Formatting with MS Word

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Formatting E-text in Word

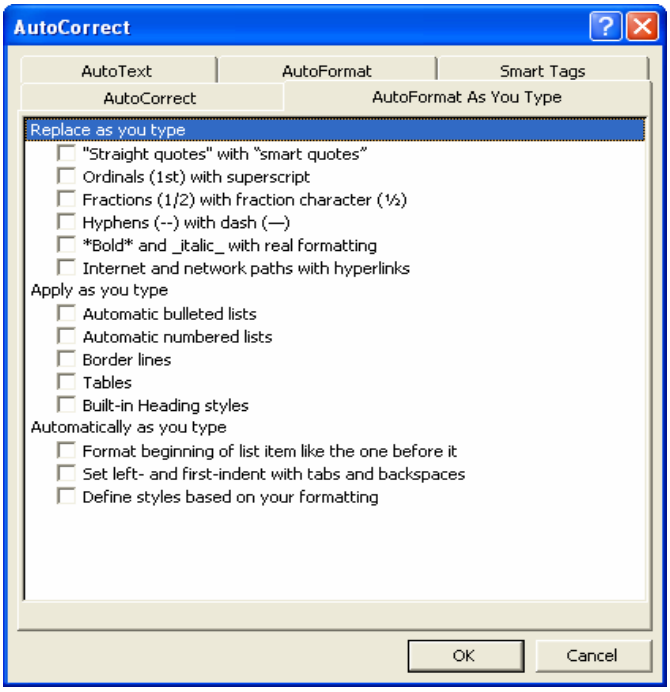
Checklist of General Tips

Turn off AutoCorrect features, and work with Show/Hide turned on to show invisibles (Ctrl + SHIFT + 8).	
Do not use spaces to move words, use tabs.	
Do not use tabs to create columns, use the "column" feature or create a table.	
Use one tab only for spacing. Adjust tabs with the ruler.	
Do not use hard returns to add space, adjust the spacing of the paragraph.	
Do not make adjustments to the appearance of a paragraph by hand, use styles.	
Do not use underlining.	
Use Strong (bold) and Emphasis (italics) for individual words/phrases.	
To take the document into Braille, use only the following styles: Normal/default paragraph/body text Heading 1 Heading 2 Heading 3 List/ List Bullet/ List Number Index (levels 1–9)	
For Braille, remember the following: use two hyphens for a dash, do not space around dashes/hyphens, use 3 periods for ellipsis marks not the ellipsis symbol.	

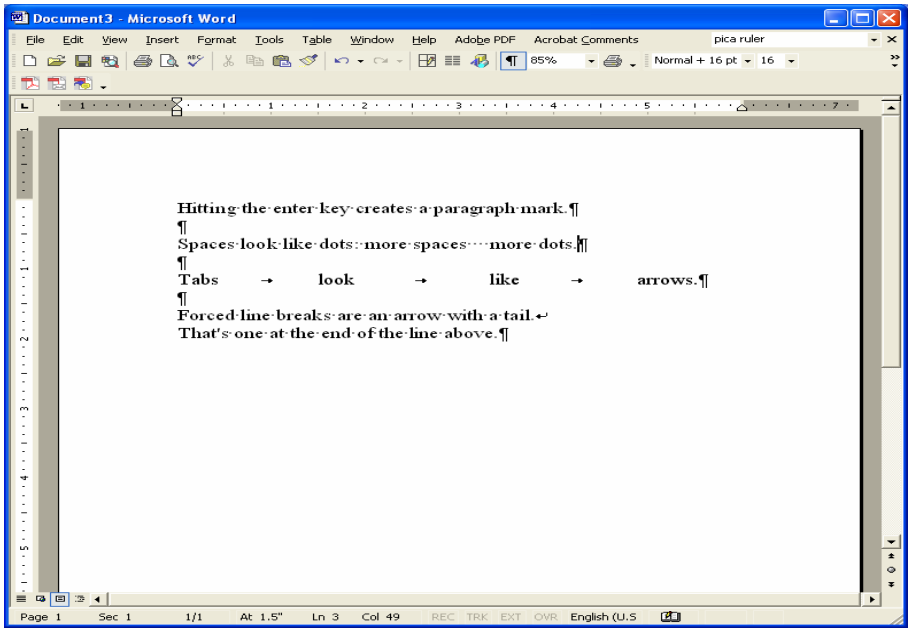
Knowing What Word Is Up To

MS Word has a number of features intended to help less knowledgeable users format documents easily. Although these features appear to make life easier, when you are using a document for multiple purposes, they actually create problems. Setting the options below will give you more control over your document.

1. Turn off Word's "autoformat as you type" correct features (Tools > Autocorrect). Leave on the "Define styles based on your formatting," but uncheck all the others.



