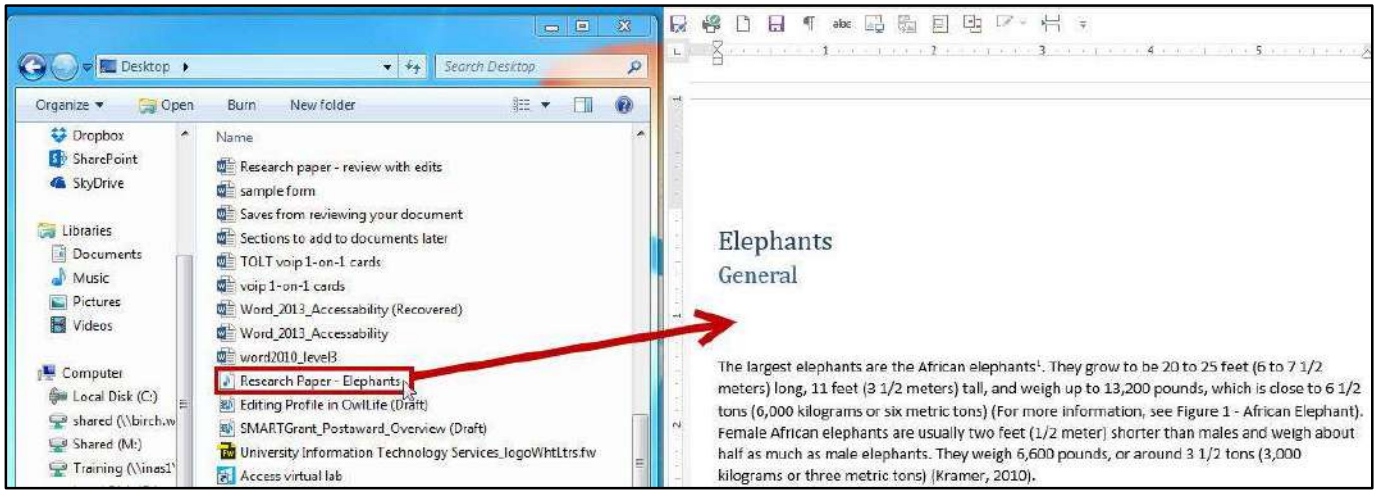


Figure 6 - Prepare to Insert Sound File

3. Click and drag the sound clip into the Word document.

4. The sound clip is now available in the Word document (See Figure 7).

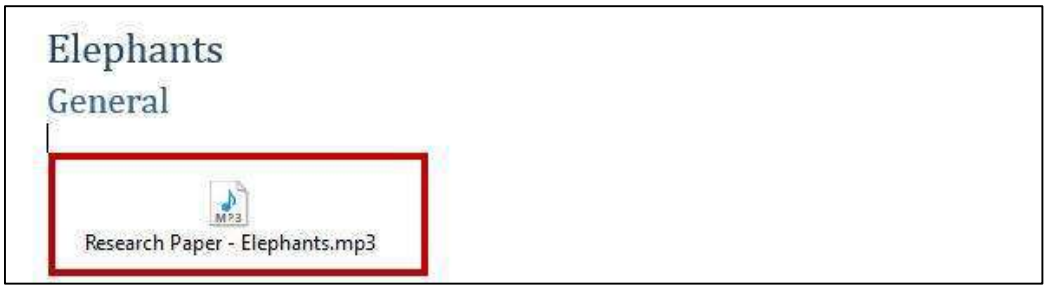


Figure 7 - Sound Clip Added

5. To play the sound file, **double-click** the sound file icon.

6. The *Open Package Contents* window will open. Click the **Open** button (See Figure 8).

Figure 8 - Open Package Contents

7. The sound file will open and play in your default sound player.

Text to Speech

Word 2013 has a *Speak* text-to-speech tool that will read selected sections of a document out loud. This text-to-speech tool must first be added to your *Quick Access Toolbar* to be able to access.

The following explains how to add the *Speak* tool to the *Quick Access Toolbar*.

1. Right-click on any **blank area** within the *Ribbon* (See Figure 9).

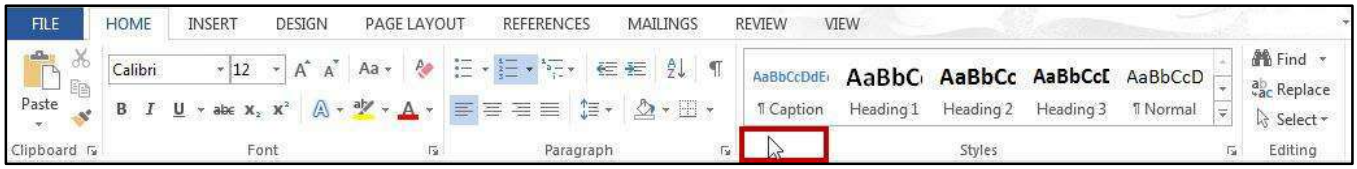


Figure 9 - Clicking on a Blank Area within the Ribbon

2. A *context sensitive menu* will appear. Click on **Customize Quick Access Toolbar** (See Figure 10).

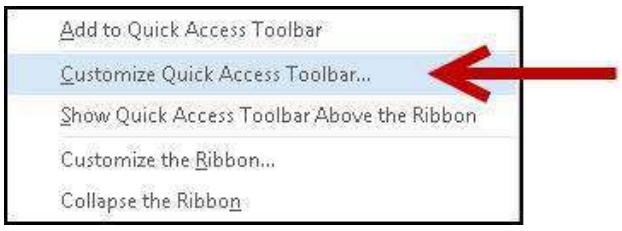


Figure 10 – Customize Quick Access Toolbar...

3. The *Word Options – Customize the Quick Access Toolbar* window will appear. Under *Choose commands from:* click on the **dropdown** arrow (See Figure 11).

