

Karlen Communications

Word 2013 Settings – Ease of Use



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This document copyright 2015 by Karen McCall, M.Ed.
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[Contact Karen by e-mail](#)¹. There are other helpful documents on the [Karlen Communications website](#)².

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² Karlen Communications website: <http://www.karlencommunications.com>

Signing Into Office

The first change you'll notice is that you now have to sign into Office when you first launch any Office application. Once you sign in, you can remain signed in and don't have to do this again. If you have a work account and a home account, or if family members have access to different documents than you, you can sign out of Office when finished working and the next person to use the computer will need to sign into Office to work with it.

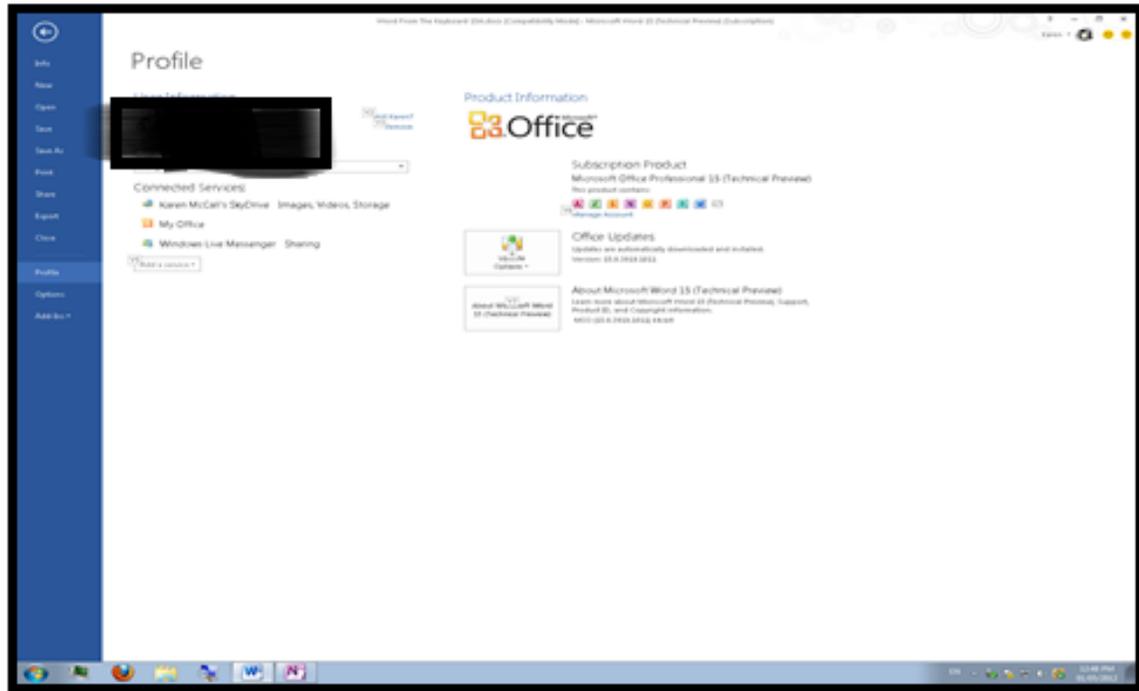


Figure 1 File/Backstage area where you can see account information

This provides some flexibility and lets you use a single sign in for Office to synchronize your Office settings across computers. For example if you use the same sign in for Office on your desktop as your laptop, you will be working in the “same” Office space. Your colour Theme will be the same on both devices (for example) and you will have access to the same integration with OneDrive (cloud storage).

You can use the same sign in information for Office as you did for Windows 8. However, you will have to sign into Windows and Office separately.

To switch users once someone is signed in:

1. Press Alt + F, D S for File Backstage area, Account, Switch User
2. When the dialog opens, type in the username and password you want.
3. Tab to the Sign In button and press Enter.

That's it, you've switched user accounts for Office on this device.

The other options under Account let you:

- Press C to change Picture. This is the picture or icon used for your account.
- Press M for About Me to access or modify profile information.
- Press E to Sign Out of Office.

Settings to Make Word Easier to Use

Before you begin working with Office 2013 and specifically Word 2013, there are some settings you may want to consider changing in order to work with the applications more effectively if you are using adaptive technology or the keyboard. The following are a few I've found useful in changing.

After the section on settings you might want to change I've added a section on some of the changes to the way we work with Office 2013 such as the spell check now being in a pane to the right of the document rather than in a traditional dialog and the changes to Open, new and Save As in all Office 2013 Applications.

Change the Application Colour Theme

One of the most complained about changes in the Office 2013 look and feel is the "fishbowl" or the overall user-interface. There is not enough contrast between the document, the surrounding "fishbowl" and the Ribbons. Everything tends to blur into each other. This is compounded by the default setting of "white" which is blinding if you don't already have a visual disability. There are complaints about this from people with and without disabilities who are now finding it quite fatiguing to work with documents over long periods of time.

There are three colour themes for Office 2013 applications. They are white, light gray, or dark gray. 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 themes such as High Contrast Black the High Contrast Theme will be used in Office 2013 applications. You don't need to worry about the Office Themes.

If you do choose one of the Office Themes such as white, light gray or dark gray, the theme you choose will be used in all Office applications.

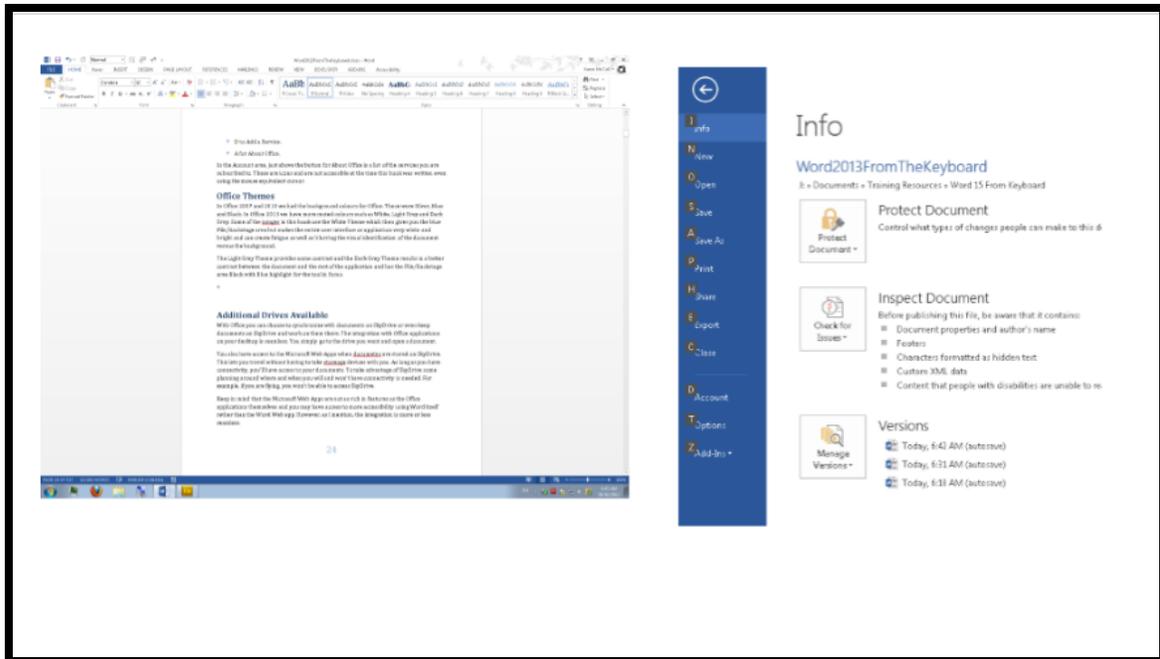


Figure 2 White Theme and File/Backstage area.

To change the Office 2013 application colour theme:

1. Press Alt + F, D, Y, number 1 to open the File/Backstage area, Office Account tab, and put focus in the Office Themes list box.
2. Use the Up and Down Arrows to choose your Office Theme.
3. Press Enter on the Office Theme you want and then press Escape to get back to your document. You should notice the change immediately.

This change will take effect for all Office applications.

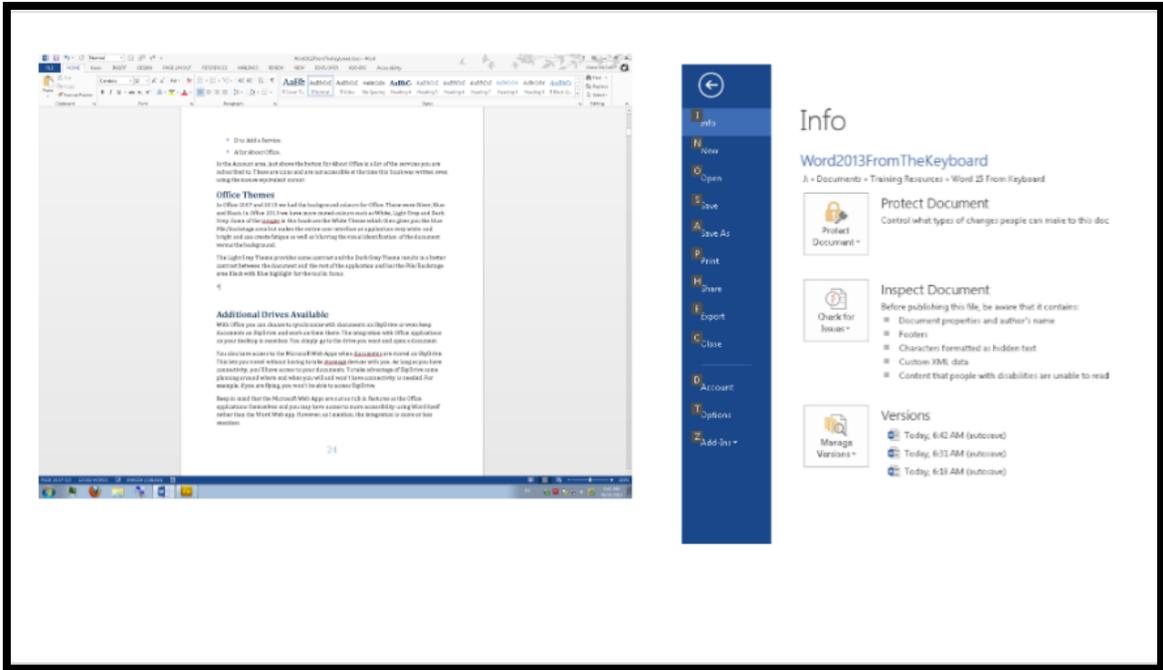


Figure 3 Light Grey Theme and File/Backstage area.

The Light Grey Theme provides some contrast, the Dark Grey Theme results in a better contrast between the document and the rest of the application and has the File/Backstage area Black with Blue highlight for the tool in focus.

