



Accessible Word Document Training

The module names (Heading 2) are not voiced, but module section names (Heading 3) are. Any other non-voiced content is marked at the beginning and end with a double asterisk (). Keyboard keys are listed as they appear on the keyboard (Ctrl, Alt, etc.).**

Module 2: Working with Styles

State of Minnesota Accessible Word document Training Module 2: Working with styles. This course has no captions because the slide text provides the full transcript. Select the Next button to begin.

Audio Volume

Select the audio button to control the slide audio volume. If you want to turn off the narration, mute the audio with Ctrl +Alt + M.

Introduction

As you learned in Module 1, a properly formatted document can be used by everyone. It provides important content information and file structure to assistive technologies, such as screen readers. It also applies a consistent format or look and feel to your document — something that benefits all your readers.

About this Module

In this module you will learn about:

- Styles.
- Headings.
- Applying, finding and modifying styles.
- Adjusting paragraph spacing.
- Modifying list styles.

Styles

Styles are a key component of an accessible document. Styles control how text appears — things like font choice, how paragraphs appear on the page and the space between lines of text. Everything set to a particular style will have the same settings applied to it.

But styles are more than a visual aid. They identify the structural pieces of the document, such as heading levels, lists of items and more. Assistive technology interprets this “structure” to provide semantic (that is meaning) and navigational information to users.

Let's explore how to use words built in styles to create an accessible document.

Headings

Select the image to enlarge it.

Headings are the most important styles in Word. When looking at a document, headings are easy to pick out because they are big and bold. But people who cannot see the document don't have those visual cues. By using heading styles, assistive technology users are alerted to the presence of headings and can use them to navigate the document.

Headings have a couple of other benefits as well. They:

- Make it easy to create a table of contents, build a document outline and use the navigation pane.
- Automatically generate heading tags when properly converted to a PDF.

Heading Hierarchy

Headings must be used in numerical order because they represent an outline hierarchy. For example, Heading 1 represents a higher hierarchy level than a Heading 2.

Heading 1, document title

Heading 2, main topics.

Heading 3, subtopic of Heading 2.

Heading 4, subtopic of Heading 3.

Heading 5, subtopic of Heading 4.

Heading 6, subtopic of Heading 5.

Don't skip heading levels as you move down the hierarchy. For example, do not directly go from Heading 1 to a Heading 3. Someone using assistive technology might assume they are missing a topic or subtopic. However, it is OK to skip levels when you move back up the hierarchy. You can go directly from a Heading 5 to a Heading 2.

Heading Tips

Only use heading levels one to six. Heading 7 to 9 are not recognized by most types of assistive technology.

Don't choose a heading level based on its “look”. You'll learn how to modify its appearance later in this module.

Applying Built-in Styles

Word offers dozens of preset styles that you can choose from, such as:

- Normal paragraph text.
- Headings.
- Lists.

To apply a default style to the document content, click anywhere the line of text you want to change. If you are using a mouse, select the Home tab in the ribbon and locate the Styles Group. Choose one of the styles displayed or open a dialog box of the available styles by selecting the arrow button in the lower right-hand corner of the Styles group. Next, select the desired style from the Styles dialog box. Now that style is applied to the text.

To apply a style in Word using keyboard navigation, open the Styles dialog box by selecting the Alt then H keys. Then select the F then Y keys.

Modifying Styles

You can modify any existing style to meet your needs. When you modify a style, make sure to keep the style name unchanged.

If you are using the Minnesota branded templates, we encourage you to keep the built-in styles as they are. If you need to modify them, please do so within branding standards.

To modify a style, locate the style that you would like to modify in the Styles gallery or the Style dialog box and right-click it. Or use Alt, then H, then F and Y

Select the Modify option from the shortcut menu. The modifies tile dialog box opens.

The initial page allows you to change basic font attributes, like font and size. Calibri is the State of Minnesota branding typeface, so we recommend keeping that option. Or use a simple, familiar typeface to optimize readability.

If you would like to make more changes to the style, select the Format button located at the bottom left of the Modify Styles dialog box. You can then select the characteristics that you would like to change, such as paragraph spacing.

After making desired format changes, select the OK button.

Adjusting Paragraph Spacing

You can adjust the spacing between paragraphs to make it easier to read. To change the spacing between paragraphs for an entire document, modify that particular style. To change the spacing for a single section, use the spacing before and after feature.