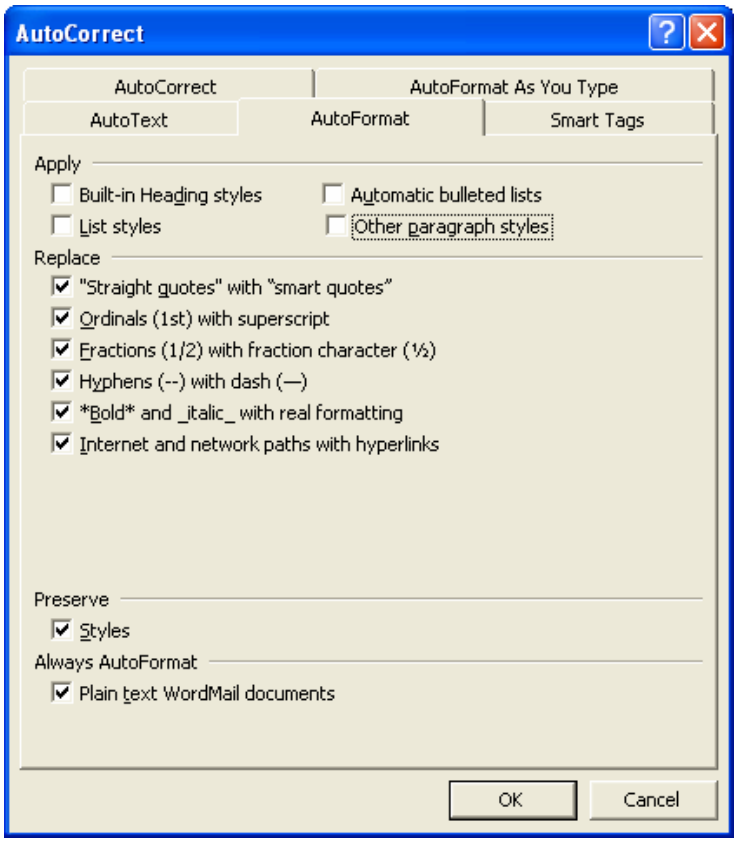
2. Work with the “Show Hidden” option on (the ¶ symbol on the standard toolbar).



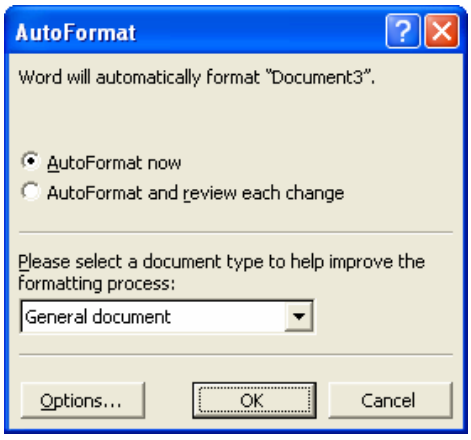
Making the Changes When You Want Them

Although you need to turn off the AutoFormat As You Type features, leave the AutoFormat features turned on. These features you apply at your discretion.

1. Leave the replace features checked under AutoFormat.



2. Apply the changes manually if/when you choose. To access this option, go under Format on the menu bar and choose AutoFormat.



Understanding Styles

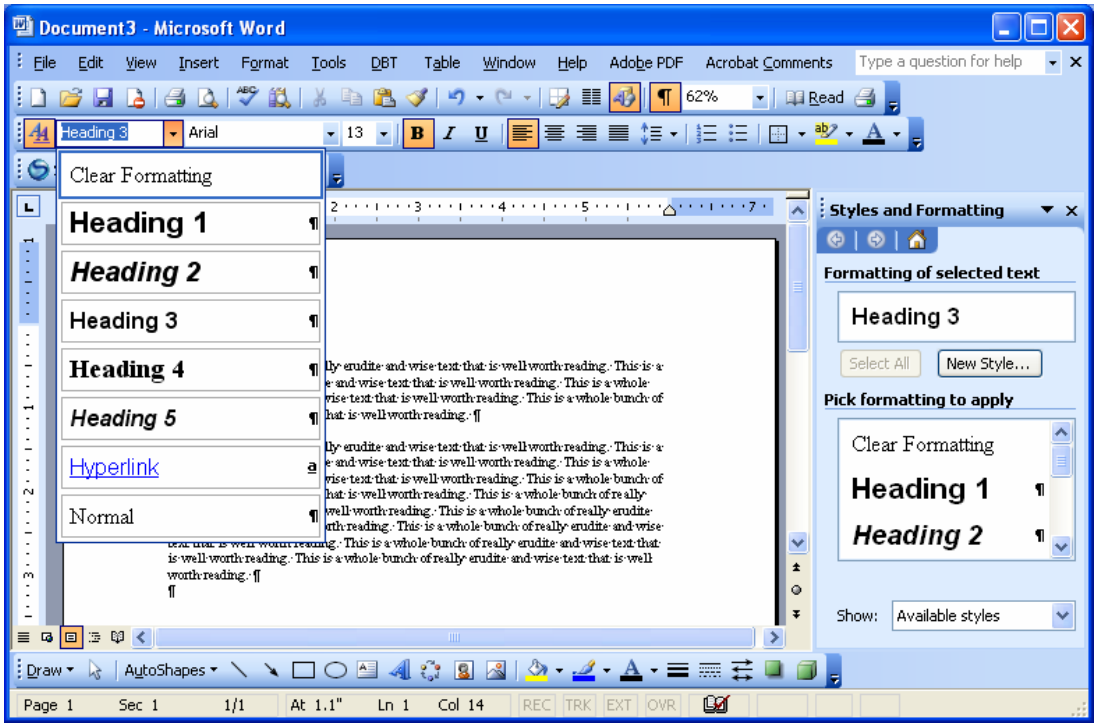
Styles contain information about how a paragraph is to be formatted. You set options for the font, including which font, its size, its style, and special effects. You also set options for the paragraph as a whole, including alignment, amount of indent, spacing before and after, borders and shading, etc.