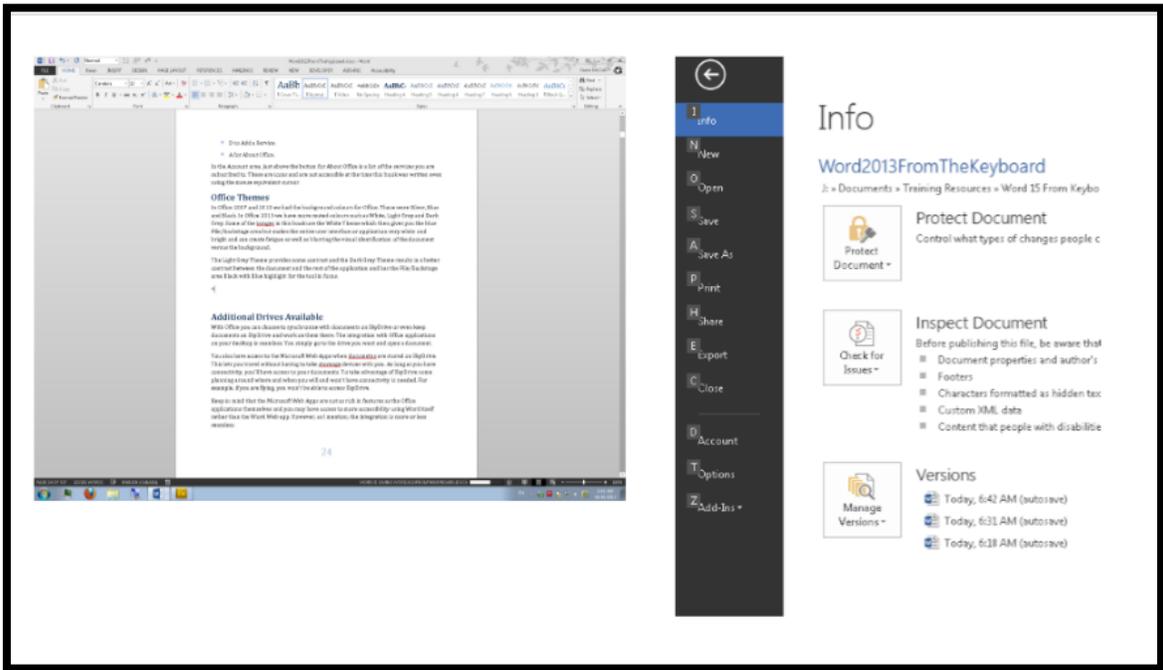


Figure 4 Dark Grey Theme and File/Backstage area.

You can also change the Office Theme by going into the Word Options (PowerPoint Options, Excel Options and so forth) by pressing Alt + F, T which takes you to the File/Backstage area, Word Options and opens the Word Options dialog. Make sure you are on the General category which is the first category in the list. Press Alt + T for Office Themes. This moves you to and opens the list of possible Office Theme colours. Once you've made your choice, Tab to and activate the OK button by pressing Enter.

Turn Off the Start Screen

Office 2013 applications now launch with a “Start Screen” which is a list of recent documents and possible templates for documents. If you prefer the cleaner look and feel of a blank new document, you can turn off the Start Screen.

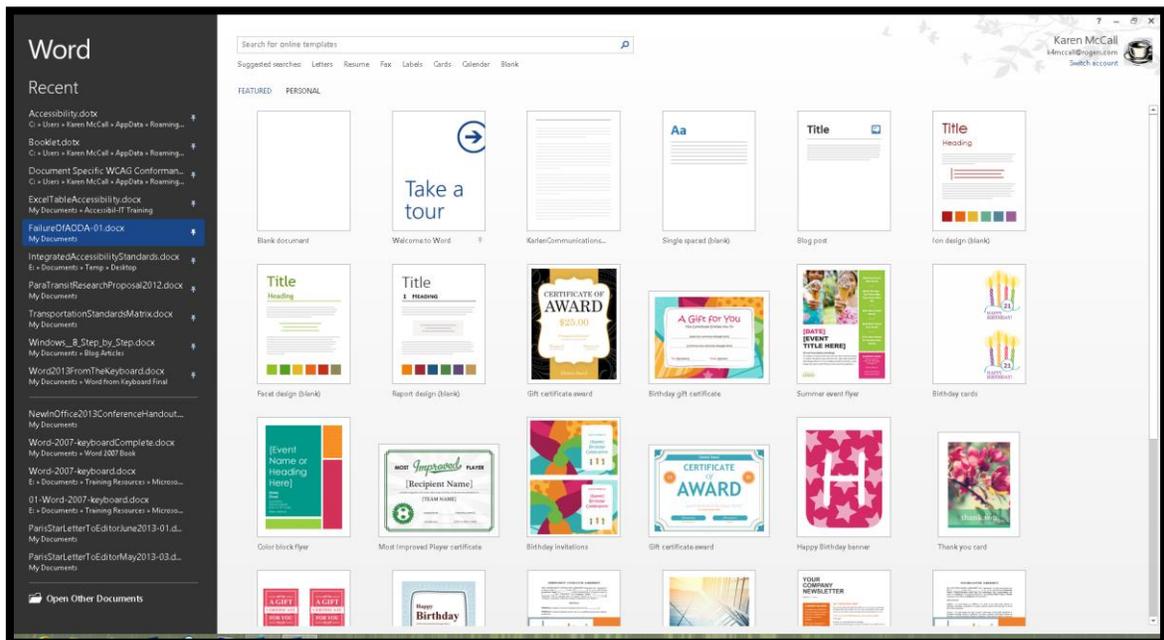


Figure 5 Start Screen in Word

To turn off the Office Start Screen in any Office 2013 application:

1. Press Alt + F, T for the File/Backstage area, Word Options.
2. When the Word Options dialog opens, focus should be on the General category which is the first category of settings.
3. Press Alt + S to move to and uncheck the check box to Show the Start Screen on Start-up.
4. Tab to and activate the OK button by pressing Enter.

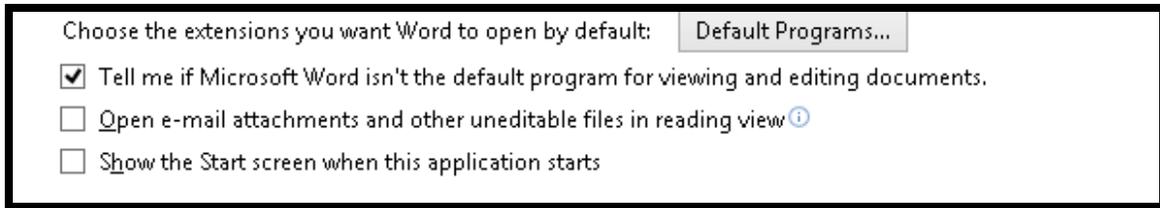


Figure 6 Check box to turn off Start Screen in Word 2013.

The gallery of templates isn't really useful unless you are creating lots of decorative documents. Although you can choose from the list of your personal templates, you can also do this by pressing Alt + F, N, E for File/Backstage area, New, Personal.

Most of us just like to start with a new blank document and then get the document we are working on. Again, this can be accomplished by pressing Alt + F, R for File/Backstage area, Recent/Open Document.

This is a personal preference so try using the Office 2013 applications with and without the Start Screen to decide whether it is useful for you or not.

Turn off Click and Type

Click and Type which is a Word setting, 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.

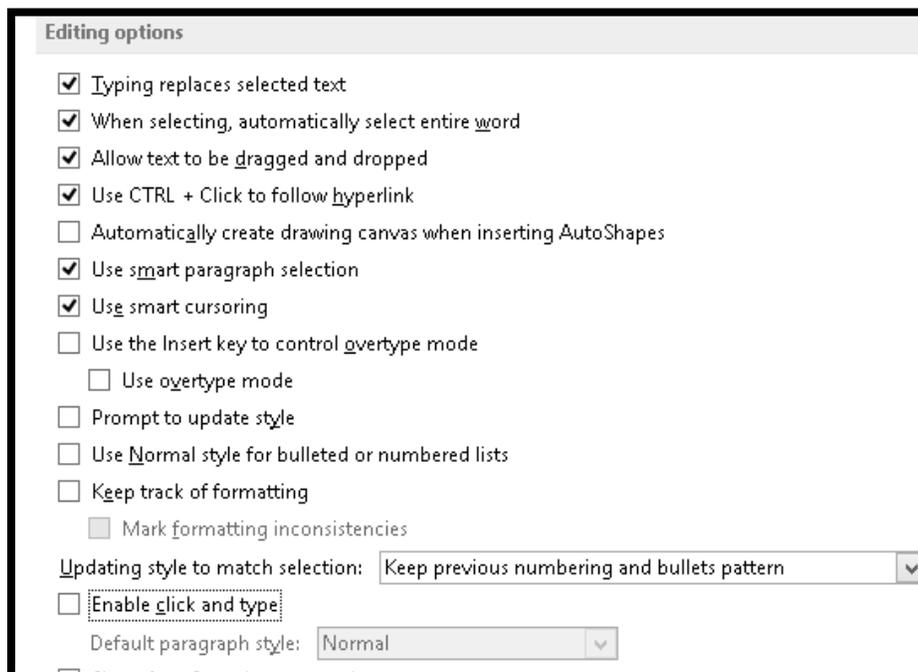


Figure 7 Click and Type option unchecked (last item in image).

To turn off Click and Type in Word:

1. Press Alt + F, T to open the File/Backstage area, Word Options dialog.
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 Alt + C to move to the check box to enable Click and type. This is checked by default.
 - a. In this case Alt + C does not perform any action other than taking you to the check box because there are other settings that that use this keyboard command.
5. Press Spacebar to uncheck this checkbox.
6. Move to and activate the OK button by pressing Enter or clicking on it with the mouse.

Turn off Reading View

Reading View (the old Reading Layout or Full Screen Reading Layout) is still not accessible if you are using either Text-to-Speech or screen reading. If a document opens in Reading View you will get a message saying that this is an inaccessible way of viewing documents and you will have to "look" around to find the Edit button and return to normal document view.

If you have a learning or visual disability and are using a tablet, Reading View (without speech support) might be a useful tool as it now incorporates gestures and lets you basically "reflow" your Word document on a tablet and resize the view of the fonts...again with gestures.

Reading View is the default way of viewing documents that you will receive through e-mail. I suggest turning this option off in order to minimize frustration.

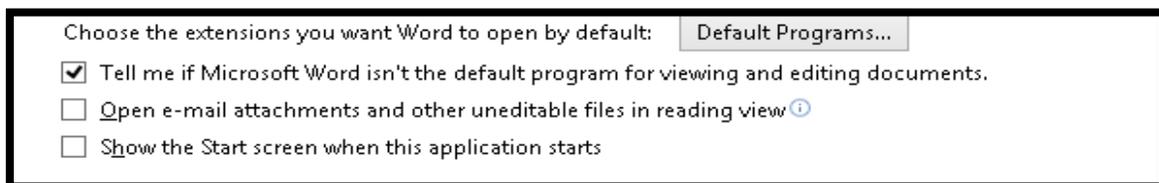


Figure 8 Check box to turn off Reading view for e-mail attachments.

To turn off documents opening in Reading View:

1. Press Alt + F, T to open the File/Backstage area, Word Options dialog.
2. Move to the General options. They should be the first set of options in the list.