In either case, you have the option to increase the spacing before each paragraph, after each paragraph, or both. Do not increase the spacing by hitting the enter key to add a blank line. Some assistive technologies, such as screen readers, announce these blank lines, which might lead users to believe they've reached the end of the document. This narration can also be annoying when the user is trying to read and navigate the document.

Adjusting line spacing for a single paragraph.

To adjust the lines facing for a single paragraph:

1. Highlight the text that needs spacing adjustments.
2. Select the Layout tab from the top ribbon.
3. Adjust the Before and After spacing values in the Paragraph group as needed.
4. Alternatively, you can select the Alt then P. Select S then B to focus on the before field. Or select S then A to focus on the after field.

Modifying List Styles

List formatting alerts assistive technology to treat the items in the list as a group. Word comes with several style options for lists. You can always make changes to these list styles if needed.

To modify a list style:

1. Right click on the style you want to modify and select the Modify option.
2. Select the Format button at the bottom of the window and then select the Numbering option from the shortcut menu.
3. You can select the desired formatting for numbered or bulleted lists.
4. Once you are finished modifying, select the OK button.

Check for Understanding: Question 1

Choose your answer, then select Submit below.

It is an accessible practice to use the enter key to add extra spacing.

- True
- False

****If True is selected****

Incorrect. Some screen readers announce extra spaces created by the enter key by repeating the word “blank” for each space used. This announcement might lead users to believe they've reached the end of the document. Please select Next to continue.

****If False is selected****

Correct. Add or remove spacing by adjusting paragraph line spacing. Please select Next to continue.

Check for Understanding: Question 2

Choose your answer, then select Submit below.

You can change the font size of all Heading 2's in the document by modifying the Heading 2 style.

- True
- False

****If True is selected****

Correct. Modifying a style is an efficient way to change the font size for all text with that style. ****If False is selected****

Incorrect. Modifying a style is an efficient way to change the font size for all text with that style. Please select Next to continue.

Check for Understanding: Question 3

Choose the correct answer, then select Submit below.

All styles are located in the:

- A. Design tab.
- B. Page Layout tab.
- C. Properties.
- D. Styles gallery.

****If A, B, or C is selected****

Incorrect. Please try again.

****If D is selected****

Correct. Open the styles gallery to view all styles. Please select Next to continue.

Practice Document

You're now ready to apply what you've learned.

Download and follow the instructions in the Module 2 Practice Document.

In the next section, a set of questions allows you to review how you did.

A Module 2 Completed Practice Document is also available under the Resources tab above for you to check your work.

Review Question 1

Choose your answer, then select submit below.

Did you apply Heading styles 1, 2, and 3 to the text?

- Yes
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question one help.

To apply heading styles to the text:

1. Click anywhere in the line of text.
2. Select the home tab in the ribbon. (Alt, H)
3. Select the Arrow button in the lower right-hand corner of the Styles group to open the Styles dialog box. (F, Y)
4. Select the appropriate Heading style from the Styles dialog box.

Please select Next to continue.

Review Question 2

Choose your answer, then select submit below.

Is the heading three font size set to 11 points?

- Yes
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question 2. Help.

To modify the font size for Heading 3:

1. Open the styles dialog box. (Alt, H, F, Y)
2. Right click on Heading 3 and select Modify
3. Adjust the font size down from 13 to 11 and select OK.

Please select Next to continue.

Review Question 3

Choose your answer, then select submit below.

Is the Normal style paragraph spacing set to 6 points for before and after?

- Yes
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question 3 Help.

To modify the paragraph spacing for the Normal style:

1. Open the styles dialog box. (Alt, H, FY)
2. Right-click on Normal and select Modify
3. Select Format, Paragraph .
4. Locate Before and After in the Spacing section. Adjust the values to 6 points and select OK.

Please select Next to continue.

Review Question 4

Choose your answer, then select submit below.

Is the text under the Minnesota True Frog Species a bulleted list?

- Yes
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question 4 Help.

To make bulleted list:

1. Adjust the text so each item is on its own line.
2. Highlight the items and select the List Paragraph style.

Please select Next to continue.

Lesson Complete

Congratulations! You successfully completed Module 2: Working with styles.

The Office of Accessibility would like to thank you for your hard work. Additional resources, such as a summary guide for this module, are available in the Resources menu in the top right.

Click the Exit button to continue with the Course.