Quick guide to modifying structured Word documents

Structured Word documents will help your learners navigate their way through the text, they also enable you to create other accessible formats such as PDF, audio, braille and eBook files. The documents can be easily used with access technology.

In a structured Word document you can quickly and easily modify font colour, font type, font size, background colour, line spacing and Paragraph modification. It can take as little as **90 seconds** to download a structured Word textbook file from RNIB Bookshare and change it to the required font size.

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# Selecting text

The action to select all or part of the document text will come up regularly.

| **Action** | **Mouse user** | **Keyboard user** |
| --- | --- | --- |
| **(2007, 2010)**Select all of the text | * Home tab
* Editing box
* Select drop down menu
* Select all
 | Ctrl A |
| **(2003)**Select all of the text | * Edit menu
* Select all
 | Ctrl A |
| **OR**Select a portion of the text | * Place cursor at start of the text, left click and drag mouse to highlight the area of text you wish to change
 | * Place cursor at start of the text
* Press Shift and use the arrows to highlight the area
 |

# Font size

Using this method will automatically scale up headings in line with the body text and formatting, such as page breaks, will adjust appropriately. This means headings will still remain larger and more prominent than the main body of the text.

| **Action** | **Mouse user** | **Keyboard user** |
| --- | --- | --- |
| Select all of the text  |  |  |
| Increase size two points at a time (14, 16, 18, 20…) | Shift Ctrl > | Shift Ctrl > |
| Decrease size two points at a time(20, 18, 16, 14…) | Shift Ctr < | Shift Ctr < |
| Increase size one point at a time(14, 15, 16, 17…) | Ctrl ] | Ctrl ] |
| Decrease size one point at a time | Ctrl [ | Ctrl [ |

# Picture and image size

If the file contains pictures and images, you may need to enlarge these separately, or modify, remove or replace them with alternative accessible resources.

| **Action** | **Mouse** | **Keyboard** |
| --- | --- | --- |
| Select the image  | Left click on the image | * Position cursor to the left of the image
* Shift and right arrow key
 |
| **(2007, 2010)**Enlarging and decreasing image size | * Hover cursor over any corner of the image until the cursor becomes a double ended arrow
* Left click and the cursor will become a cross
* drag the mouse away from the image to **increase** the size
* drag the mouse towards the image to **decrease** the size
 | * Alt M
* Use arrow keys to move to the “Format tab”
* Down arrow into “Format bar” and arrow across to “Size box”
* Cursor will appear in “Height box” – type in required size or use the up and down arrows
* Tab key to the “Width box” – type in required size or use the up and down arrows
* Return
 |
| **(2003)**Enlarging and decreasing image size | * Hover cursor over any corner of the image until the cursor becomes a double ended arrow
* Left click and the cursor will become a cross
* drag the mouse away from the image to **increase** the size
* drag the mouse towards the image to **decrease** the size
 | * Alt O (Format menu)
* I (Picture)
* Ctrl and Tab to “Size tab”
* Tab to the “Height box” – type in required size or use arrow keys
* Tab to the “Width box” – type in required size or use arrow keys
* Return
 |

# Font style

Change the font style of a whole document without affecting the heading levels and other formatting.

| **Action** | **Mouse** | **Keyboard** |
| --- | --- | --- |
| Select all of the text |  |  |
| **(2007, 2010)**Select font style | * Home tab
* Font box
* Select font style from the drop down list
 | * Alt H
* FF
* Type in the font name or use arrow keys to select the required style
* Return
 |
| **(2003)**Select font style | * Style and formatting toolbar
* Select font style from the drop down list

**OR*** Format menu
* Font
* Font Tab
* Select font
* OK
 | * Alt O
* F
* Type in the font name or use arrow keys to select the required style
* Return
 |

# Font colour

Change the font colour of a whole document or for particular sections.

| **Action** | **Mouse** | **Keyboard** |
| --- | --- | --- |
| Select all of the text **OR**Select a portion of the text |  |  |
| **(2007, 2010)**Select font style | * Home tab
* Font box
* Select font colour from the drop down list
 | * Alt H
* FC
* Use the arrow keys to select colour
* Return
 |
| **(2003)**Select font style | * Style and formatting toolbar
* Select font colour from the drop down list

**OR*** Format menu
* Font
* Font colour
* Select colour
* OK
 | * Alt O
* F
* Tab to the “Font colour” box and use the arrow keys to select colour
* Return
* Tab
* Return
 |

# Background colour

Change the background colour of a whole document or for particular sections.

|  |
| --- |
| **Word 2007 and 2010** |
| **Action** | **Mouse** | **Keyboard** |
| Select background colour | * Page layout tab
* Page background box
* Page colour drop down menu
* Select background colour
 | * Alt P
* PC
* Use the arrow keys to select colour
* (M for more colour choices, tab onto colour chart and user arrow keys to select colour)
* Return
 |
| Select background colour | * Format menu
* Background
* Select background colour
 | * Alt O
* K
* Use the arrow keys to select colour
* (M for more colour choices, tab onto colour chart and user arrow keys to select colour)
* Return
 |

# Line spacing

Increase or decrease the line spacing.

|  |  |  |
| --- | --- | --- |
| **Action** | **Mouse** | **Keyboard** |
| Select all of the text |  |  |
| **(2007, 2010)**Select line spacing | * Home tab
* Paragraph box
* Line and spacing drop down menu
* Select required spacing
 | * Alt H
* K
* Use arrow keys to select the required spacing
* Return
 |
| **(2003)**Select line spacing | * Format menu
* Paragraph
* Indents and Spacing tab
* Spacing
* Select required spacing
 | * Alt O
* P
* Ctrl and Tab to “Indents and Spacing”
* Tab to “Line spacing”
* Select required spacing
* Tab
* Return
 |

# Quality check

* After modifying your text, and particularly after changing the font size, you should always check the end results.
* Check that you have no single lines of text or stray words left at the top or bottom of the pages (widows and orphans).
* Very oversized headings can be reduced individually or you can change the Heading level style, so all the Heading 1’s for example automatically change to the new style setting.
* Check that there are no unusual line breaks or extra white space in the text or around graphics.
* Pictures and images should be checked to ensure that they are still legible at a larger scale. For example, bit mapped images may become more pixelated and unclear when enlarged and you may have to leave them at their original size.

# Handy shortcut keys

| **Action** | **Shortcut key** |
| --- | --- |
| Open an existing file | Ctrl O |
| Select all | Ctrl A |
| Print a document | Ctrl P |
| Save As | F12 |
| Close current document | Ctrl W |
| Exit Word | Alt F4 |
| Copy | Ctrl C |
| Cut | Ctrl X |
| Paste | Ctrl V |
| Undo | Ctrl Z |
| Redo | Ctrl Y |
| Move between open programmes and documents | Alt and Tab |

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