3. Press Alt + letter O to move to and uncheck the option to “Open e-mail and other un-editable files in reading view.”
 - a. This will also affect any documents set by the document author to open using this view.
4. Move to and activate the OK button to confirm your choice and exit the Word Options dialog.

Documents will now open normally in Word. You can always switch to Reading View in Word by going to the View Ribbon and choosing it if you have a tablet.

Protected View of Documents

In the previous topic of Reading View we found the words “or “un-editable” files” in the Reading View setting. What are un-editable files?

When you receive a file from someone through e-mail, Office automatically “protects” you from any bugs or macros that might be harmful or mischievous on your computer. This is not a substitute for a virus checker!

When you open a document that is in protected view, there is a yellow information bar just above the document with a button to turn on edit mode. Although you can F6 to this information bar and activate the button, it is faster to use the keyboard.

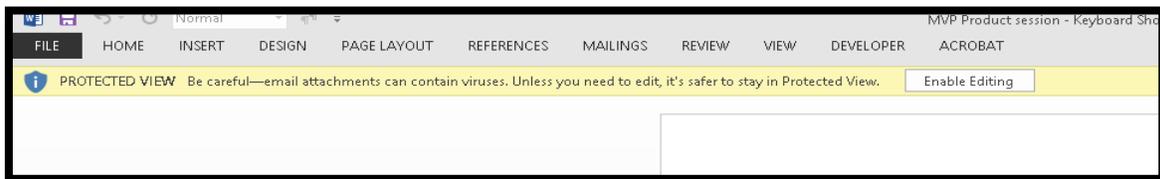


Figure 9 Information Bar alerting you to the fact that the document is in Protected View.

Press Alt + F, letter I, E for File/Backstage area, Info tab, Make document editable.

You can now make any edits to the document you need. Protected view will not appear again in this document if you’ve saved it to your computer or if you save it after turning off Protected View. It is a setting that you only have to turn off once.

There is a setting in the Word Options Trust Centre that will turn off Protected View if you want but this tutorial does not cover that setting.

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.

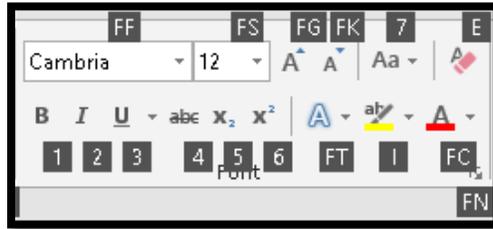


Figure 10 Erase option in upper right of Fonts Group on Home Ribbon.

To “Erase” formatting:

1. Select the text you want to clear the formatting for.
2. Press Alt +H, E to erase the formatting.

There are two other keyboard commands that will partially remove formatting from selected text.

- Selecting a paragraph and pressing Ctrl + Q will reset the paragraph to the margin but will not clear formatting.
- Selecting a paragraph and pressing Ctrl + Spacebar will clear manual formatting such as Bold or Italic.

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:

- When text has been copied and pasted from another document, formatting was not removed so unwanted formatting is now in your “good” document.
- When revising a document, formatting wasn't removed and text was inadvertently given unwanted formatting.
- 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 2013 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.

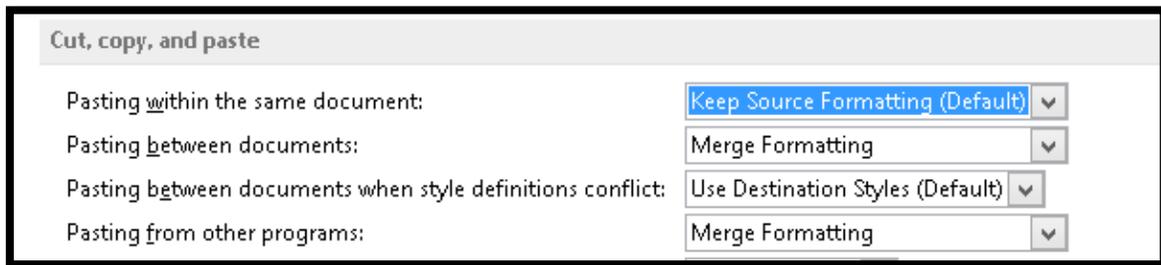


Figure 11 Cut, Copy and paste Options in Word 2013.

To set default copy and paste options:

1. Press Alt + F, T to open the File/Backstage area, Word Options dialog.
2. Choose the Advanced category.
3. Press Alt + W twice to move to and open the first of several copy and paste options.
 - a. Alt + W is used for a couple of different settings in this long list of settings.
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. Merge formatting
 - c. Keep text only.
6. If you are working in the same document, you might want to keep the source formatting because you just want to copy or paste the information somewhere else in the document.
 - a. You could also choose to merge formatting which would give you the same results in this instance.
 - b. Choose Keep text only if you want or need to reformat the text.
7. Press Tab to move to the setting for “Pasting between documents.” This is a list box with the same choices as above.
 - a. For pasting between documents, it is a good idea to keep text only so that you can use the formatting in the document you are working on and leave behind formatting you don’t want

8. Press Tab to move to the “Pasting between documents when style definitions conflicts” settings. This option has a default setting to Match Destination Formatting.
 - a. This means that if you are copying information that has a Heading level 1 in blue and the Heading level 1 in your document is pink, the attributes for the Heading level 1 in your document are what will be applied .when the information is pasted into your document.
9. Press Tab to move to the “Pasting from other programs” Settings. This is a list box with the same choices of:
 - a. Keep source formatting.
 - b. Merge formatting.
 - c. Keep text only.
10. 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 Quick Access Toolbar

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



Figure 12 Quick Access Toolbar just above the Ribbon tabs.

To customize the Quick Access Toolbar:

1. Press Alt + F, T for File/Backstage area, Word Options.
2. When the Word Options dialog opens, press Q for Quick Access Toolbar which is the category that gives you the ability to customize the quick Access Toolbar.
3. Press Tab to move to the first step in the process: choosing which type of command you are looking for.
4. The focus will be in the “Choose commands from...” list box.
5. Press Alt + Down Arrow to expand the list.

6. Choose “Commands not on the Ribbon.”
7. Press Tab to move into the list of commands.
8. Use first character navigation or the Up and Down Arrows to find “Style.”
 - a. The commands are listed alphabetically and there are quite a few that start with the letter S. You can use Page Up or Page Down to move through larger chunks of commands once you find the first one that starts with the letter S.
9. There are a couple of style based options so make sure you choose the first “Style” tool.
10. Once Style is selected, press Alt + A to add it to the list of commands in the Quick Access Toolbar.
11. If you press Tab you will put focus on the Add button if you prefer this method.
12. Pressing Tab again moves you to the list box where you can choose to have the customized items on the Quick Access Toolbar displayed for all documents or for just the current document. I recommend that you have the Quick Access Toolbar tools available for all documents.
13. Press Tab which will move focus to the list of commands currently on the Quick Access Toolbar.
14. Pressing Tab again moves you to the “Reset” button where the original Quick Access Toolbar items can be restored.
15. Moving through the options to customize the Quick Access Toolbar, pressing Tab again will let you move a selected item in the list of Quick Access Toolbar 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 Quick Access Toolbar.
16. 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.
17. If you want to remove an item from the Quick Access Toolbar, select it and press Alt + R. You could also Tab to the Remove button.
18. Once you’ve added the Style tool to the Quick Access Toolbar, Tab to and activate the OK button.

You are returned to the document and the new tools are added to the Quick Access Toolbar.

You access the tools in numerical order. For example on my computer, the Apply Styles Pane is the fourth item on the Quick Access Toolbar so pressing Alt + 4 will take me directly

to the Apply Styles Pane. When you move tools up or down in the current list of Quick Access Toolbar tools in the Customize dialog, you affect the number you would use 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.

Each Office application has a Quick Access Toolbar. In my case, I also put the Select table and Send to Microsoft PowerPoint tools on the Quick Access Toolbar.

Word 2013 File Format and Fonts

As of Office 2007, Microsoft Office has an XML [Extensible Mark-up Language] document format which gives your files a DOCX extension by default. The file format accompanies document styles and fonts. Because we are working in a digital environment and paragraphs have a blank line between them, as of Office 2007 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 default text font set is Calibri which is a sans-serif or Arial type of 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.

If you want to change the font size, modify the Normal style in the Word default DOCX template, do not select the document or text and then change the font or font size. This type of formatting change will prevent anyone from using their own Style Set with the document. There is a how to booklet on [creating your own Style Set](#)³ on the Karlen Communications website for each version of Office.

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.

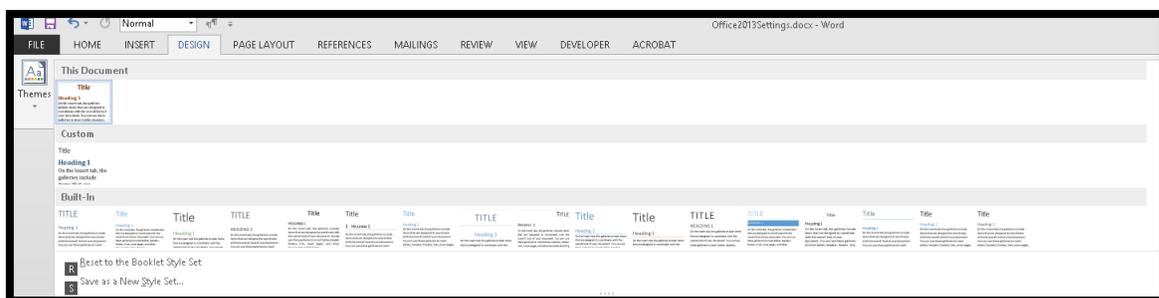


Figure 13 Styles Set Gallery in Word 2013.

³ Karlen Communications website: <http://www.karlencommunications.com>

To change the default font set in Word 2013:

1. Press Alt + G, S which opens the Design Ribbon, Style Set Gallery.
2. Use the Up, Down, Left and Right Arrows to move through the possible Style Sets or font sets to use in your document.
3. Locate the font style you want and press Enter.
4. This will be the font set or Style Set used in the current document.

If you want this Style Set to be the default Style Set for all new documents, press Alt + G, D.

If you decide you don't like your choice, you can choose another Style Set by repeating these instructions including the step to set your new choice as the document default fonts.

Note: If you have a visual, learning or cognitive disability notice 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, T to open the File/Backstage area, 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 documents 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.

Design Ribbon in Word

Word 2013 now has a Design Ribbon that contains the Styles Gallery that has the Themes, Style Sets, Watermark and Page Colour options. This is consistent with PowerPoint which has had a Design Ribbon for a couple of versions now. The Design Ribbon holds tools associated with the Design of the document. There is still a Page Layout Ribbon for things like margins, columns, section breaks and so forth.

