TekTalk Word 2007 Notes

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Change the Application Colour Scheme

There are three colour schemes for Office 2007 applications. They are Black, Blue, or Silver. The "Silver" scheme is designed to have better contrast but this will depend on your functional vision. For example, on an LCD monitor the Blue or Silver schemes don't work for me but the Black works perfectly. On the monitor on my tablet computer, the Blue scheme [which is the default] works perfectly. This is a setting that is easy to change so try all three to find the best one for you. If you are using the Ease of Use or Accessibility Options schemes these will be used in Office 2007 application. If you do use these Office 2007 schemes, once you change the scheme in one application it is changed in all Office 2007 applications.

To change the Office 2007 application colour scheme:

1. Press Alt + F, letter I to open the Word Options.
2. Popular should be the first category of settings.
3. On the Popular category, press Tab to move into the settings.
4. Press Alt + C to move to the colour schemes. This is a list box .
5. Once you made your colour selection, Tab to and activate the OK button.

Split Page Breaks from Paragraph Marks

This will eliminate the confusion a screen reader has at the end of one page and the beginning of the next. Often when we reach the end of a page, adaptive technology will read the first line on a page but the cursor will actually be on the last line of the previous page. This eliminates this and the cursor is not "confused."

1. Press Alt + F, letter I to open the Office Button.
2. Use the Down Arrow to move to the Advanced options or press the letter "A."
3. Press Shift + Tab to move backward through the ADVANCED OPTIONS. Layout Options is near the end of a very long list so moving backward through the options saves time. Layout Options is a button that will indicate that you can press Alt + L to move directly to it but this doesn't work.
4. Press the letter "A" to move to the split out page brakes and paragraph marks.
5. Use the Spacebar to check this option.
6. Move to and activate the OK button.

Turn off Click and Type

Click and Type lets you click anywhere on the page and begin typing. The implications for anyone using adaptive technology is that you could inadvertently activate the left mouse button and begin typing thinking you are at the margin when in reality you could be anywhere on the line or on the page.

1. Press Alt + F, letter I to open the Office Button.
2. Use the Down Arrow to move to the Advanced options or press the letter "A."

3. Press Tab to move into the Advanced Options.
4. Press the letter C to move to the checkbox to "enable click and type."
5. Use the Spacebar to uncheck this checkbox.
6. Move to and activate the OK button.

Turning off Full Screen Reading Mode

Unfortunately this does not mean that Word has a built in screen reader nor does it mean that you will activate the Text-to-Speech tool [Narrator] on your computer. What this does is the same as the old "Reading Layout" mode. It basically presents the document in a two page print preview view that is not accessible using adaptive technology. If Full Screen Reading mode launches [commonly from an attachment in Outlook] screen readers or Text-to-Speech tools will provide the person with a message saying that this is an inaccessible view of the document. You can then activate a button to return to Edit mode but this is cumbersome and it is easier to turn it off for all documents.

1. Press Alt + letter I to open the Office Button.
2. Move to the Popular options. They should be the first set of options in the list.
3. Press Tab to move into the Popular Options.
4. Press Alt + F to uncheck "Open Outlook attachments in full screen reading view.
    a. This will also affect any documents set to open in full screen reading view.
5. Move to and activate the OK button.

Clearing Formatting

One of the critical tools for people who are working with multiple document formats is the ability to clear the formatting of selected text. In Word 2003 this was found under Edit > Clear > Formatting. There is one less key to press in Word 2007.

Select the text you want to clear the formatting for.

Press Alt +H, E to erase the formatting.

Copy and Paste Options

At first this might seem to be a topic that doesn't have anything to do with accessibility. When content is repurposed one of the biggest repair costs is unwanted formatting of a document. This happens due to three causes:

1. When text has been copied and pasted from another document, formatting was not removed so unwanted formatting is now in your "good" document.
2. When revising a document, formatting wasn't removed and text was inadvertently given unwanted formatting.