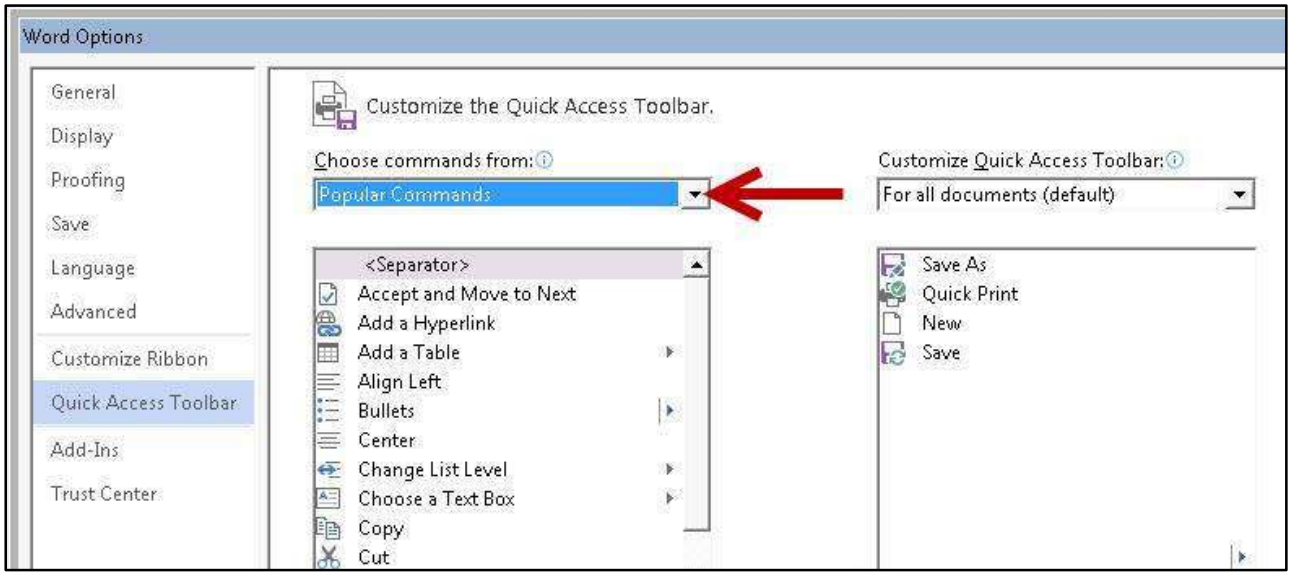


Figure 11 - Word Options: Choose Commands From

4. Select **All Commands** from the *dropdown* list (See Figure 12).

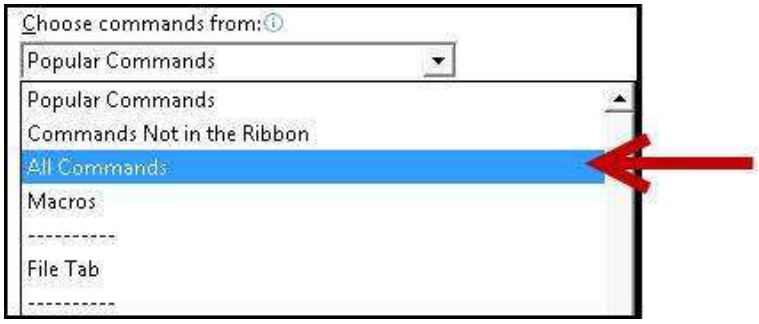


Figure 12 - Choose Commands From: All Commands

5. Search down through the list of commands and select **Speak** (See Figure 13).

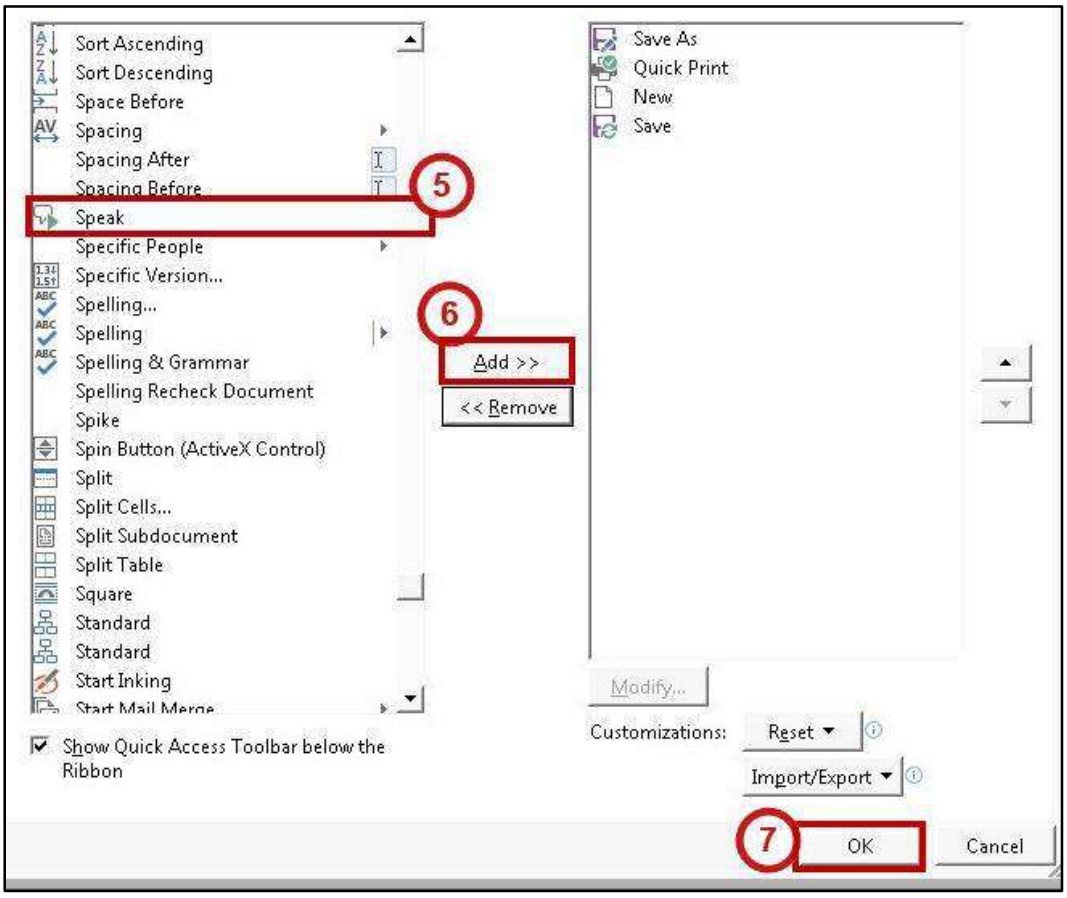


Figure 13 - Select Speak Tool

6. Click the **Add > >** button to add the *Speak* tool to your *Quick Access Toolbar* (See Figure 13).

7. Click the **OK** button (See Figure 13).

To use the *Speak* tool:

1. Select the text in your document that you want to be read out loud.

2. In the *Quick Access Toolbar*, click on the **Speak** tool (See Figure 14).

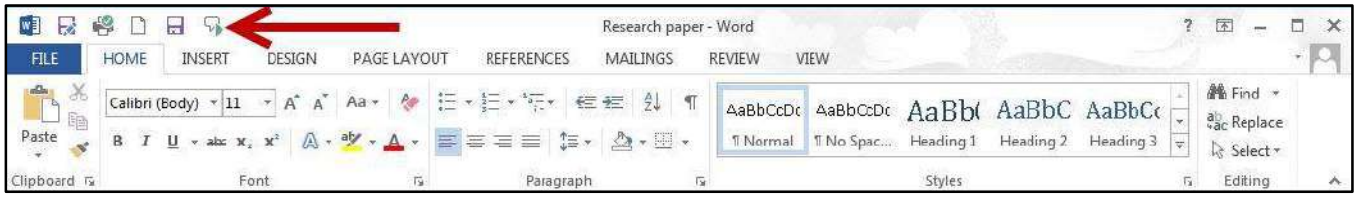


Figure 14 - Speak Tool

3. Your selected text will be read out loud.

Keyboard Shortcuts

Keyboard shortcuts can be used to quickly select and execute tasks in Word 2013 (e.g. copying text and pasting elsewhere in the document). You can also create your own shortcuts to help improve efficiency. The following explains how to create a keyboard shortcut.

1. Right-click on any **blank area** within the *Ribbon* (See Figure 15).

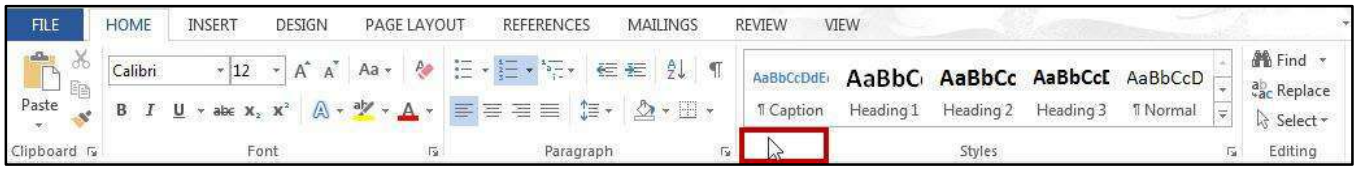


Figure 15 - Clicking on a Blank Area within the Ribbon

2. A *context sensitive menu* will appear. Click on **Customize the Ribbon…** (See Figure 16).

Figure 16 - Customize the Ribbon

3. The *Word Options – Customize the Ribbon* window will appear. Next to *Keyboard Shortcuts,* click on **Customize…** (See Figure 17).