The wonderful benefit of styles is that they allow you to take one e-text document seamlessly into a number of applications: Duxbury, PDF, html, etc. They also allow you to make global changes to a document when you need to make slight modifications for various e-text uses.

Applying Paragraph Styles

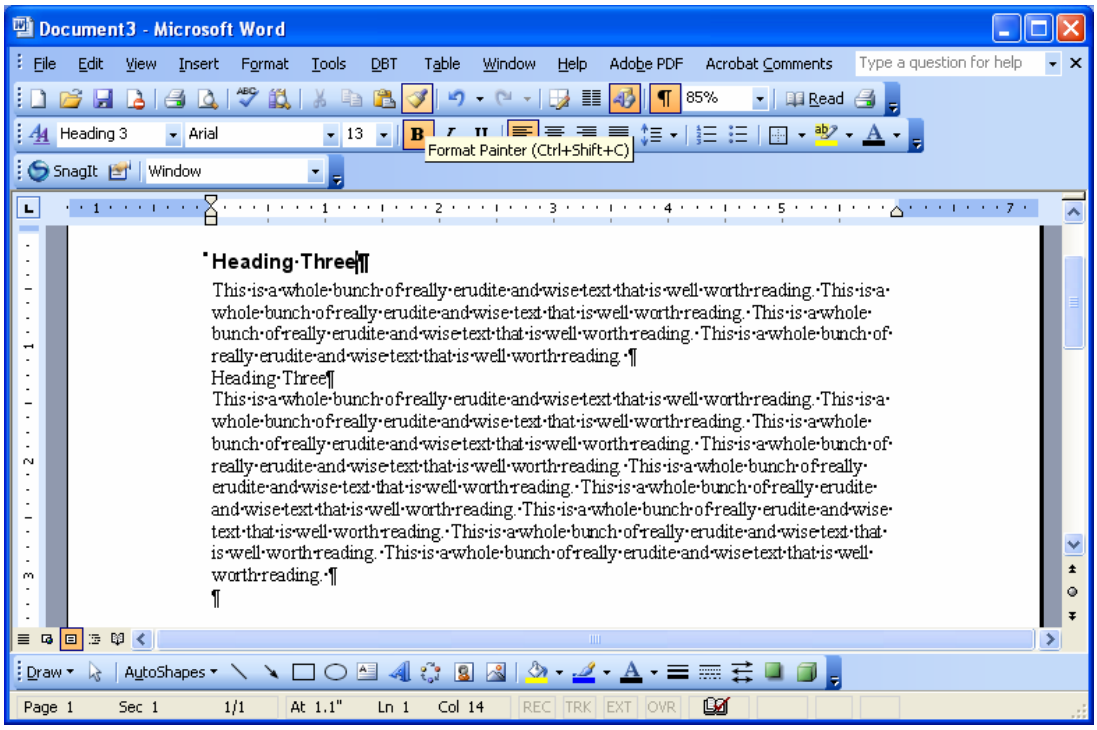
To apply a paragraph style, you simply need to be clicked in the paragraph that you want to format and choose the appropriate style from the formatting list—either from the Style menu on the Formatting toolbar or from the list on the Styles and Formatting pane.

Note that the Style drop-down list on the menu bar is keyboard sensitive, while the list in the Styles and Formatting pane is not.



If you already have styles in your document, you can easily apply the style of one paragraph to another by using the Format Painter tool. The Format Painter is on the Formatting toolbar and looks like a paint brush.