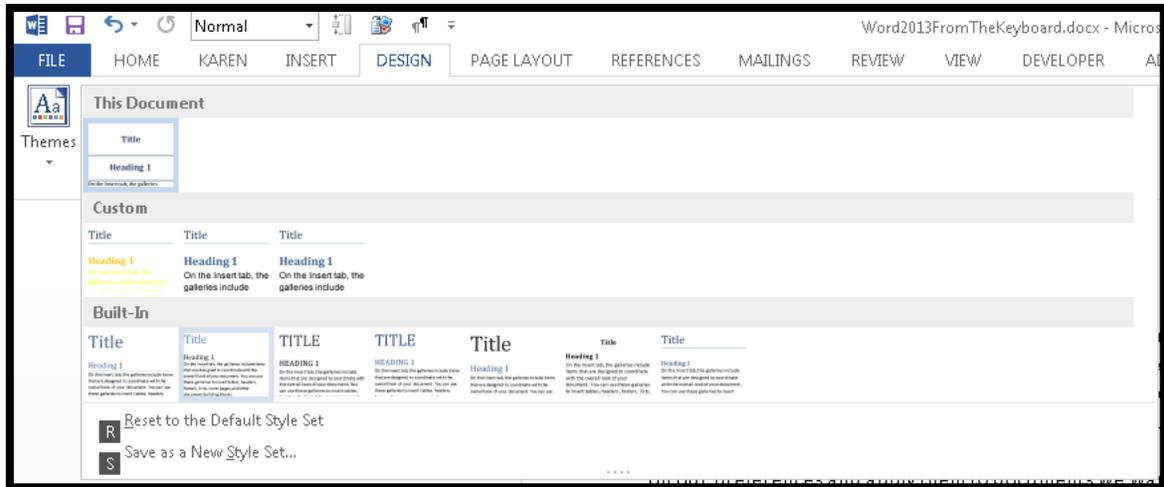


Figure 14 Design Ribbon in Word 2013.

The keyboard command to get to the Design Ribbon is Alt + G, the same as it is in PowerPoint. To get to the Style Set Gallery, press Alt + G, S. You can then choose a different font style set for your document.

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](#)⁴ 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.

Changes from Office 2003, 2007 and 2010

There are some significant changes in the tools we use every day from the keyboard from Office 2007 and Office 2010.

For example, Office 2010 saw the old Print dialog gone and printing done through the File/Backstage area, Print. As of Office 2010 pressing Ctrl + P opens the File/Backstage area, Print rather than the old Print dialog.

⁴ Download the Microsoft sounds:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=C8BB981D-2A23-4D1A-8310-457C733BE290&displaylang=en>

Another change in 2010 was that Ctrl + F did not open the old Find dialog, but rather opened the Find Pane to the left of the document. (If you want to use the old Find dialog, press Alt + H, F, D, A.)

Similar changes to standardize the user-interface and make more use of Panes for tools continues with Office 2013.

The Following are the changes to the essential tools we use and how-to tips for adjusting to the new way of doing things.

Opening Documents

In past versions of Office, pressing Ctrl + letter O would open the Open dialog where we could choose the location and file we wanted to open. This is no longer true.

Pressing Ctrl + letter O will open the Open tab in the File/Backstage area. This was done to provide access to other drives and to OneDrive cloud storage. I believe the idea behind this is that we have several storage places for documents and giving us the choice of choosing one before we get to the file or document we want “makes sense.”

It also means additional keyboard commands. For example, if you know the document is in the My Documents or Documents folder on your computer you would press Ctrl + letter O and Arrow down to “Computer.”

The faster way would be to press Alt + F, letter O which then does reveal the keyboard commands for the Open tab and you can then press C for Computer which then reveals the keyboard commands for the various places on your computer including recent folders you’ve accessed. There is a Browse button if you “quickly” want to get to the old Open dialog.

So the entire keyboard command is Alt +f, letter O, C, B for File/Backstage area, Open, Computer, Browse.

Or, my workaround is to put the My Documents or Documents folder on the Desktop (yes, even in windows 8), press Enter on it when I want to open a document, locate the document and press Enter. Voila, document open and ready to use.

I also make good use of the ability to pin documents to the list of recent documents in Office applications. Documents that I work on over days or weeks are pinned to the Recent documents list for easy access.

Pin a Document to the Recent Documents List

One of the strategies we can use to have documents we are working on easily available is to pin them to the list of recent documents in an Office application. The process is similar in each Office application.

The document doesn’t have to be open, but it does have to be in the list of recent documents...so it has to have been opened recently.

To pin a document to the list of Recent documents:

1. Press Alt + F, R for the File/Backstage area, Recent.
2. Press Tab to move to the Recent documents topic. You might hear the words “Open tab” because this is where the list of recent documents is.
3. Press Tab again and you will be on the first document in the list of Recent documents.
4. Use the Up and Down Arrows to locate the document you want to pin to the list of Recent documents.
5. Once you locate the document you want to pin to the list, press the AppKey or right mouse button.
6. In the context menu that opens, choose “Pin to List” and press Enter to pin the document.

Items you’ve pinned to the list of Recent documents will appear at the top of the list while documents you open and close that are not pinned will appear just below the last pinned document.

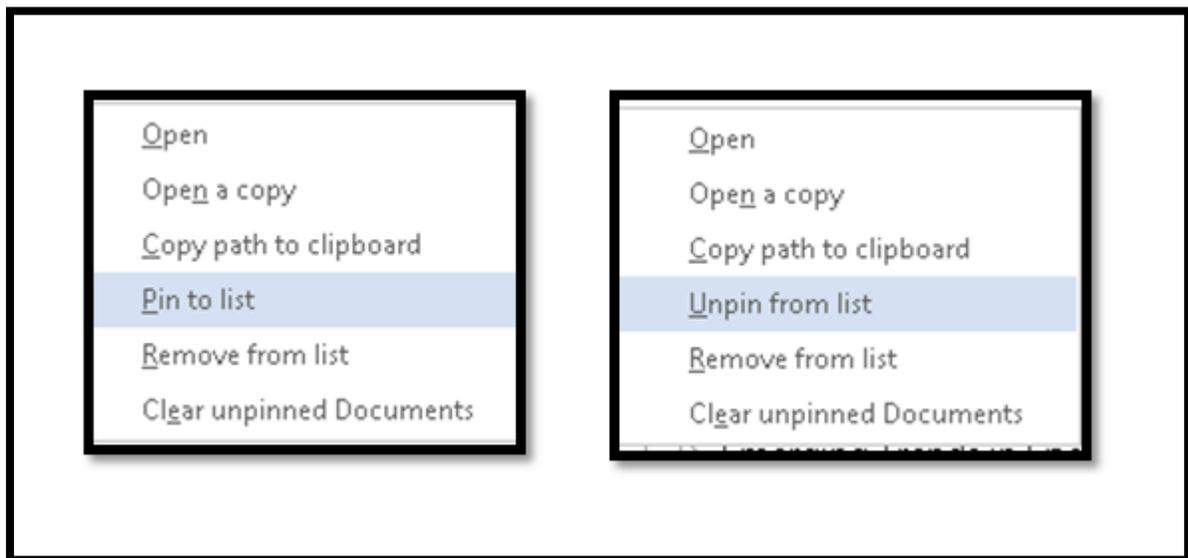


Figure 15 Context menus showing option to pin or unpin from list.

Pinned documents are listed alphabetically while the unpinned documents appear in the chronological order you opened them in.

You can unpin a document from the Recent documents list by repeating this process and choosing “Unpin from list.” This can be done in PowerPoint and excel as well.

There are keyboard commands associated with each document in the Recent documents list. They begin with plain numbers such as the number 1, 2, 3 and so forth for pinned documents and Y1, Y2, Y3 and so forth for unpinned documents. If you know the keyboard command/location in the list, you can use these keyboard commands to open a specific document. For example, Alt + F, R, Y3 will open the third document in the list of unpinned documents.

Save Documents

As with the Open document tool, Save As has changed in Office 2013. When you press Alt + F, A for the file/Backstage area, Save As, the same type of options appear as do for opening documents. Microsoft has given us the opportunity to choose the storage location for where we want to save the document to including OneDrive (the cloud).

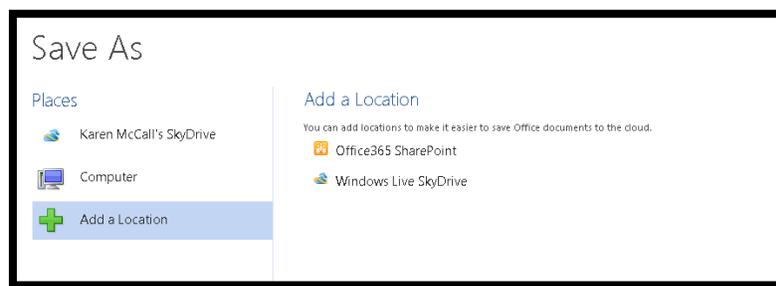


Figure 16 Save As options from the Save As tab in the File/Backstage area.

If we want to save something to our computer into the My Documents or Documents folder the keyboard command is Alt + F, A, C, B for the File/Backstage area, Save As, Computer, Browse. This is how you would get the old Save As dialog.

The faster way is to press F12 which has always given us the Save As dialog. Pressing F12 opens the Save As dialog and our focus is in the filename edit box. From here we can change the name of the file and use Tab or Shift Tab to move forward or backward through the dialog.

As an extra tip, instead of changing or choosing the file type through the File/Backstage area, once you rename your document or accept the default name, press Tab to move to the Files of Type list and choose the type of file type you want including PDF, Word 97, 2003 or Word template.

Once you have your file named, the type chosen if it is different from the DOCX format and it is safely tucked into the folder you want it in, press Alt + S to Save the document.

Changing Save Settings in Word

I've found another way to get around the new way of saving documents. I can make changes to the settings in the Save category in the Word Options dialog.

To change the Save settings:

1. Press Alt + F, T for File/Backstage area, Word Options.
2. When the Word Options dialog opens, press S for the Save category.
3. Press Alt + S for “Don’t show the Backstage when opening or saving files.”
 - a. There is more than one setting that uses Alt + S so you will need to use the Spacebar to check this. It is not checked by default.
4. Press Alt + C to “Save to Computer by default.” This is the only setting that uses this keyboard command. By moving to the check box you will either check or uncheck it. If you are using a screen reader, take note of which action you performed.

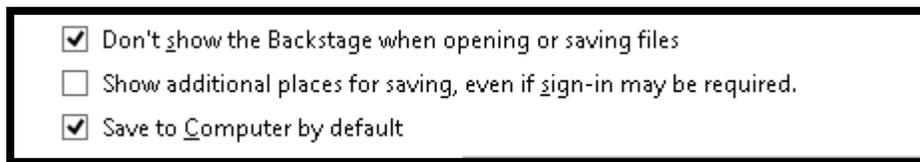


Figure 17 Save settings in Word Options dialog.

I uncheck the checkbox to “Show additional places for saving, even if sign-in is required.” This may be the default that is checked. This checkbox is between the other two identified above. The keyboard command to move to it is Alt +S. This is the same keyboard command already used in the instructions above so you will need to make note of whether the check box is checked or not.

Use a Template/New Document

The ability to choose a template has changed significantly in Office 2013. The first major change is that your custom templates, the ones you create yourself, are stored in a “custom Office Templates” folder in the My Documents or Documents folder on your hard drive, not in the default Templates folder where the installed templates are stored.

Don’t delete the Custom Office Templates folder on your computer!