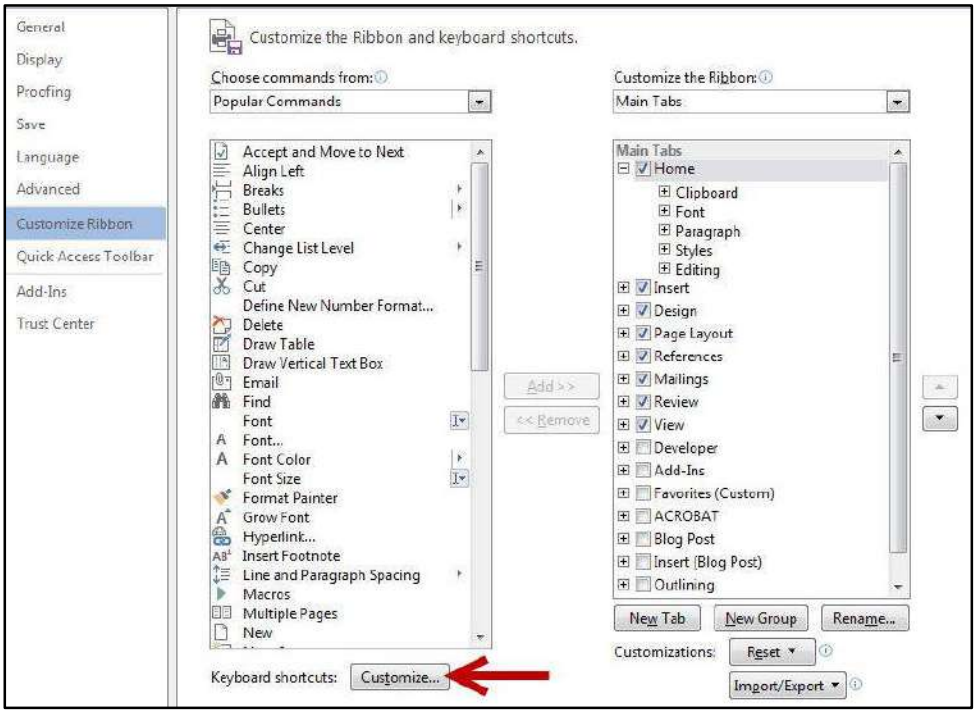


Figure 17 - Keyboard Shortcuts: Customize...

4. The *Customize Keyboard* window will appear (See Figure 18).

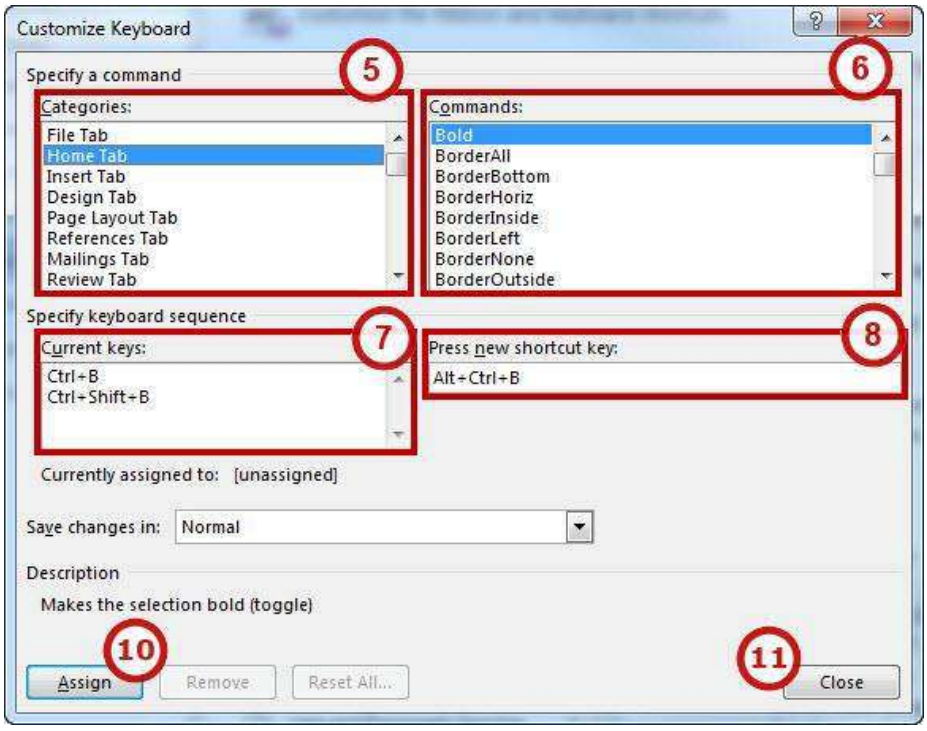


Figure 18 - Customize Keyboard

5. In the *Categories* box, select the **category** that contains the command you wish to assign a keyboard shortcut to (e.g. the tab where you would find the desired command) (See Figure 18).

6. In the *Commands* box, select the **command** that you want to assign a keyboard shortcut to (See Figure 18).

7. If a keyboard shortcut is already assigned to the command, it will appear in the *Current keys* box (See Figure 18).

8. If there is no shortcut assigned to the command, place your **cursor** in the *Press new shortcut key box* (See Figure 18).

9. Press the **key combination** that you want to assign to this command (example: Alt + Ctrl + B). If you receive a message that the combination that you select is already assigned to another command, try a different combination.

10. Click the **Assign** button (See Figure 18).

11. Click the **Close** button (See Figure 18).

Additional Keyboard Shortcuts

The following are some commonly used keyboard shortcuts in Word 2013:

Function	Shortcut	Description
Bold	CTRL + B	Makes the text bold
Italic	CTRL + I	Italicizes the text
Underline	CTRL + U	Underlines the text
Copy	CTRL + C	Standard keyboard shortcut for copying anything. Applicable across Windows
Cut	CTRL + X	Instead of making a copy, removes the text from the current location and copies it to the clipboard, from where it can be pasted into another location
Paste	CTRL + V	Pastes anything from the clipboard into your current location
Redo	CTRL + Y	Repeats the last action
Undo	CTRL + Z	Undo the last action
Select All	CTRL + A	Selects all text on the page. Useful for copy-pasting entire documents
Save As	F12	Opens the 'Save As' dialog box
Open	CTRL + O	Opens an existing document
New	CTRL + N	Creates a new document
Print	CTRL + P	Opens the Print dialog box
Find/Replace	F5	Opens the find/replace/go-to dialog box
Spell Check	F7	Opens the spell check
Insert Link	CTRL + K	Inserts a link at the current location
Move to Document End	CTRL + End	Moves cursor to the end of the document
Move to Document Start	CTRL + Home	Moves cursor to the beginning of the document
Single Line Spacing	CTRL + 1	Changes line-spacing to single space
Double Line Spacing	CTRL + 2	Changes to double line spacing

Using the Keyboard to Navigate the Ribbon

Some users may prefer using the keyboard as they work with Microsoft Word. *Access Keys* allow you to control each button on the ribbon with the keyboard. The following instructions explain how to use *Access Keys*.

1. Press the **Alt** key on your keyboard.

2. You will see letters and numbers appear next to the tabs and commands on the ribbon (See Figure 19).

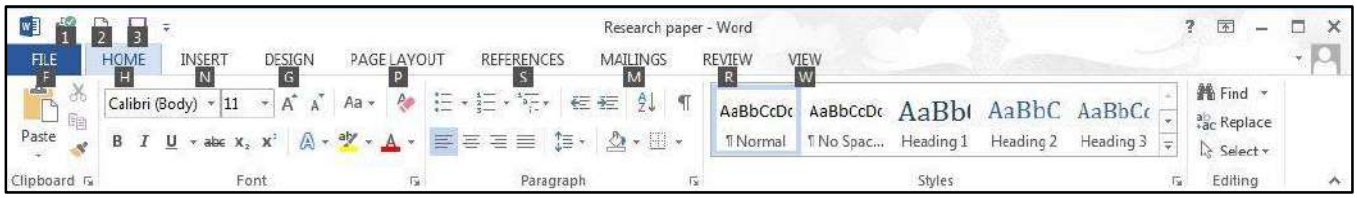


Figure 19 - Access Keys Displayed

3. Press the corresponding number/letter on your keyboard to select that option. For example, if you select the letter "**H**" for the *Home* tab, the tab will become selected and you will see additional letter and number options for each command on the selected tab (See Figure 20).