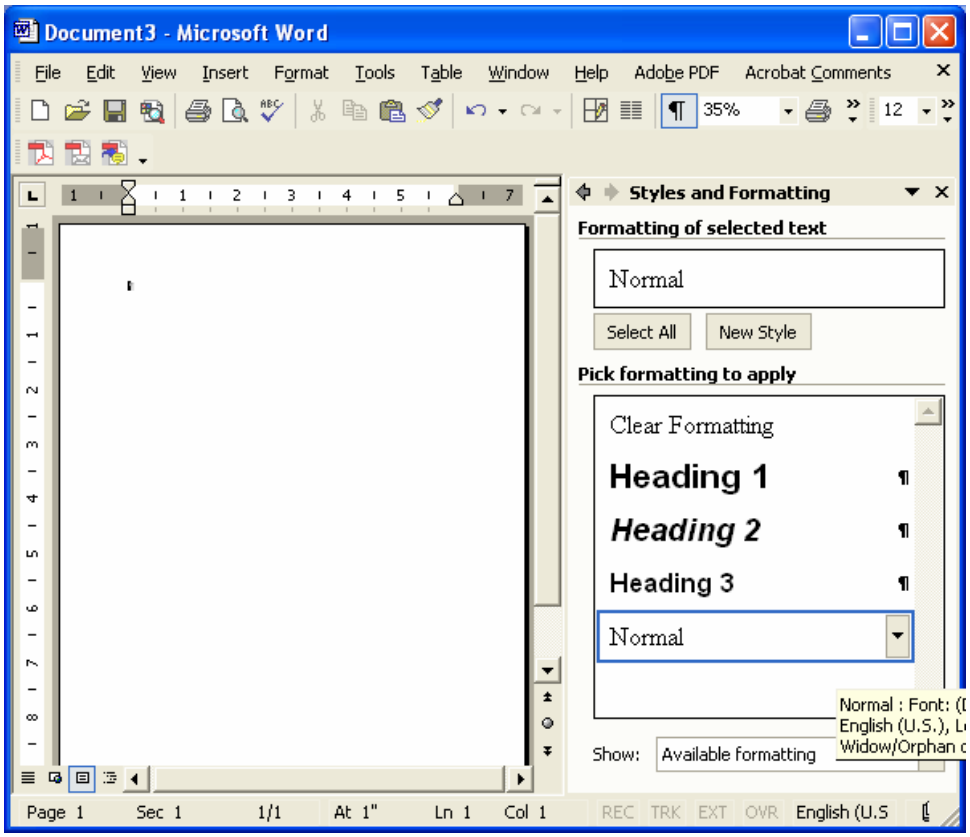
Click in the paragraph that has the style that you want to transfer. Choose the Format Painter tool and then click on the paragraph that you want to transfer the style to. This text will now take on the style of the paragraph you had originally chosen.



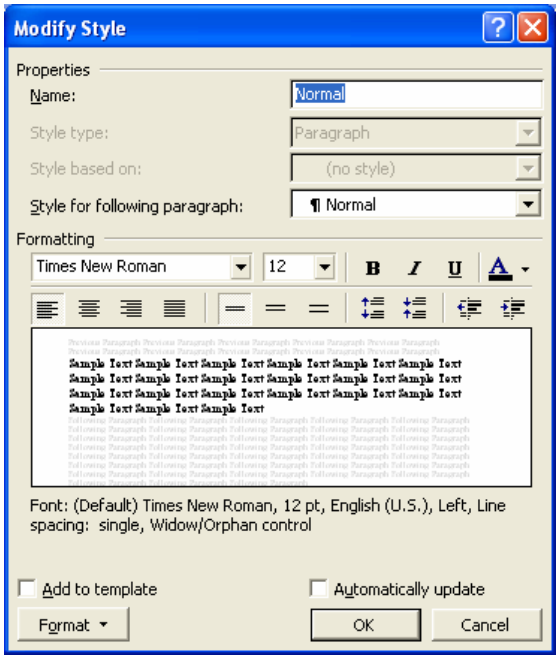
Note that single clicking on the Format Painter will allow one transfer if the style. Double-clicking on the Format Painter will allow the cursor to retain that style until you click again on the Format Painter tool.

Modifying Styles

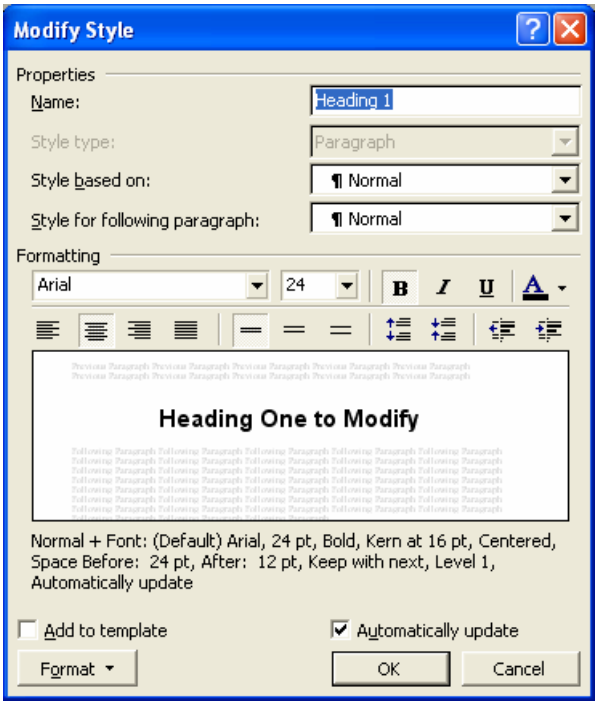
Styles are accessed in the styles and formatting task pane (Format > Styles and Formatting):



Right clicking on the down arrow next to a style's name allows you to access the option to modify the style. Selecting the modify option will access another window that allows you to choose whether you want to modify the font, the paragraph, the borders, etc.



If you wish to adjust the style manually, working in the regular document, you can use the "Automatically update" to change the style so that your modifications will be applied globally. Note that this feature does not work with the "Normal" style.



Make sure, however, that once you have finished making your changes, you uncheck the "Automatically update" box.

Note that you can add the style to your template by clicking on the "Add to template" checkbox in the lower left-hand corner of the Modify Style box.