The other significant change is that using templates is now, of course, under the New tab in the File/Backstage area. Although this is a similar location as found in Office 2010, the way it is used is completely different.

In Office 2010 we could choose an icon for “My Templates” and the standard Templates dialog would open where we could use first character navigation to quickly locate a template such as Karlen Letterhead, Karlen Brochure or Karlen Report. With this new incarnation of the New tab, we no longer have access to the old Templates dialog and therefore have no first character navigation to quickly locate the template we want to use.

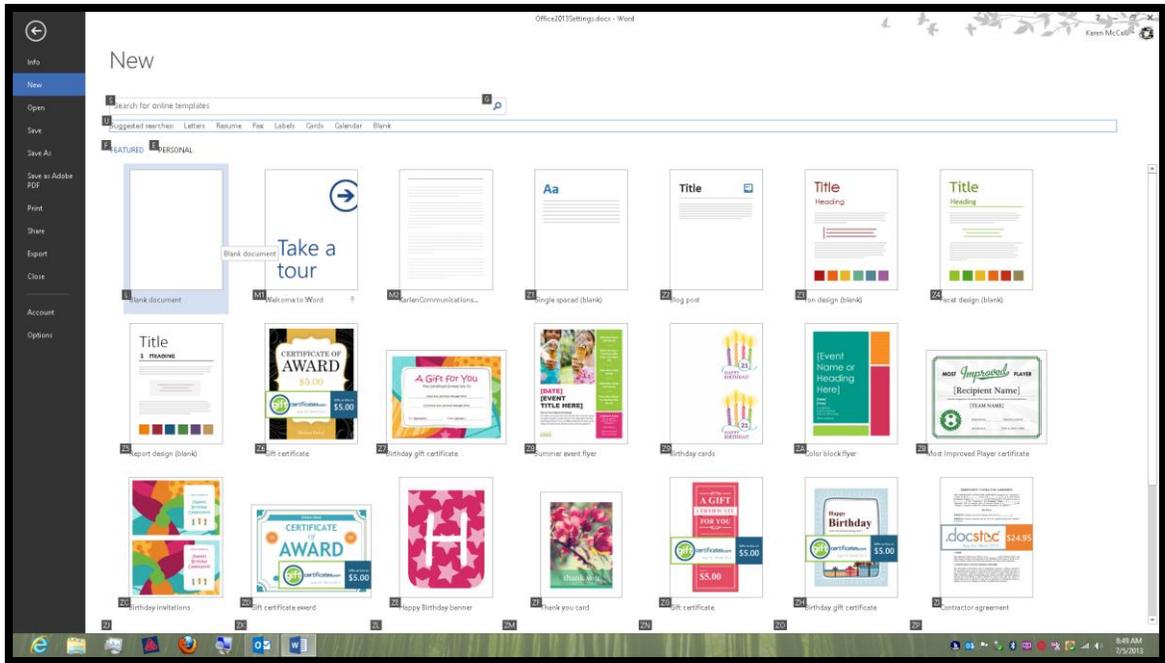


Figure 18 New tab showing Gallery of document templates.

If we want to use a template we created, the keyboard command is Alt + F, N, E which changes the Gallery from the installed templates to our “Personal” ones.

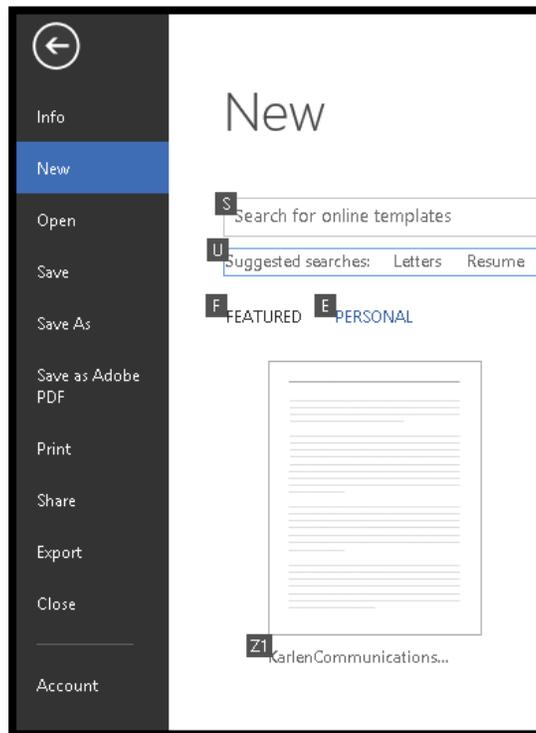


Figure 19 Personal templates Gallery in the New tab of Word.

Once the keyboard command is pressed, our custom templates have keyboard commands such as Y1, Y2, Y3 and so forth. We have to go through them and remember the keyboard assignment or spend time incessantly pressing arrow keys to locate the template we want in order to use it.

The workaround I've found for this is to pin templates I use on a regular basis like the one for this how-to booklet to the list of Recent documents in Word. I can then easily locate the template, press the AppKey or right mouse button and choose "Open a Copy" from the context menu. (If you press Enter on the document name, you'll open the template itself and modify it.) This is fast and easy and saves time and memory.

Spell Check

With all previous versions of Word we had a spell check dialog that provided contextual information as well as information on spelling suggestions and options to ignore, ignore all, change, change all or add new words to the dictionary.

With Office 2013 that has all changed. Spell checking documents is now done through a pane that opens to the right of the document.

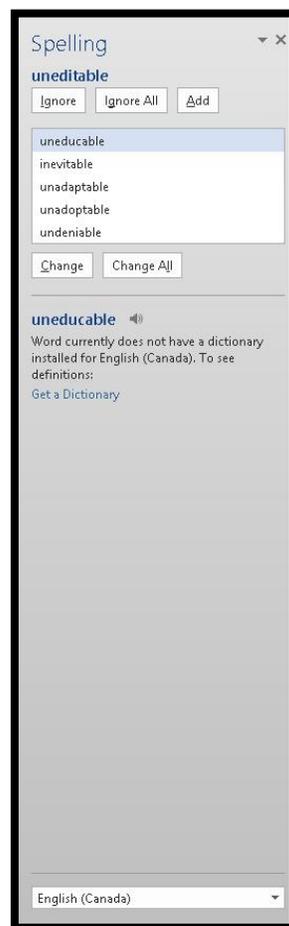


Figure 20 New Spell Check Pane in Word 2013.

If you press F7 the new Spell Check pane opens, the first word in the suggestions looks like it is selected but focus is on the Ignore button.

There are keyboard commands for Ignore, Ignore All, change, Change all and an Add button to let you add a word to your custom dictionary, but I haven't been able to get these to work with or without my screen reader.

The solution to Spell Check Pane

If you press Alt + F7 which is another of those keyboard commands we most likely never used but have been around for ages, you will be moved to the next misspelled word and a context menu will open with a list of suggestions, the opportunity to Ignore, Ignore All or Add to the Dictionary. You have the same or similar options that were available in the old spell check dialog and you can perform a spell check much faster than by using the new Spell Check Pane. Until the buttons in the Spell Check Pane are keyboard accessible and adaptive technology catches up to this new way of spell and grammar checking, pressing Alt + F7 is the best way to perform a spell check on your documents.

Note: If you are using JAWS, you can press Alt + Shift + L to get a list of misspelled words in a document. Once you locate a word that is misspelled, press Enter to go right to that word. It is selected so pressing the AppKey or right mouse click will open the list of suggestions and spell check options.

Finding Words or Phrases

Beginning in Office 2010 the old Find dialog was deprecated and replaced by the Find Pane which is part of the Navigation Pane that can open to the left of the document.

If you press Ctrl + F you will get the Find Pane.

If you press Alt + H, F, D, A for the Home Ribbon, Find, Advanced, you'll get the old Find dialog in both Word 2010 and 2013. You can also press Ctrl + G and then use the Ctrl + Tab to move to the Find tab to get to the old Find dialog.

Here is the technique I use for working with the new Find Pane. This works if your adaptive technology hasn't quite caught up to the new Find Pane. Once there is solid support for the Find Pane, we'll be using it as easily as we use the Find dialog.

To effectively use the Find Pane:

1. Press Ctrl + F to open the Find Pane to the left of your document.
 - a. Focus should be in the Find Pane and in the edit box where you can type what you are looking for.
2. Type what you are looking for and press Enter.

- a. In the Find Pane all instances of what you are looking for will be shown and they will be highlighted in the document itself.
3. Press The Escape key to close the Find Pane. Focus should still be on the first found item. If it isn't, press Ctrl + Page Up to move to it. What you searched for will be selected so you can replace it for review it.
4. Press Ctrl + Page Down to move to the next instance of what you were searching for.

If your adaptive technology supports the Find Pane, you can use the Tab key to move to the first found item and when you press Enter, you will be taken to that item in the document. You may then have to press F6 to put focus back on the document and the found item before you can do anything with it.

For those using TTS (Text-to-Speech) or screen magnification with a mouse, you can click on an instance of the found items in the Find Pane and see that found item in the document.

The Find Pane lets you review the found items in a list without having to go through the entire document to locate a specific instance. There is surrounding text that should be read to give you context.

The keyboard commands to move through found items outside of the Fine Pane are:

- Ctrl + Page Up to move to a previous instance of what you searched for.
- Ctrl + page Down to move to the next instance of what you searched for.

Once you are finished finding what you searched for, take note of what page you are on and press Ctrl + g then type in the page number. This will switch the Ctrl + Page Up or Down from working with "Find" and get it back to working with "Go To" pages. This has always been the case: once you choose Find, Ctrl + Page Up or Down move you to the next or previous found item and you have to reset it back to pages once you are finished.

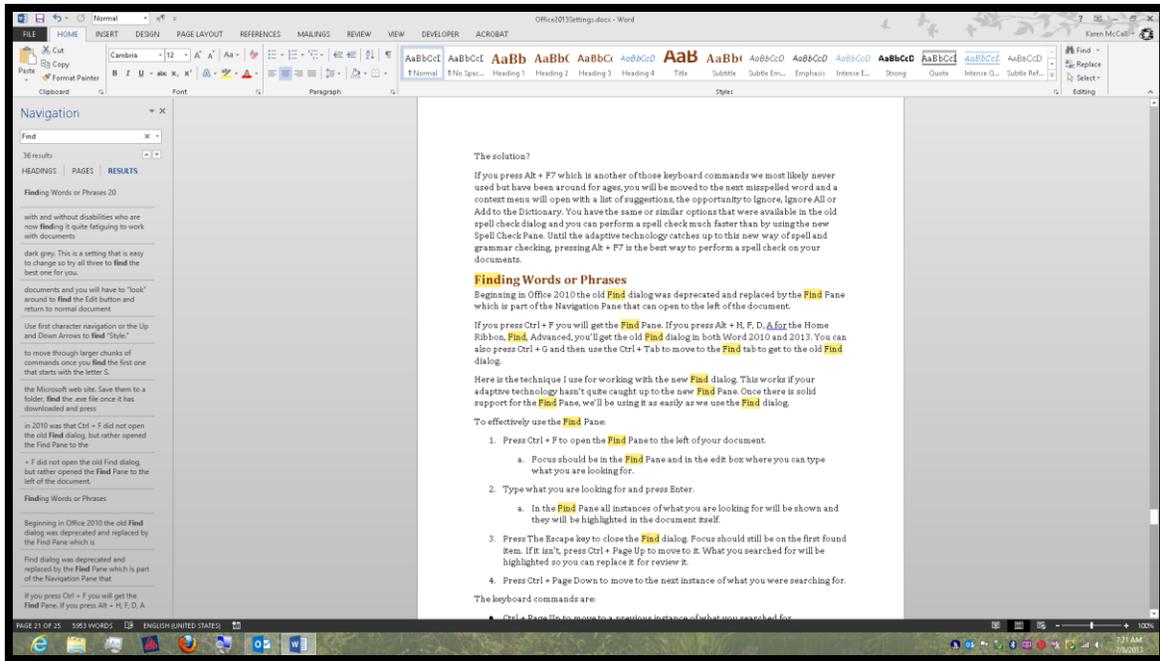


Figure 21 Find Pane showing list of found items and found items highlighted in document.