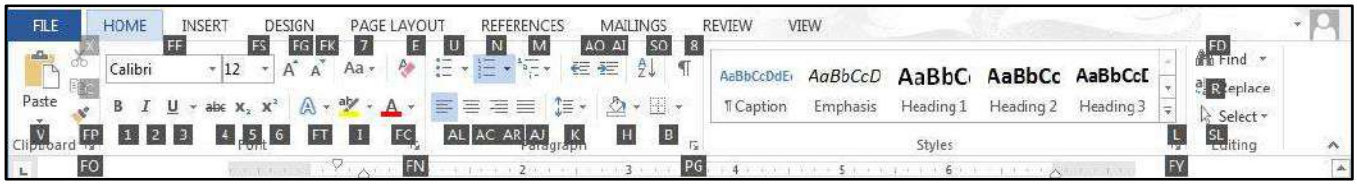


Figure 20 - Access Keys Displayed - Tab Selected

4. Continue to press letters or numbers to navigate and select your desired command.

Note: If a separate window opens in Word, use the **tab** key to move the cursor throughout the window and **Shift + Tab** to move backwards. If checkboxes are available, the space bar will allow you to place a check-mark.

Increasing Spaces between Words

Once a document is typed, it can sometimes make the document more accessible to increase the spaces between words by using the *Replace* tool. The following explains how to increase spaces between words using the *Replace* tool.

1. Click the **Home** tab (See Figure 21).

Figure 21 - Home Tab

2. In the *Editing* group, click on **Replace** (See Figure 22).

Figure 22 - Replace Tool

3. The *Find and Replace* window will appear. In the *Find what:* field, press the **spacebar** once (See Figure 23).

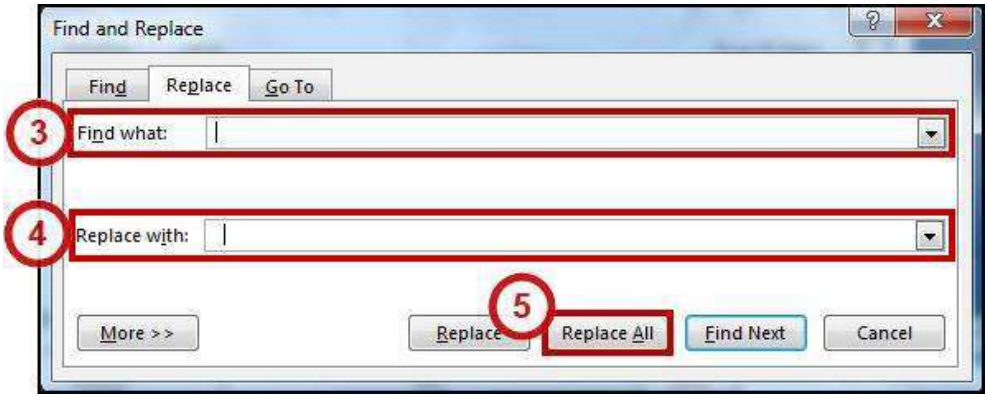


Figure 23 - Find and Replace

4. In the *Replace with:* field, press the **spacebar** to equal the number of spaces that you want to insert between each word (See Figure 23).

5. Click the **Replace All** button (See Figure 23).

6. The space between words in your document will be increased.

Zoom

The *zoom* tool magnifies the document on the screen, making text larger (or smaller). Note that using the *zoom* tool will not change the appearance of the document when it is printed. The *Zoom* tool can be found on the *View* tab in the *Zoom* grouping (See Figure 24), or on the right-side of the *status bar* at the bottom of the document (See Figure 25).

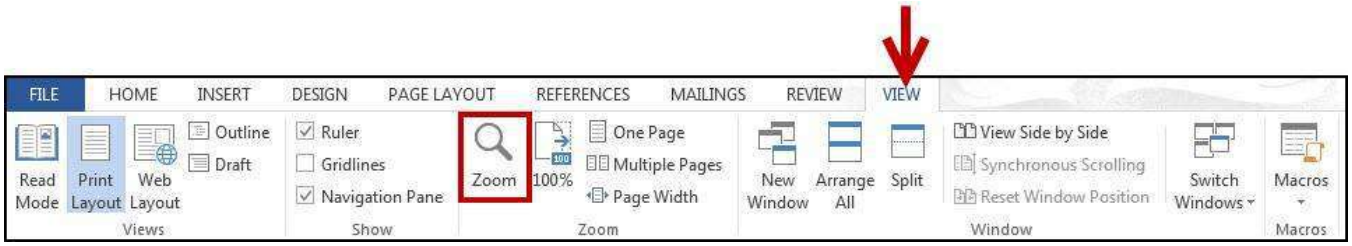


Figure 24 - Zoom Tool under View Tab

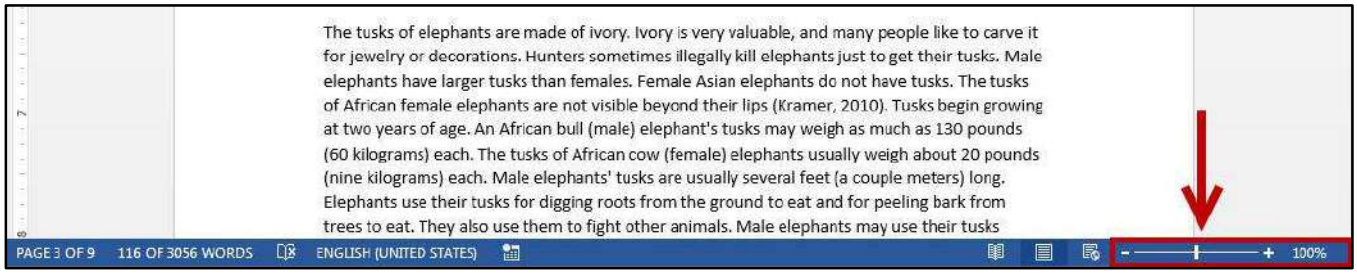


Figure 25 - Zoom Tool on Status Bar

To adjust Zoom via the *View* tab:

1. Click on the **View** tab (See Figure 26).

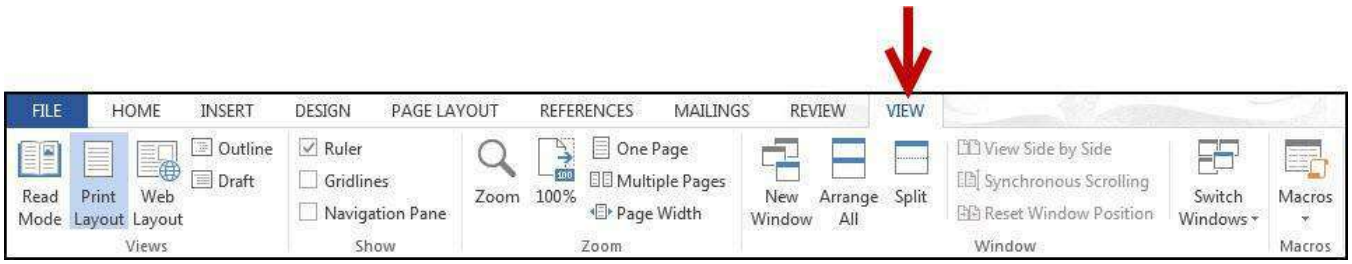


Figure 26 - View Tab

2. In the *Zoom* grouping, click on **Zoom** (See Figure 27).

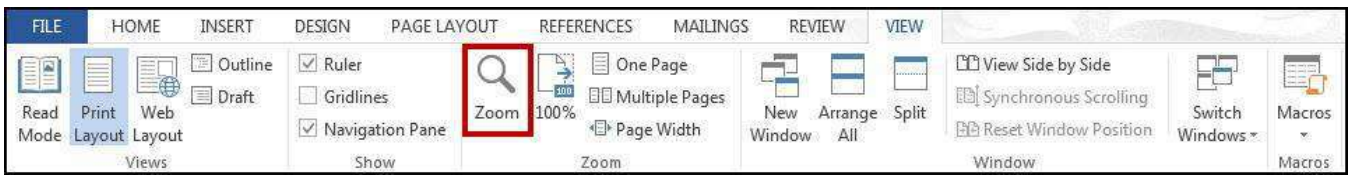


Figure 27 - Zoom Tool

3. The *Zoom* window will appear. In the *Percent* field, adjust the **number** relative to how much you want to zoom in/out (See Figure 28).