Using “Clear Formatting”

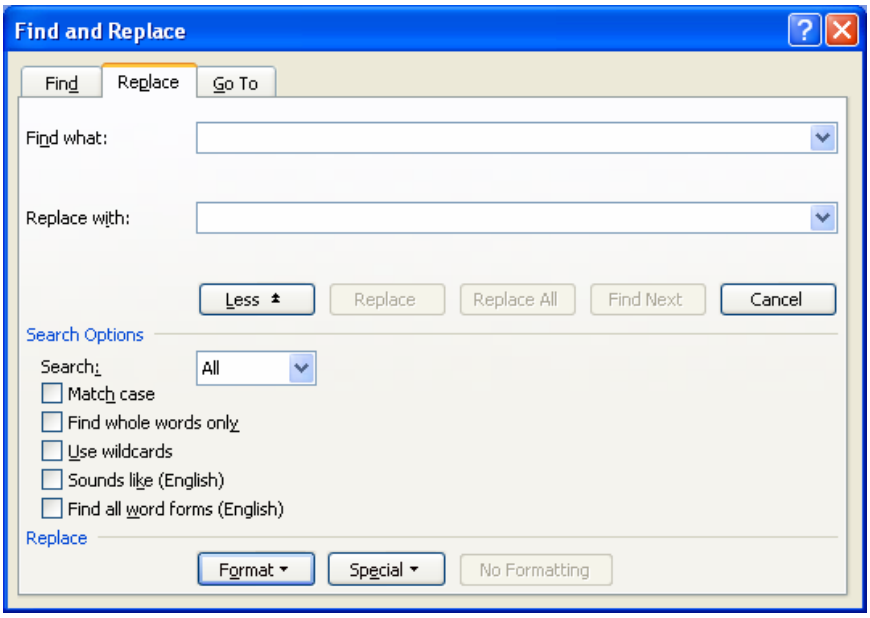
Sometimes when you try to apply a style the paragraph does not react the way you expect it to. There may be embedded formatting in the paragraph. One way to get rid of all the formatting on a paragraph is to select the paragraph and choose “Clear Formatting” from the formatting menu. Clear Formatting is always the first choice on the list.

Changing Styles with Search and Replace

Sometimes you have a document that uses styles that you do not want or that you want to replace with a different style.

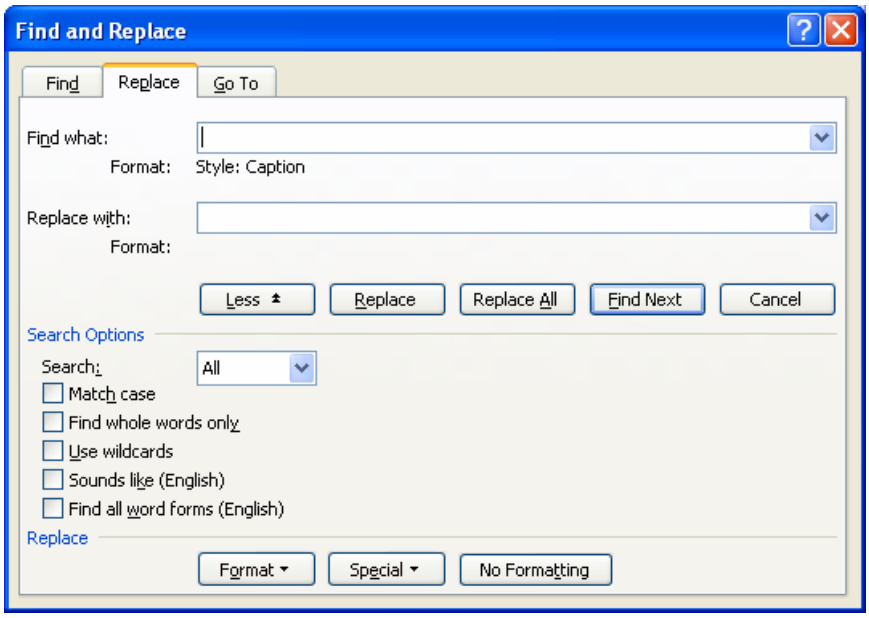
One way to change these styles is to use the Replace feature. You can actually search for a particular style and replace it with another style.

Use Ctrl + H (“H” for hunt—because we’re going on a hunt for something) to bring up the find and replace window. Click on the More button to expand the window so that you can see the Format and Special buttons. Select the Format button.



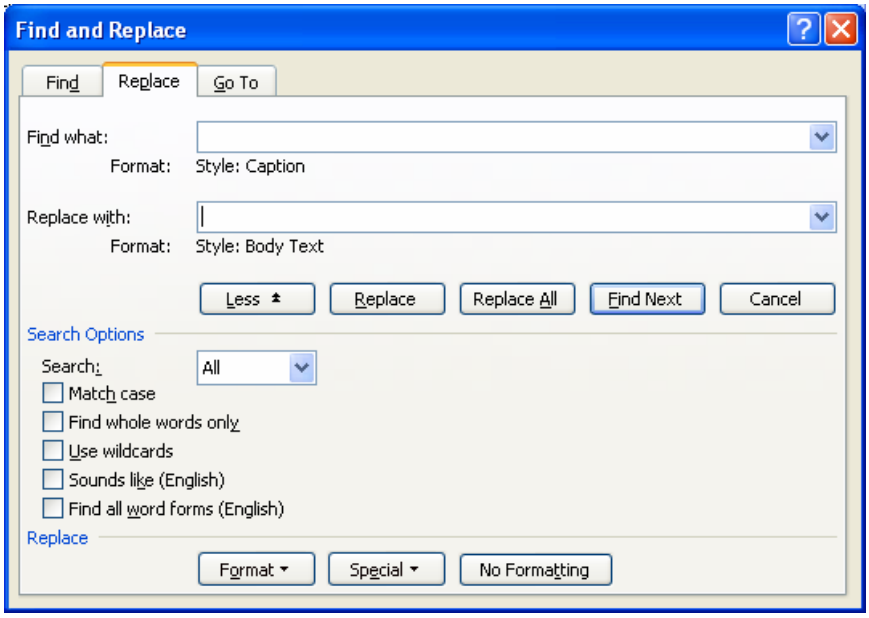
While clicked in the Find what box, choose Format and then Style. The Find Style window will open.