There is a button to do a more detailed searched. If you press Ctrl + F then Tab, you land on the “Search split button.” Press Spacebar to open all of the Search Options.

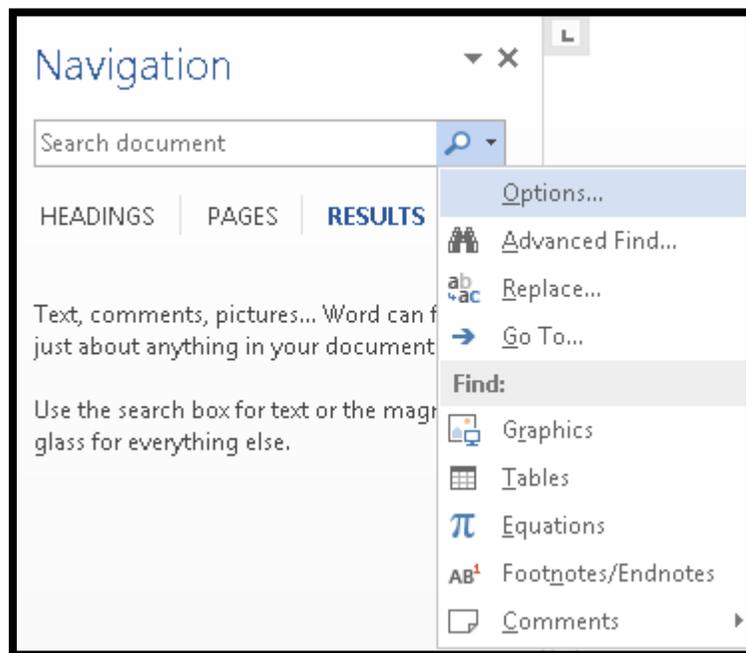


Figure 22 Search Options in the Find Pane.

The options under the Search split button are:

- Letter O for Options. This opens the advanced find settings such as match case.
- A for Advanced Find. This opens the Find and Replace dialog.
- R for Replace (You can also press Ctrl + R to get the Replace dialog.)
- G for Go To (You can also press Ctrl + G to get the old Go To dialog.)
- G for Graphics. This opens the Go To dialog but does not select Graphics from the list of choices on the right of the dialog. You have to do this manually.
 - Press Shift + Tab from the edit box and press G for Graphics, then Alt + T to move to the Next Graphic in the document. If the image has Alt Text, you will hear it if your adaptive technology supports this. (JAWS says “Next Graphic” and then reads the Alt Text.)
- T for Tables. If there are no tables in the document, you are stuck on the Results tab. Press Escape to get back to the Edit box in the Find Pane.
- E for Equations. If there are no Equations in the document, you are stuck on the Results tab. Press Escape to get back to the Edit box in the Find Pane.
- N for Footnotes/Endnotes. There are Footnotes in this document and the Find tool did not find any.
- C for Comments.

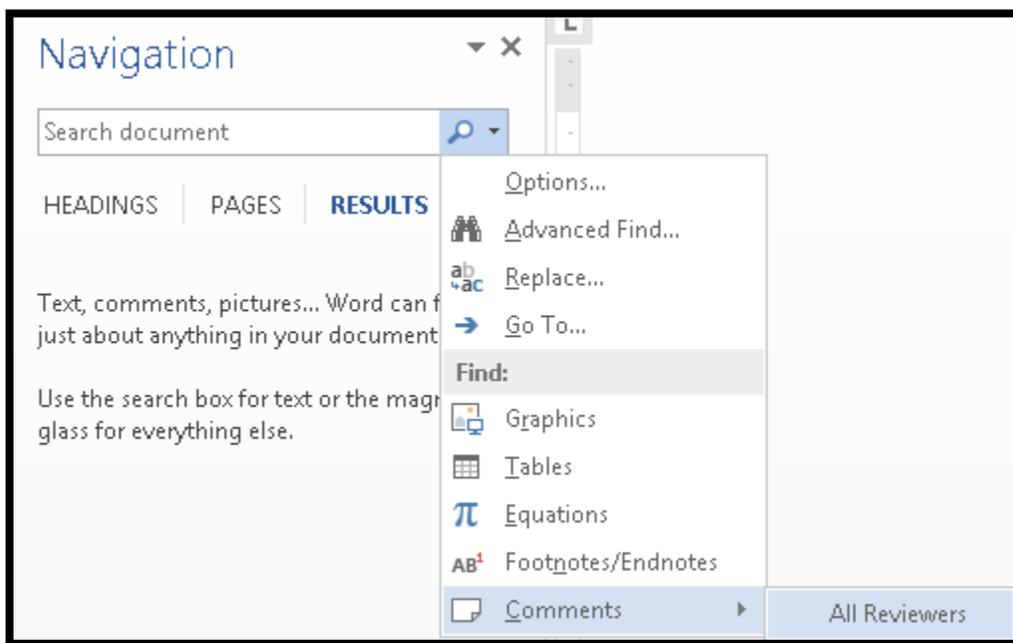


Figure 23 Search for Comments by All Reviewers setting in Find Pane.

For Tables, Equations and Comments, if there are none in the document you will not be able to read that notification unless you do something like routing the JAWS Cursor to the Pc Cursor. If you press Tab you will cycle through the search and results items. Press Escape to get back to the Find edit area to continue looking for things.

Note: If you use the Go To dialog to search for items such as Graphics, you will need to reset the item you are searching for to Page in order not to continue moving to graphics during your session of Word. This will reset itself back to Page when you exit Word.

To do an Advanced Find using the old Find dialog, press Alt + H, F, D, A which opens the old Find dialog and you can then press Alt + M to reveal the Advanced Find options.

To close the Find Pane, put focus on it and press Alt + Spacebar, C to open the context menu and choose Close.

Adding Alt Text to Images

The ability to add Alt Text to images in your documents has also changed in Office 2013. Alt Text is now added through the Layout option in the Format Picture Pane that will open to the right of the document.

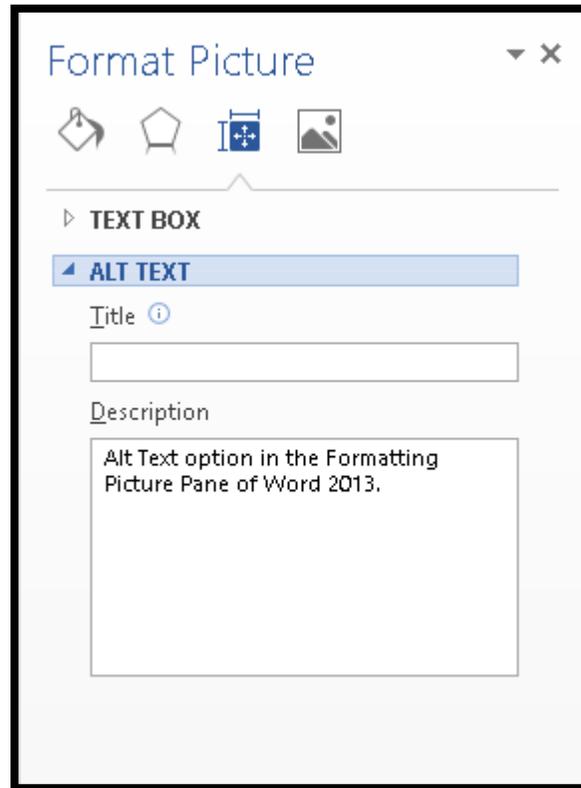


Figure 24 Format Picture Pane open to Layout options and Alt Text.

To add Alt Text to an image in Office 2013:

1. Select the image or object you want to add the Alt Text to.
2. Press the AppKey or right mouse button to open the context menu.
3. Press the Up Arrow to move quickly to Format Picture/Format Object.
 - a. You can press letter O to do this using the keyboard and it will automatically open the Format Picture Pane.
4. Press Enter to open the Format Picture/Object Pane which will open to the right of the document if you've used the Up Arrow method.
5. Your focus should be in the Format Picture Pane but check as sometimes I find the adaptive technology hasn't quite got it right.

- a. If focus is still in the document, press F6 to move focus to the Format Picture/Object Pane.
6. When focus is in the Format Picture/Object Pane you will be on “Shadow” in the Effects tab.
7. Press Shift + Tab to move to the Effects tab and then Right Arrow once to get to Layout.
8. Press Tab on Layout to move to the first option which is Text Box.
9. Press the Down Arrow once to move to Alt Text and press Spacebar to open the two options under Alt Text: Title and Description.
10. Press Tab twice to move into the Alt Text edit box.
11. Type or paste your Alt Text.
12. Press Shift + F6 to move back to the document or press Ctrl + Spacebar, C to Close the Format Picture/Object Pane.

If you are using TTS (Text-to-Speech) or screen magnification, you can leave the Format Picture/Object Pane open so that when you click on an image in the document you'll be able to move to the Format Picture/Object Pane by clicking in the Alt Text edit box and typing the Alt Text. This means you won't have to open the Format Picture/Object Pane each time you want to add Alt Text to images in your document.

Note: The Alt Text option for tables is still in the Tables Properties dialog. This dialog hasn't yet been ported over to a pane.

New Features that are Useful

There are two new features in Word 2013 that are going to be useful for those using adaptive technology and those working on alternate text production: Resume Reading and PDF Reflow.

Resume Reading

Resume Reading lets you move to the last place in the document you were working at when you next open the document. For example if you are writing an essay or report and are working on page 10, close the document, exit Word, come back to the document later in the day or even next week, the document will open and the Resume Reading notification will appear sort of attached to the scrollbar to the right of the document.

There is also a Resume Reading tool in PowerPoint.

Your adaptive technology should have access to this tool. JAWS 16 announces the Resume Reading notification but sometimes it will have focus and sometimes it won't.

The key to using Resume Reading and getting the notification is to not press any key until the document has fully loaded. Once the document fully loads you should see the Resume Reading notification or hear that it is there.

Press F6 to move to the Resume Reading notification and press either Spacebar or Enter to activate it and move to the last place you were working on in the document.