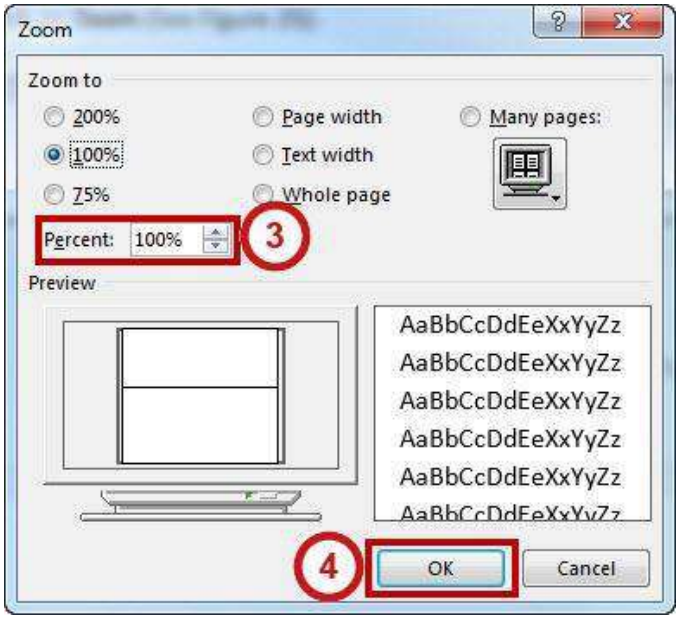


Figure 28 - Zoom Window

4. Click on **Ok.**

To adjust Zoom via the *Status Bar*:

1. Click the **minus** or **plus** button to zoom your document in/out (See Figure 29).

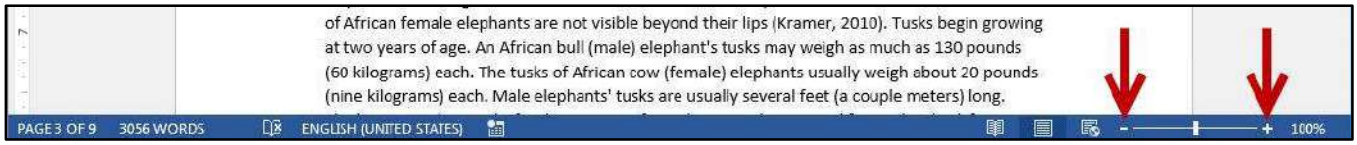


Figure 29 - Zoom via Status Bar

2. You can also drag the **slider** to the left or right to zoom in or out (See Figure 30).

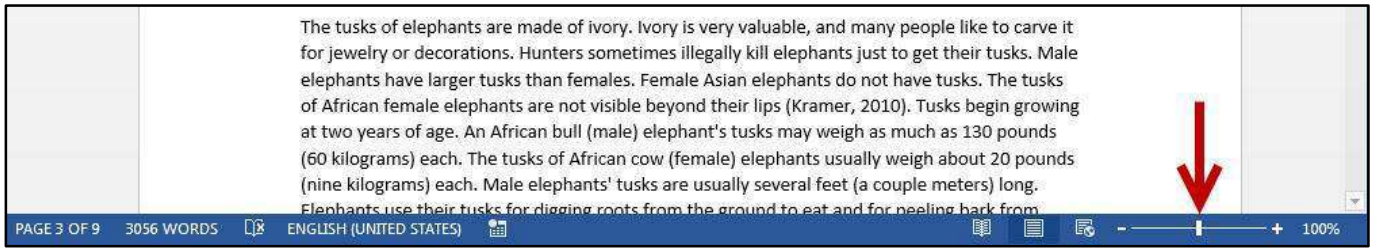


Figure 30 - Zoom Slider

Read Mode

New in Word 2013 is the *Read Mode*. When activated, Word will hide the ribbon and menus. *Read Mode* will automatically fit the pages to your computer, use columns and larger font sizes to improve readability (or if you are using a tablet, resize the page to fit your device). While in read mode, you can also change these options to suit your needs. The following explains how to enter *Read Mode.*

1. Click the **View** tab (See Figure 31).

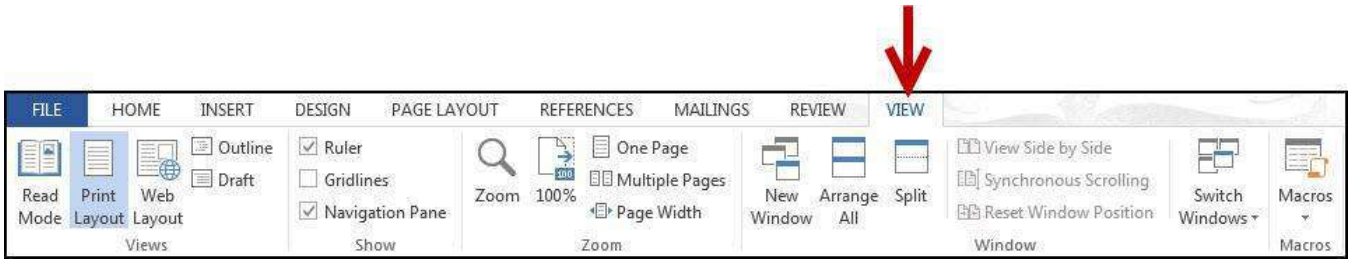


Figure 31 - View Tab

2. In the *Views* section, click **Read Mode** (See Figure 32).

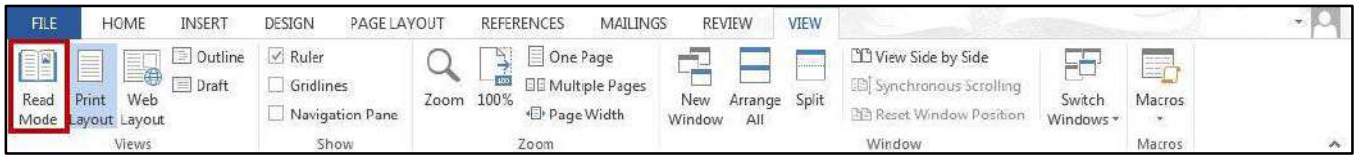
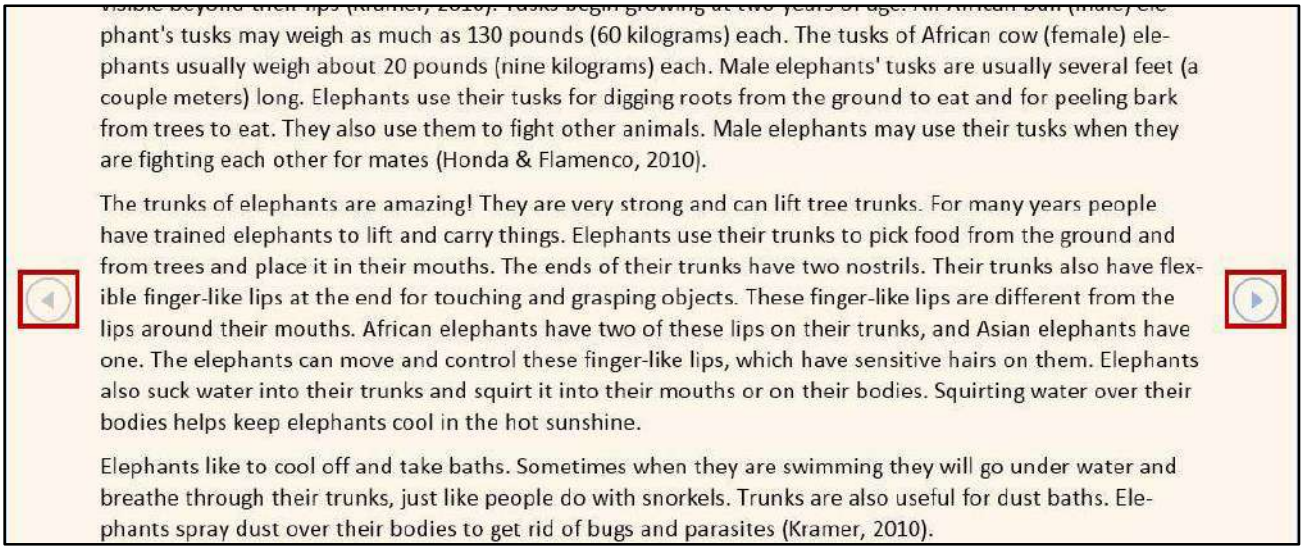