Choose the style you want to replace. Note that this window is keyboard sensitive, so you can quickly find the style you want by typing its first letter on the keyboard.



Note that they Find What box remains empty, and the style you have selected appears below the bar.

Tab down to the Replace with box and again choose Format, Style, and the style that you want instead.



To clear the styles you have selected, you can choose the No Formatting button while you are clicked in either the Find What or Replace With bars.

Formatting Individual Words/Phrases

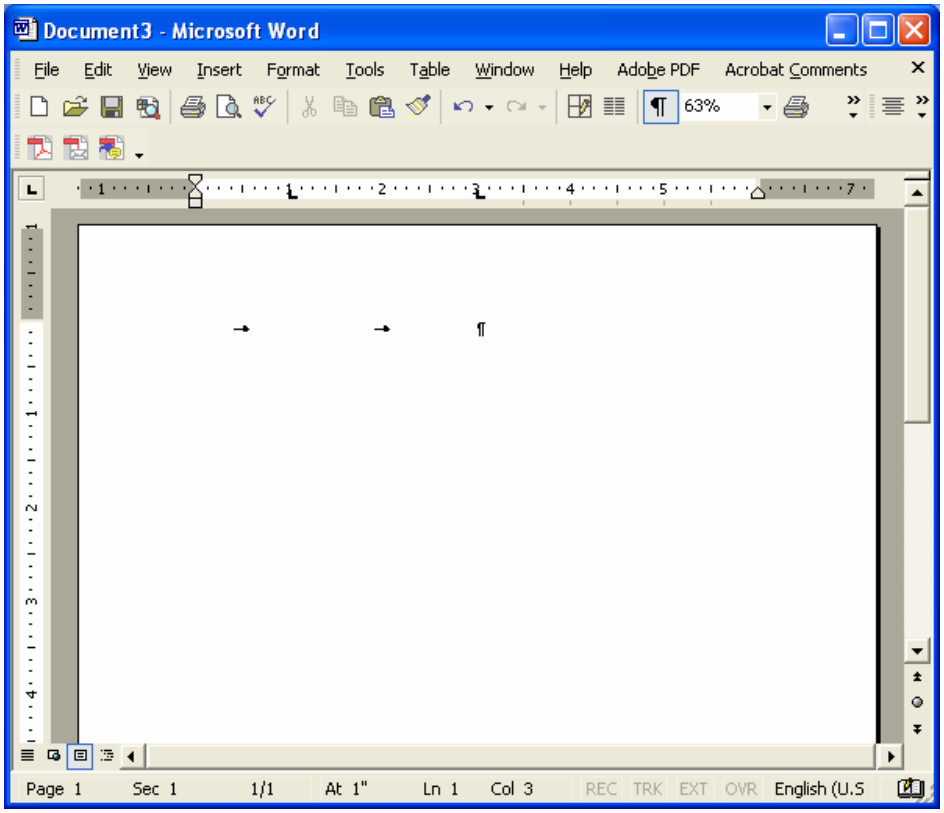
Sometimes individual words or phrases need to be bold or italic. In those cases, you will manually select the text to change then use the Strong style for **bold** and the Emphasis style for *italic*.

Selecting Text

Double click on individual words to select them. Triple click on a paragraph to select it. Use the right- or left-arrow keys while holding the shift key to select individual characters. Use the up- or down-arrow keys while holding the shift key to select lines. Hold the shift key and tap home or end to select a line from the cursor point to the beginning (home) or to the end (end). Use shift page up or page down to select from the cursor point up or down a page.