Resume Reading only appears when the document opens so if you miss it or begin trying to work with the document, you will need to depend on your own memory to figure out where you were in the document.

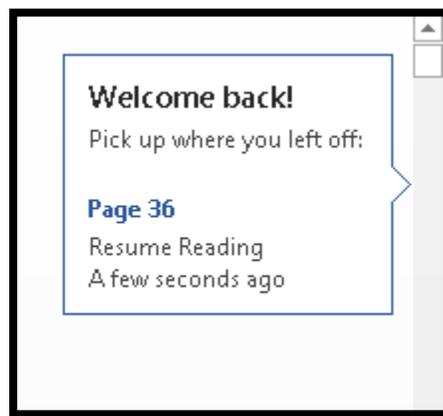


Figure 25 Resume Reading notification.

Resume Reading only works when you start a document in the Word 2013 DOCX format. If you've created a document in any previous version of Word, Resume Reading will not work. Even if you save a previous version of the document with the Word 2013 DOCX format, Resume Reading may not work. It is dependent on a document having been created from the start in Word 2013.

PDF Reflow

This is a useful tool for those who prefer reading PDF documents (tagged or untagged) in Word.

Unfortunately you'll have to use the Open tool in Word to open PDF documents using PDF Reflow. If you press Enter on them in the My Documents or Documents folder, they will open in Adobe Reader, Adobe Acrobat or your default PDF reader.

The keyboard command to locate PDF documents in the My Documents or Documents folder is Alt + F, letter O, C, B for File/Backstage area, Open, computer, Browse.

I also recently tried resaving the PDF document as a tagged PDF from Word and the Tags were much better and included the underlying structure of the document.

For those working in alternate text production centres where there may be only untagged PDF versions of documents, this is a very useful tool. If an untagged PDF document needs to be updated but there is no way of finding the original Word document, this is also a useful tool.

That is the intent behind the tool.

For documents that have come from desktop design programs such as Quark or InDesign, the formatting and structure might be off and not representative of the document. The intent for PDF Reflow (at the moment) is to allow the reading of Word based PDF documents in Word.

Online Presentation

I'm not sure how useful Online Presentations will be for those of us with disabilities using adaptive technologies but I offer an explanation of it in this document in case your organization uses it. It does allow someone to "present" a Word or other Office document over the Internet so that several people can view it. At this point, I would imagine that for someone using screen reading or using Text-to-Speech that the content would not be available to those technologies.

Online Presentations lets you take your Word document and show or share it with others without using something like Lync or Skype or GoToMeeting. In writing this, I didn't follow the entire process through...I had no one to present to.

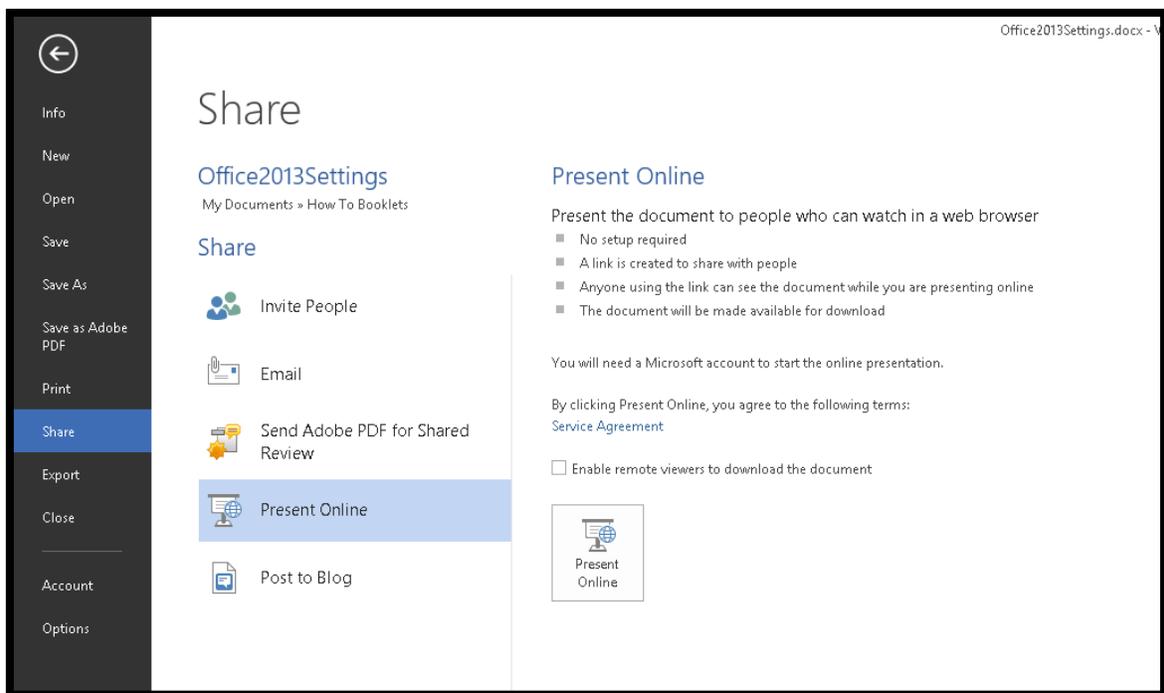


Figure 26 Share tab showing Present Online option.

To start the process to Present Online sharing press Alt + F, H, P, T to agree to the service agreement which you will need to do before you actually get started. This takes you to the File/Backstage area, Share, Present Online, Service Agreement.

Once you've agreed to the service agreement, press Alt + F, H, P, Y, number 1 to check the check box to allow those viewing the document to download it. If this is an option you want to use. This takes you through the File/Backstage area, Share, Present Outline and checks the check box automatically.

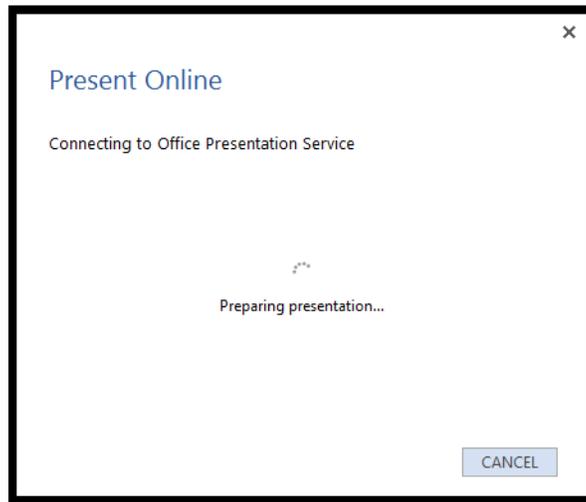


Figure 27 Connecting to Microsoft Online Presentation service.

Press Alt + F, H, P, A to activate the button to Present online which results in the following steps. This takes you to the File/Backstage area, Share, Present Online, Present Online button.

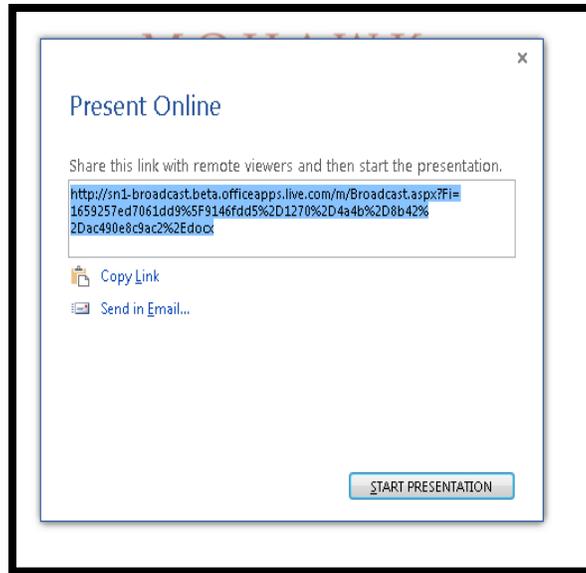


Figure 28 Step 1 is the link to the document.

The first step is to get a link that can be sent to the people you want to view the document. This link is generated automatically and you have the options to copy the link or send the link by e-mail. When this dialog opens, your focus is in the link area and the entire link is selected so you just need to press Ctrl + C to Copy it. Alternatively you can press Tab to move to the Copy Link or Tab twice to move to the Send Link by e-mail which is also a link.

Once you've done either of those, press Tab to move to the Share Document button and press Enter to activate it or click it with the mouse.

You do have to then send the link by e-mail manually. Once you get into the Present Online mode where the Online Ribbon is available, you can invite people to the presentation if you've forgotten anyone.

Once you activate the Share Presentation button, the document is "live" but you can't make edits to it until you activate the Edit button in the Present Online Ribbon.

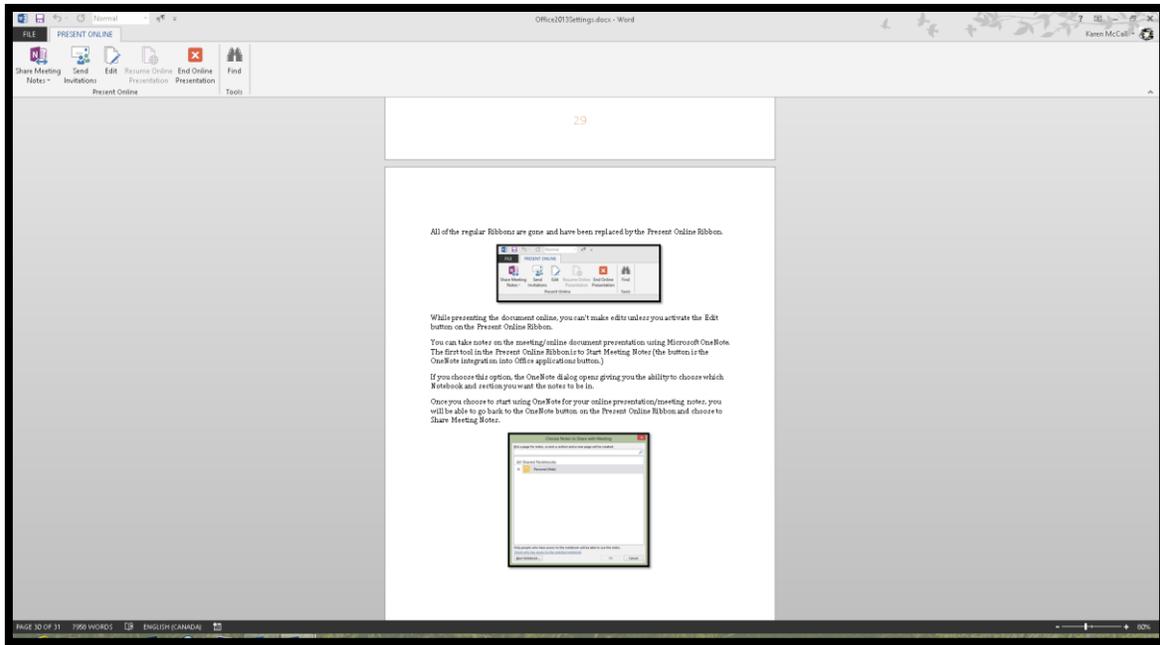


Figure 29 Document in Online Presentation mode showing Present Online Ribbon.