Figure 32 - Read Mode

3. Your document will now display in *Read Mode.* To navigate through the document, click the arrows within the left/right margins (See Figure 33).



phant's tusks may weigh as much as 130 pounds (60 kilograms) each. The tusks of African cow (female) elephants usually weigh about 20 pounds (nine kilograms) each. Male elephants' tusks are usually several feet (a couple meters) long. Elephants use their tusks for digging roots from the ground to eat and for peeling bark from trees to eat. They also use them to fight other animals. Male elephants may use their tusks when they are fighting each other for mates (Honda & Flamenco, 2010).

The trunks of elephants are amazing! They are very strong and can lift tree trunks. For many years people have trained elephants to lift and carry things. Elephants use their trunks to pick food from the ground and from trees and place it in their mouths. The ends of their trunks have two nostrils. Their trunks also have flexible finger-like lips at the end for touching and grasping objects. These finger-like lips are different from the lips around their mouths. African elephants have two of these lips on their trunks, and Asian elephants have one. The elephants can move and control these finger-like lips, which have sensitive hairs on them. Elephants also suck water into their trunks and squirt it into their mouths or on their bodies. Squirting water over their bodies helps keep elephants cool in the hot sunshine.

Elephants like to cool off and take baths. Sometimes when they are swimming they will go under water and breathe through their trunks, just like people do with snorkels. Trunks are also useful for dust baths. Elephants spray dust over their bodies to get rid of bugs and parasites (Kramer, 2010).

Figure 33 - Document in Read Mode

4. To return to editing your document, click the **View** tab (See Figure 34).

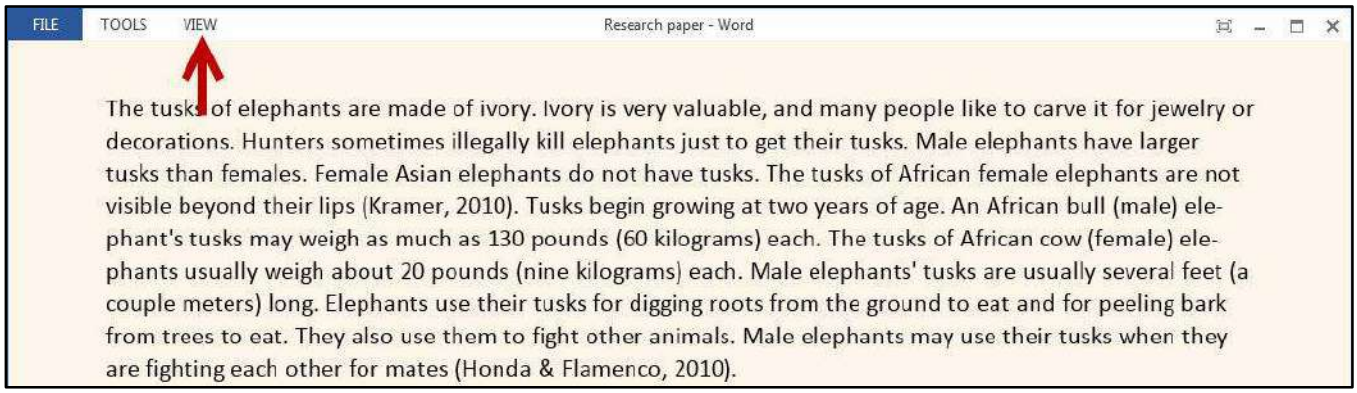


Figure 34 - Read Mode: View Tab

5. Click on **Edit Document** to return to the *Print Layout* view (See Figure 35).

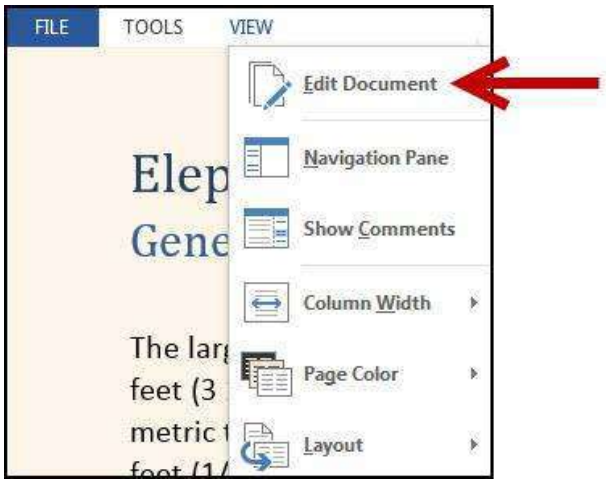


Figure 35 - Edit Document

Best Practices

The following should be considered when developing a document to make it accessible to everyone.

Page Layout

When developing a template, make certain that the document is not cluttered. To avoid a cluttered document, allow for an adequate amount of white space between paragraphs, graphics, tables, etc. Also, use bullets and numbers whenever possible to improve readability.

Alternative Text

Alternative Text helps people with screen readers understand the content of the pictures. Be certain to use alternative text for your graphics so that those with visual impairments will be able to understand the purpose of the graphic in the document.

The following explains how to add alternate text to a graphic in Word.

1. Right-click the graphic in your document.

2. A context-sensitive menu will appear. Click on **Format Picture** (See Figure 36).

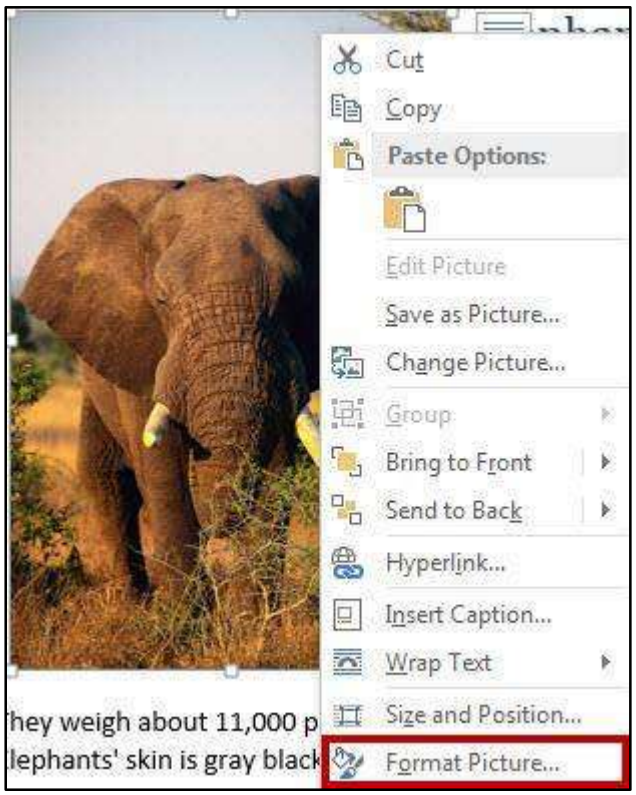


Figure 36 - Format Picture

3. The *Format Picture* options will appear to the right of the document. Click on the **Layout & Properties** icon (See Figure 37).