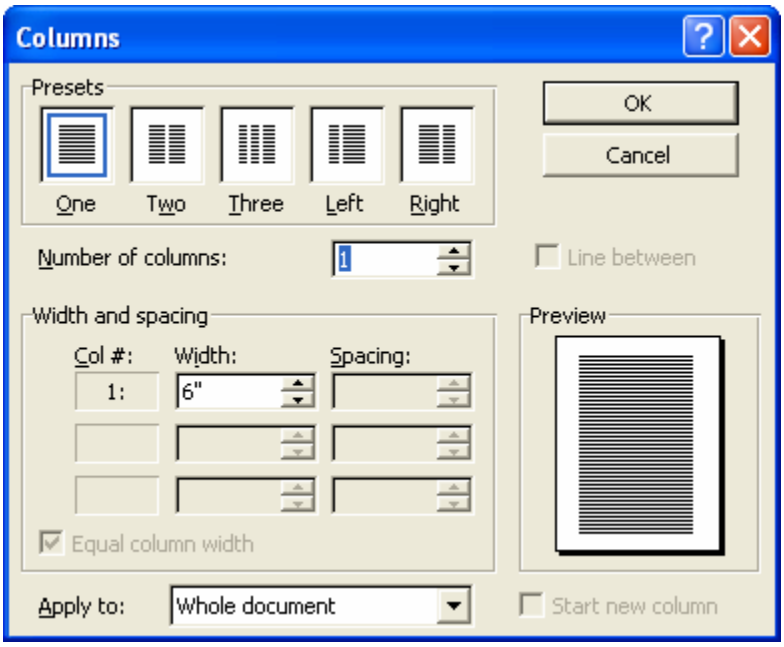
Formatting with the Ruler

You can use the ruler to change the spacing for the tabs, as well as the indent for the paragraph.



Columns

If you need to use columns, it is crucial that you work with either tables or the column setting. Do not, under any circumstances, use tabs or spaces to get columns. Go under the menu to Format > Columns and choose the number of columns you wish.

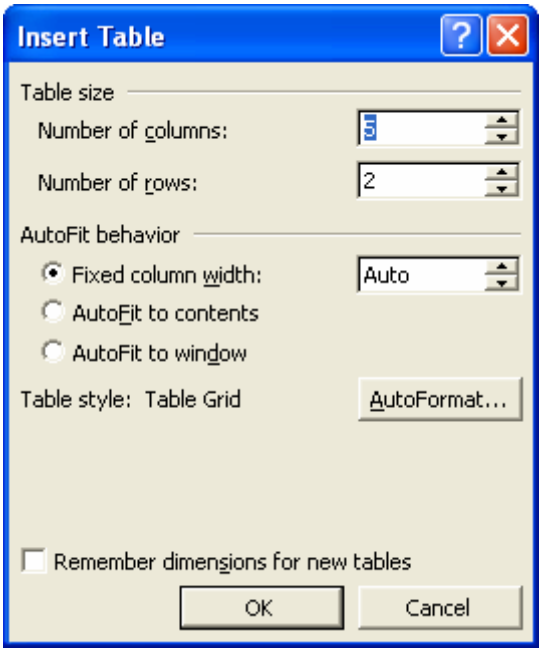


Columns look better if the text is justified, a setting that you can select for the alignment of the paragraph.

Tables

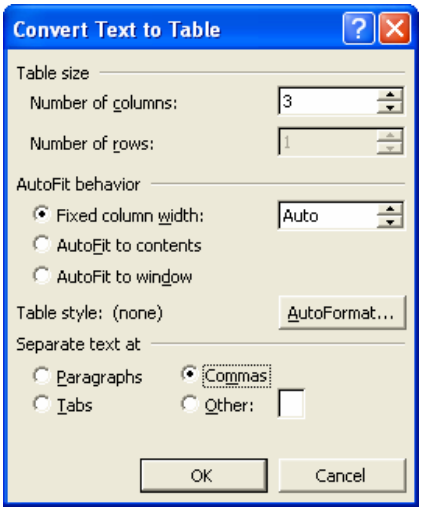
Simple tables have become a very convenient option in e-text. JAWS now reads them quite well, Duxbury can handle them, and you can convert them easily into PDF or HTML. With a little planning, they're not even too bad going into ASCII.

If you know how many rows and columns you want in your table, you can go to Table > Insert > Table) and select the options for the number of rows and columns you want.



You can also create a table from existing text. Make sure to use tabs, commas, or some other standard symbol between columns; for example, enter the text for the first column, hit the tab key, and enter the text for the next column, etc.

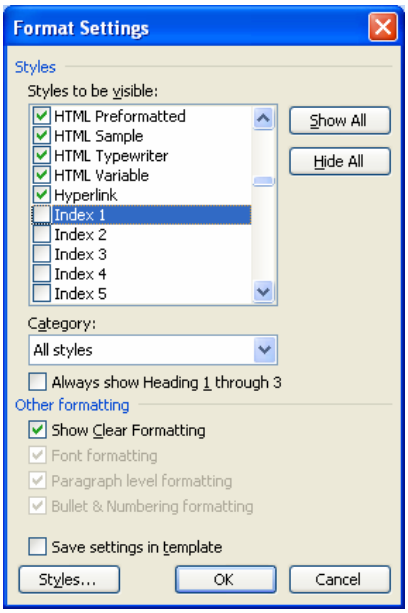
Select the text and choose Table > Convert > Text to Table.