3. When formatting was added to a document, the text wasn't selected before the formatting was added and the document author forgot to turn off the formatting once the content had been added.

All of these create random occurrences of formatting in documents that are repurposed especially those repurposed to tagged Adobe PDF or Portable Document Format. These also cause blank heading styles to be read in both tagged PDF and Word documents when an end-user asks their screen reader for a list of headings in a document.

In Word 2007 there are a couple of other settings you can use to eliminate the need to constantly manually clear formatting which means you would only have to use the "Clear Formatting" keyboard commands to clear formatting you were working with as you write and format new content.

To set default copy and paste options:

1. Press Alt + F, letter I to open the Word Options dialog.
2. Choose the Advanced category.
3. Tab to the Copy and Paste options.
4. The first copy and paste option is for "pasting within the same document."
5. This is a list box of choices and the choices are to:
   a. Keep source formatting.
   b. Match destination formatting.
   c. Paste text only..
6. Press Tab to move to the setting for "Pasting between documents.." This is a list box with the same choices as above.
7. Press Tab to move to the "Pasting between documents when style definitions conflicts" settings. This is a list box with the same choices as above.
8. Press Tab to move to the "Pasting from other programs" Settings. This is a list box with the same choices as above.
9. When you've made your choices, Tab to and activate the OK button.

These settings will help if you are revising documents and are bringing in text from other applications. This will also help if you are working with the Duxbury Braille Translation software as the formatting of your Word document should be more consistent and clean.

Putting a Tool on the QAT

You can add other tools to the QAT or Quick Access Toolbar using the keyboard. In the sample below, we'll add the ASP or Apply Styles Pane to the QAT. Use this same process to add other tools to the QAT. The ASP is the most accessible way to format and structure text. It is a tool you'll use for every document.

To customize the QAT:

1. Press Alt + H. We want to make sure we are on the Home tab. This gives us a point of reference.
   a. Note that you can use the UP, Down, Left and Right Arrows on the Ribbon.
2. Press the Up Arrow.
3. If you are using adaptive technology with speech output, you will be told you are in the QAT.
4. Use the Right Arrow until you reach the last button on the QAT.
   a. If you are using adaptive technology with speech output, you'll hear "Customize QAT" or "Customize Toolbar" or something similar.
5. Press Enter which opens a context menu
   a. If you use the Down Arrow to find "More Commands" you'll hear the default QAT tools and which ones are checked.
6. Choose "More Commands" which opens a dialog.
7. Choose "Customize" from the list of categories."
8. Press Tab to move into the customizable options.

You could also put the QAT below the Ribbon using this Customize context menu.

9. The focus will be in the "Choose commands from…" list box.
10. Press Alt + Down Arrow to expand the list.
11. Choose "Commands not on the Ribbon."
12. Press Tab to move into the list of commands.
13. Use first character navigation or the Up and Down Arrows to find "Style."
    a. There are a couple of style based options so make sure you choose the "Style" tool.
14. Once Style is selected, press Alt + A to add it to the list of commands in the QAT.
    a. If you press Tab you will put focus on the Add button if you prefer this method.
15. Pressing Tab again moves you to the list box where you can choose to have the customized items on the QAT displayed for all documents or for just the current document. I recommend that you have the QAT tools available for all documents.
16. Press Tab which will move focus to the list of commands currently on the QAT.
17. Pressing Tab again moves you to the "Reset" button where the original QAT items can be restored.
18. Moving through the options to customize the QAT, pressing Tab again will let you move a selected item in the list of QAT tools up.
    a. The "Move UP" and "Move Down" buttons are icons with arrows pointing either up or down so there is no keyboard command to move directly to them. Visually they are to the right of the list of items currently on the QAT.
19. Pressing Tab from the "Move UP" button will move focus to the "Move Down" button where you can move the selected item down in the list. down.
20. If you want to remove an item from the QAT, select it and press Alt + R. You could also Tab to the Remove button.
21. Once you've added the Style tool to the QAT, Tab to and activate the OK button.