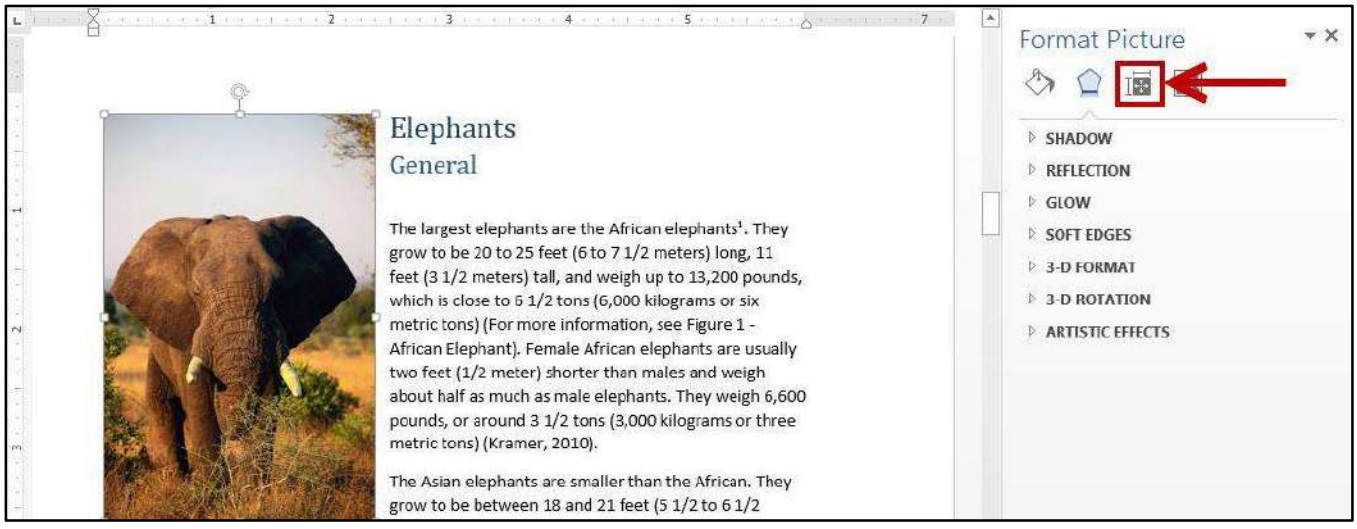


Figure 37 - Format Picture Options

4. Click on **Alt Text** (See Figure 38).

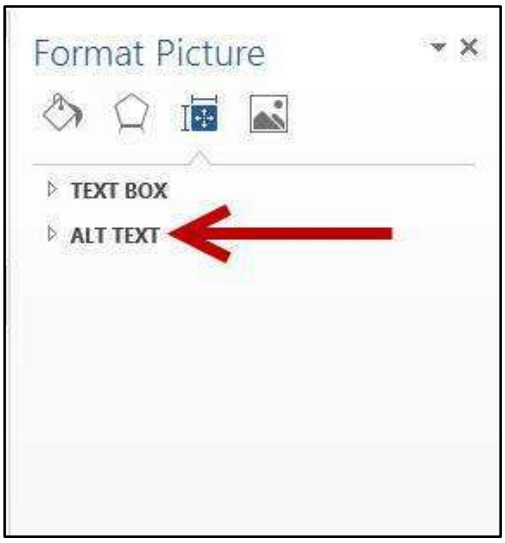


Figure 38 - Alt Text

5. A dropdown will appear. Complete the **Title** and **Description** fields (See Figure 39).

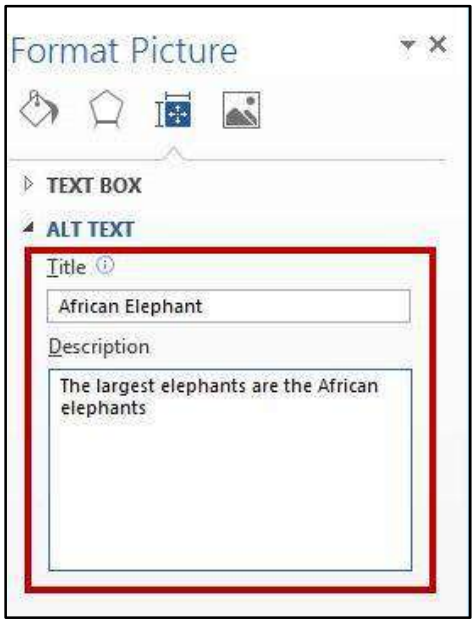


Figure 39 - Add Alt Text to Picture

6. Click on your document when done adding your *Alternate Text*.

Note: Remember the following when developing alt text to use concise wording (e.g. about 100 characters), capitalize only the first letter, and avoid punctuation, sentences, or special formatting (e.g. bold, italics).

Font Size and Color Schemes

Remember the following when developing documents so that they will be easy to read:

- Make all font sizes at least ten points.
- Avoid using light or pale font colors with light backgrounds.
- Limit the use of the following font variations: bold, italics, and capital letters.

Headings

When developing the document, be certain to use headings for each section (e.g. this booklet uses headings for sections and sub-sections). This will help people with screen readers to quickly and easily understand each section of the document without having to read the details in each section. Headings can also be used to quickly navigate to sections within the document.

The *Styles* group on the *Home* tab is an effective way to structure a document. Consider using the heading elements (Heading 1 and Heading 2) and the normal paragraph element (See Figure 40).

Figure 40 - Styles

The following instructions explain how to display the Navigation Pane, which is a list of the headings within the document.