All of the regular Ribbons are gone and have been replaced by the Present Online Ribbon while you are in Online Presentation mode.

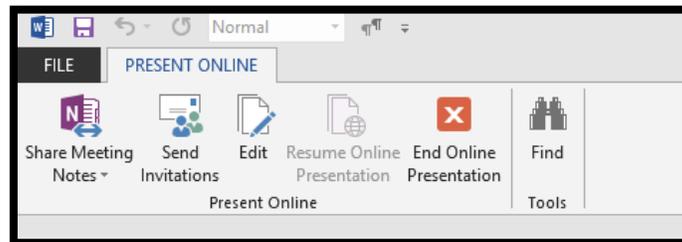


Figure 30 Present Online Ribbon.

While presenting the document online, you can't make edits unless you activate the Edit button on the Present Online Ribbon.

You can take notes on the meeting/online document presentation using Microsoft OneNote. The first tool in the Present Online Ribbon is to Start Meeting Notes (the button is the OneNote integration into Office applications button.)

If you choose this option, the OneNote dialog opens giving you the ability to choose which Notebook and section you want the notes to be in.

Once you choose to start using OneNote for your online presentation/meeting notes, you will be able to go back to the OneNote button on the Present Online Ribbon and choose to Share Meeting Notes.

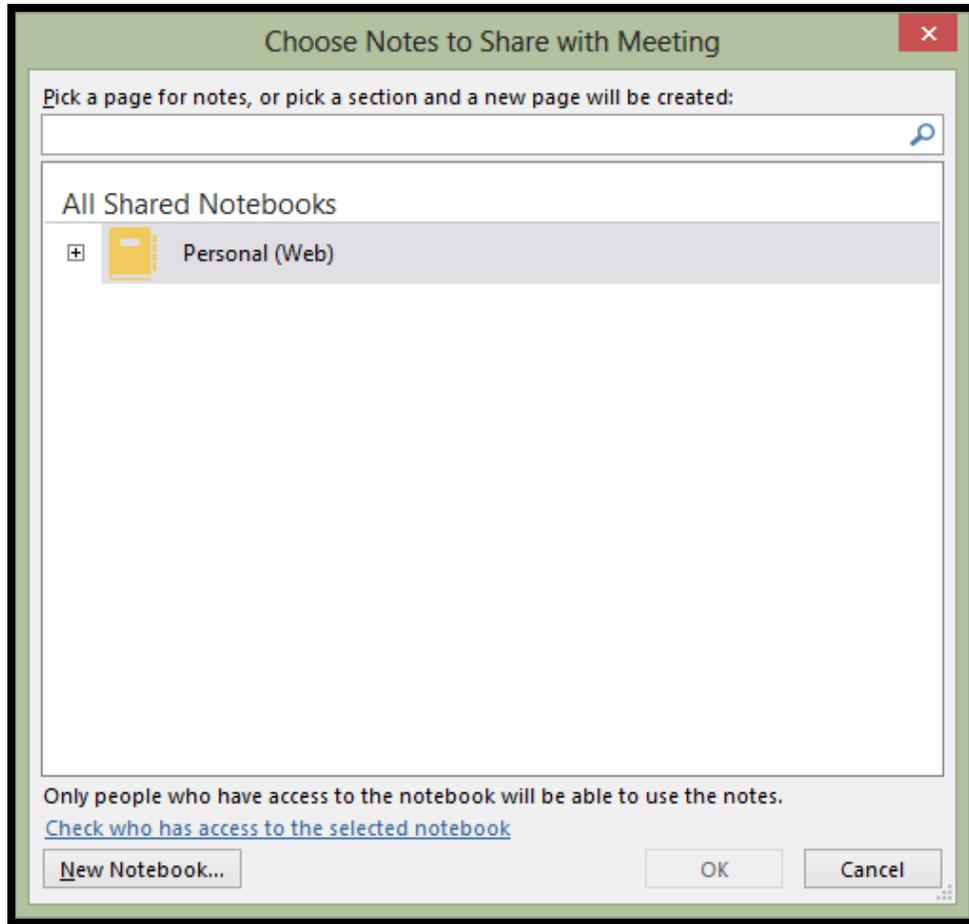


Figure 31 Choose Notes to Share with Meeting dialog from OneNote.

When you've finished showing and sharing your document, return to the Present Online Ribbon and activate the Exit Online Presentation button. A message will appear asking if you are sure you want to end the sharing/meeting and disconnect all attendees.

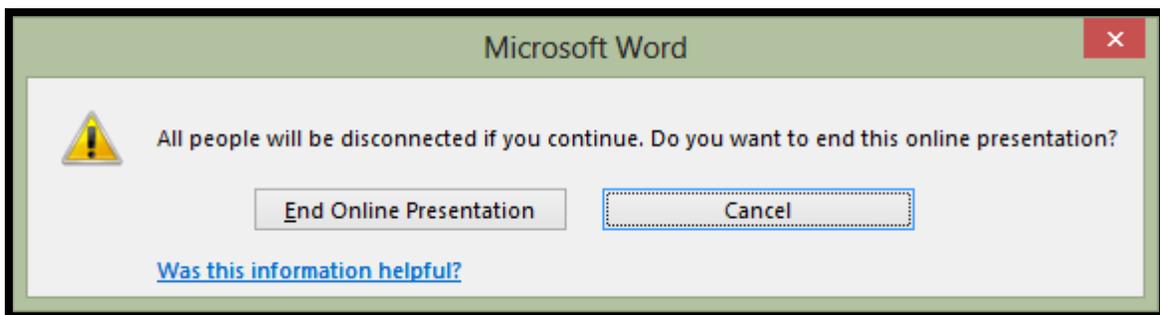


Figure 32 Disconnect attendees message in Online Presentation mode.

Not having actually shared a document using this method, I'm not sure whether a headset used with your computer could be used to discuss the document or whether you need to set up a conference call. I have to leave some of the adventure to you!

Document Properties

The fastest way to use the keyboard to add document properties is to press Alt + F, letter I, Q, S and open the sub-menu under Properties and then Down Arrow once to Advanced and press Enter.

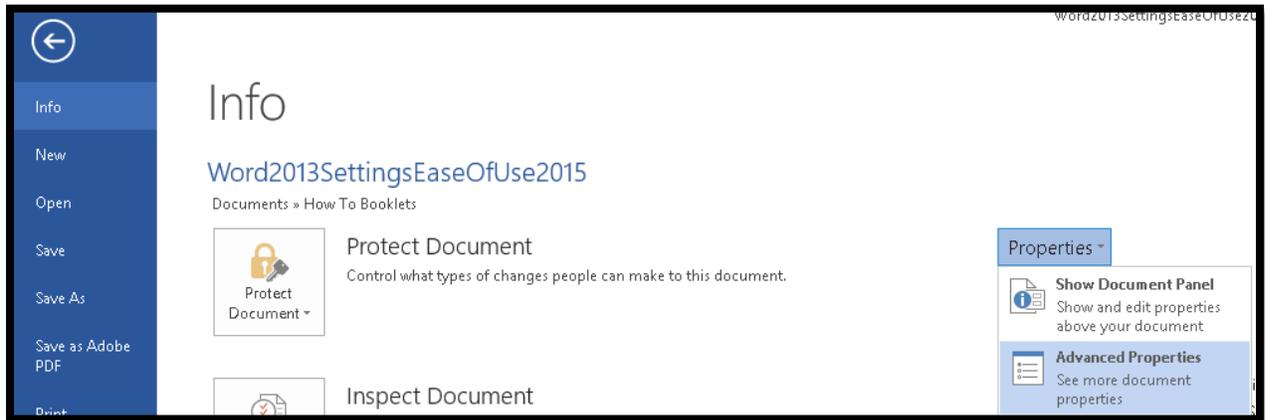


Figure 33 Document Properties from the Info tab of the File/Backstage area.

This opens the Document Properties dialog.

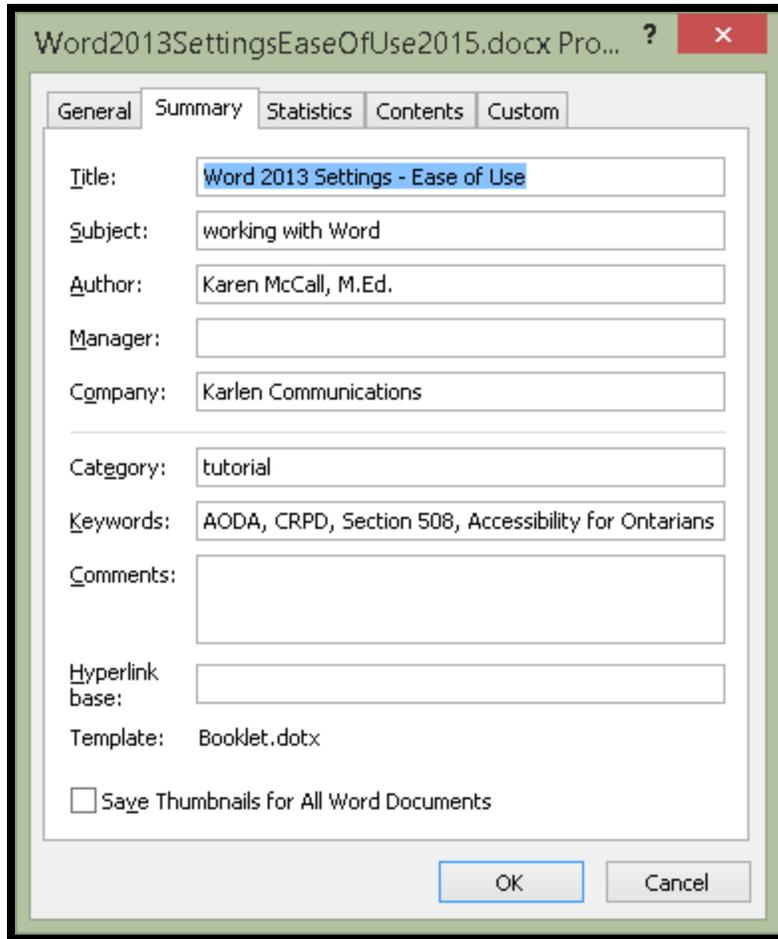


Figure 34 Summary tab information about this document.

If you are converting the document to tagged PDF you will need to add the document properties such as the title, author and keywords.

Another way of adding the document properties is to press Alt + F, letter I Q, S and choose Show Document Panel. The Document Properties Panel opens above the document and below the ribbons. I find the Advanced Properties dialog gives you access to more information.



Figure 35 Document Properties Pane.

The Document Properties Panel is accessible using Tab and Shift + Tab. There is a red asterisk saying that this represents required fields but I can't access that text and there are no required fields in this Pane. The other thing to remember when using either the

keyboard or a screen reader is that once you get to the Status of the document (Draft, Review or Final), you need to Shift + Tab back to the Close button and use the Spacebar to Close it. This is one pane that Alt + Spacebar, C does not work in.

Even if you are sharing documents you will want to make searching for content easier by filling in this information.