You are returned to the document and the new tools are added to the QAT.

You access the tools in numerical order. For example on my computer the Style tool is the fourth item on the QAT so pressing Alt + 4 will take me directly to the Style tool. When you move tools up or down in the current list of QAT tools in the Customize dialog, you affect the number you would need to press to move directly to that tool. For example, if I moved the Style tool down one place in the list, Alt + 5 would put focus on it not Alt + 4.

Office 2007 File Format

Office 2007 has a new XML [Extensible Mark-up Language] document format which gives your files a .docx extension by default. The new file format accompanies a new document style and fonts. Because we are working in a digital environment and paragraphs have a blank line between them, Office 207 applications which use the default Normal.dotx or document template automatically insert the space or blank line when you press the Enter key. Unlike Word 2003, you do not have to press the Enter key twice when beginning a new paragraph.

The new font set is Calibri which is a sans-serif based font. The default font size is 11 point. This font was designed for readability and accessibility. Heading styles are in the Cambria font which is serif based, similar to a Times New Roman font but again designed for better readability and accessibility.

You can choose to have documents use the Word 2003 font set which means you will have to add the extra Enter between paragraphs. You may also have to add the extra blank line if you choose to save .docx documents as Word 2003 or .doc formatted files.

To change the default font set:

1. Press Alt + H, G which opens a sub-menu from the "Change Styles" button on the Home Ribbon.
2. The first item is "Style Set" which has a sub-menu.
3. Choose the font style you want, in this case we are looking for Office 2003" which is near the bottom of the list of available font styles. Use the Down Arrow to explore the other font style names or the Up Arrow to move from the bottom of the list of font styles upward.
4. Press Enter on the font style you want. Again, in this case we are choosing Office 2003.
5. Press Alt + H, G and the Up Arrow which puts focus on "Set as Default."
6. Press Enter and the font style set you chose will be the default for documents until you change it.

Note that if you have a visual, learning or cognitive disability that as you arrow through the style sets, your document will change to give you a preview of what it will look like if that set of styles is applied. This lets you check out how the document will look without actually having to reformat the document if you don't like it.

To change the default file format:

1. Press Alt + F, letter I to open the Word Options dialog.
2. Move to the Save category.
3. Press Tab to move into the save options.
4. The first option you encounter is the list box to set the default file format. If you want to have document automatically save in the Word 97/2003 format, choose this setting from the list box.
5. Tab to and activate the OK button to confirm your choice.

Office 2007 Compatibility Plug-in

If you leave the default .docx file format so that you can take advantage of new features and formatting in Office 2007, what happens if you send a .docx file to someone who doesn't have Office 2007 – someone who is working with Office 2003 for example? Microsoft has a Word 2007 compatibility plug-in [iii] so that people using Office 2003 can open Office 2007 document.

Installing the Office Sounds

You may want to investigate the Microsoft Office sounds which are available on the Microsoft web site and are a free download. These additional sounds provide auditory feedback in Office applications and don't interfere with your adaptive technology. The type of feedback they provide, for example, is to provide a sound when you delete a message, when you press Enter after typing in a search term and pressing Enter [to let you know that search results are visible], and to indicate when saving a file is complete.

Download the Office Sounds[iv] from the Microsoft web site. Save them to a folder, find the .exe file once it has downloaded and press Enter to launch the installation. Accept the defaults of the installation process. The Office 2000 Sounds are a seamless plug-in and will work with Office 2005.

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[iii] Open Word 2007 documents in earlier versions: http://office.microsoft.com/en-us/word/HA100444731033.aspx
[iv] Download the Microsoft sounds: http://www.microsoft.com/downloads/details.aspx?FamilyID=C8BB981D-2A23-4D1A-8310-457C733BE290&displaylang=en