1. Click the **View** tab (See Figure 41).

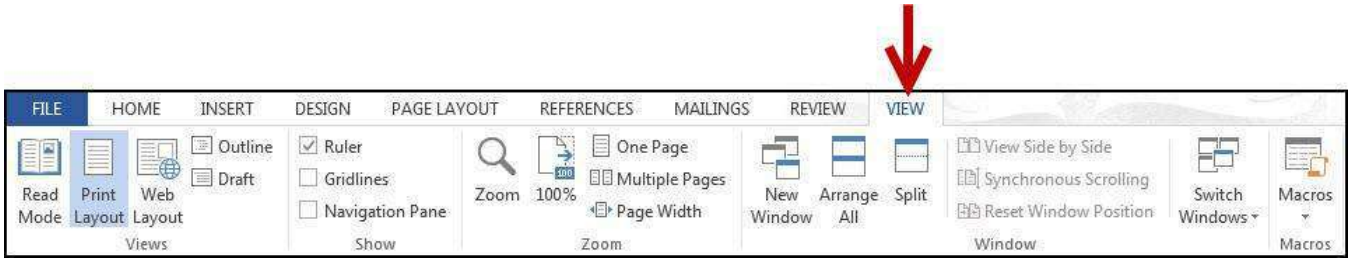


Figure 41 - View Tab

2. In the Show group, click the **checkbox** next to *Navigation Pane* (See Figure 42).

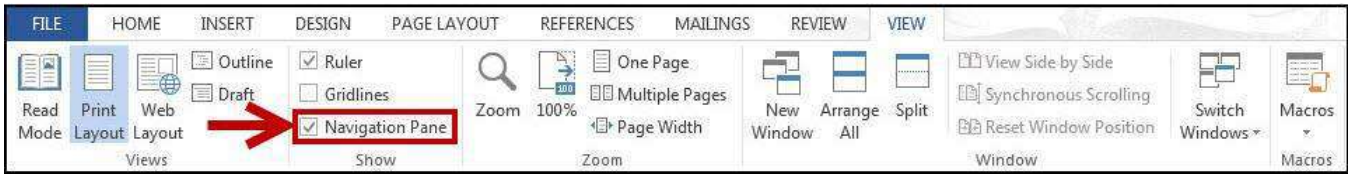


Figure 42 - Navigation Pane

3. The *Navigation Pane* will appear to the left of your document (See Figure 43).

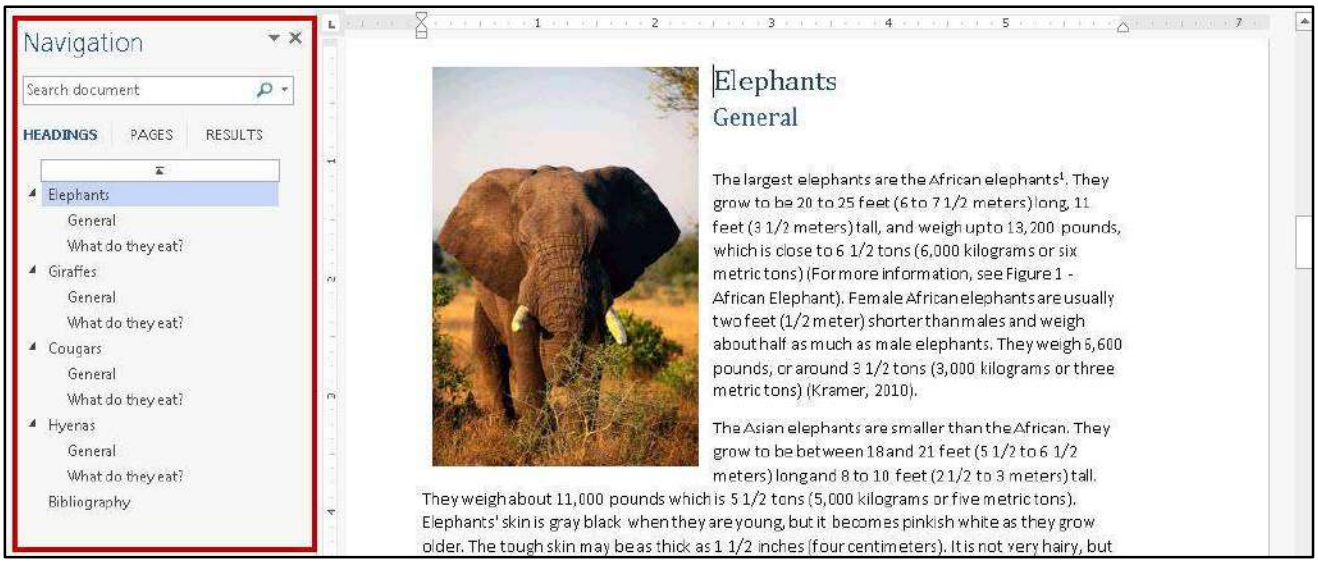


Figure 43 - Navigation Pane Visible

4. Click on a **heading** under the *Headings* tab to jump to that section within your document.

Tables

The use of tables in documents help to make large amounts of data easy to understand for everyone. The reader can make sense of the data when the tables include effective headings. If the table stretches over several pages, it is important to include headings on each page (See Figure 44).

Salesperson	Product	Region	Customer	Date	Item Cost
Vaughn, Harlon	Captain Recliner	NE	B&B Spaces	01/03/11	$ 340.95
Norman, Rita	Media Armoire	SE	Home USA	01/03/11	$ 340.95
Christensen, Jill	Bamboo End Table	NW	Ellington Designs	01/04/11	$ 79.99
Norman, Rita	Bamboo Coffee Table	SE	Ellington Designs	01/05/11	$ 168.95
Byrd, Asa	Bamboo End Table	SE	B&B Spaces	01/05/11	$ 79.99
Owen, Robert	Chameleon Couch	SW	Ellington Designs	01/07/11	$ 799.95
Maynard, Susan	Bamboo End Table	NE	Home USA	01/08/11	$ 79.99
Norman, Rita	Chameleon Couch	SE	Home USA	01/08/11	$ 799.95

Salesperson	Product	Region	Customer	Date	Item Cost
Norman, Rita	Media Armoire	SE	Home USA	01/08/11	$ 340.95
Norman, Rita	Media Armoire	SE	B&B Spaces	01/11/11	$ 340.95

Figure 44 - Table with Headings on Each Page

Note: Screen reading software has difficulty reading tables that have rows with different heights, and have a varying number of columns in the various rows. Avoid creating tables with the tab key.

Hyperlinks

When inserting a hyperlink in a document, the hyperlink will be more effective if the user sees a descriptive title for the URL. For example, if you have a link to Kennesaw State University in your document, it would be more effective to use Kennesaw State University instead of non-descriptive text such as, Click Here.

To insert a *Hyperlink* into your document:

1. Click on the **Insert** tab (See Figure 45).

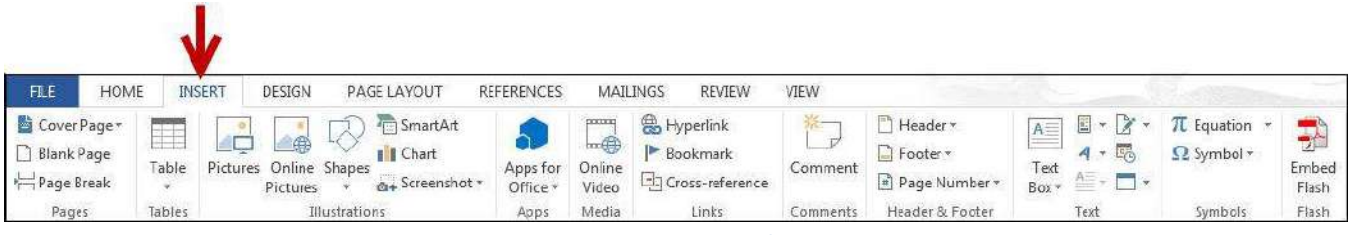


Figure 45 - Insert Tab

2. In the *Links* grouping, click on **Hyperlink** (See Figure 46).

Figure 46 – Hyperlink

3. The *Insert Hyperlink* window will appear. In the *Text to display:* field, type the **Descriptive title** for the URL (See Figure 47).

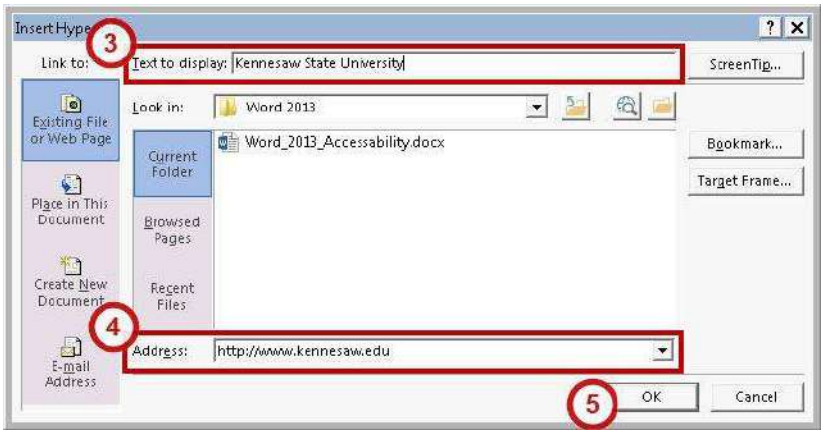


Figure 47 - Insert Hyperlink

4. In the *Address:* field, type the **URL** for the webpage you wish to insert into the document (See Figure 47).

5. Click on **OK** (See Figure 47).

6. Your *Hyperlink* will be added to your document.

Additional Help

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu/faculty-staff/

KSU Student Help Desk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu/students/