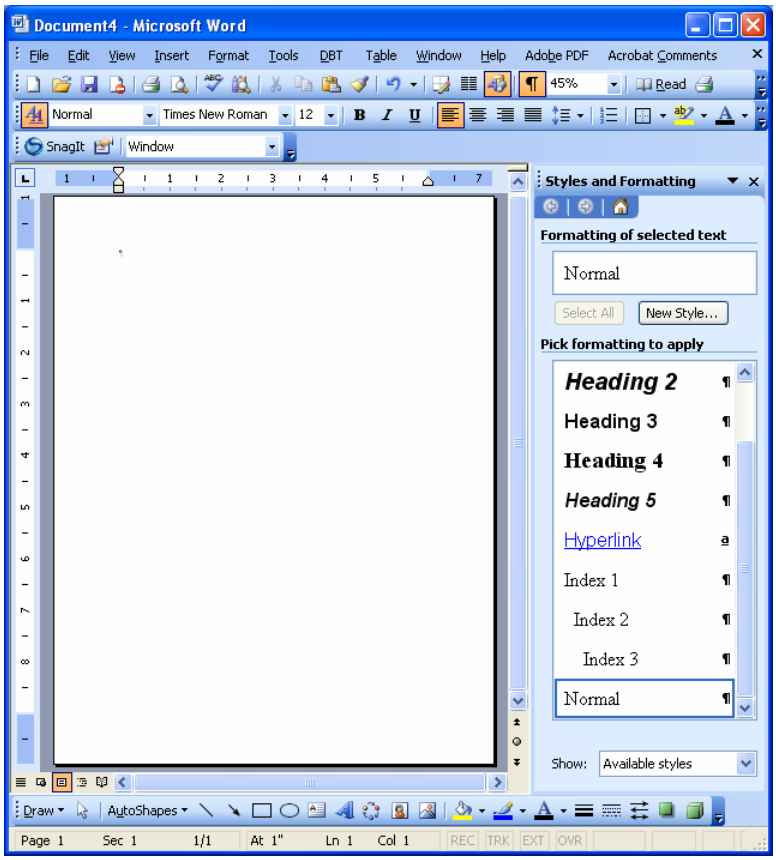
A handy trick for converting a table into text that is easier for some TTS (text-to-speech) engines to read is to use index styles to format the table and then convert the table to text.

In order to use the Index style, you have to first add it to the styles list. Open the Styles and Formatting pane. At the bottom, under Show, select Custom.

You will launch the Format Settings window.



Make sure the Category (middle of the window) is set to All styles. Click in the "Styles to be visible" list and tap the letter "I" on the keyboard. This will take you to the Index styles. Check the same number of Index styles as your table has columns (i.e., for a three-column table, you will need Index 1, 2, and 3; max 7), and say OK. Change the setting in the Styles and Formatting pane back to Available Styles. The Index styles will now show on the list.



The table below has Index 1 applied to column one; Index 2 applied to column two, etc.

Law	Application	Mandates
Section 504	Anyone receiving federal funds	Opportunity for disabled students to participate must be as effective as that provided to others
Title II	Public entities	Equal information access, including print and computer-based information
Section 508	Federal entities	Provide access to electronic and information technology
Title 5	Anyone receiving California state funds	Distance education courses must be accessible
SB 105	California state entities	Applies section 508 guidelines to state
AB 422	Postsecondary-textbook publishers	Must provide print-disabled students with e-text of textbooks

After selecting the table, we go under Table > Convert > Table to text. We get a window asking how to separate the text, and in this case, we separate it by paragraph marks.

This process results in the table changing to the style shown below.

Law
Application
Mandates
Section 504
Anyone receiving federal funds
Opportunity for disabled students to participate must be as effective as that provided to others
Title II
Public entities
Equal information access, including print and computer-based information
Section 508
Federal entities
Provide access to electronic and information technology
Title 5
Anyone receiving California state funds
Distance education courses must be accessible
SB 105
California state entities
Applies section 508 guidelines to state
AB 422
Postsecondary-textbook publishers

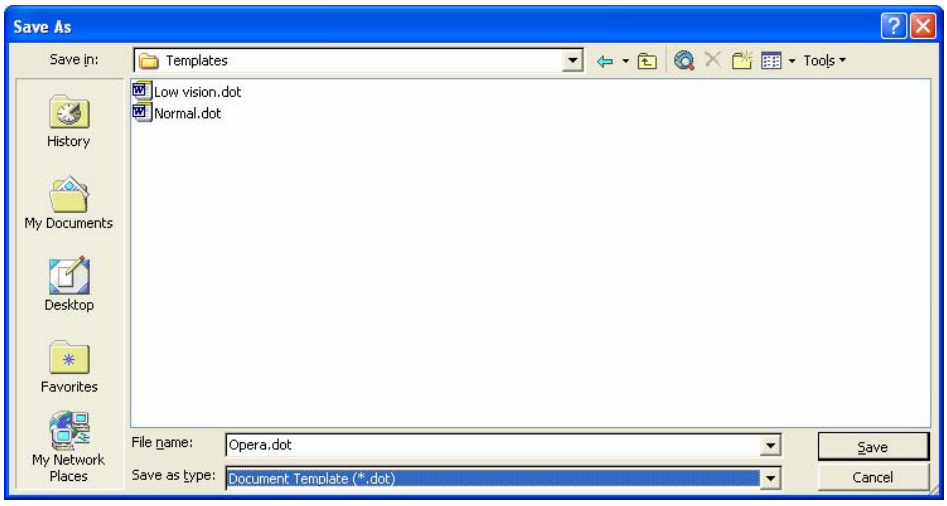
Templates

Creating a Template

Once you have modified styles in Word to fit your needs, you may want to create a template so that you always have access to those styles.

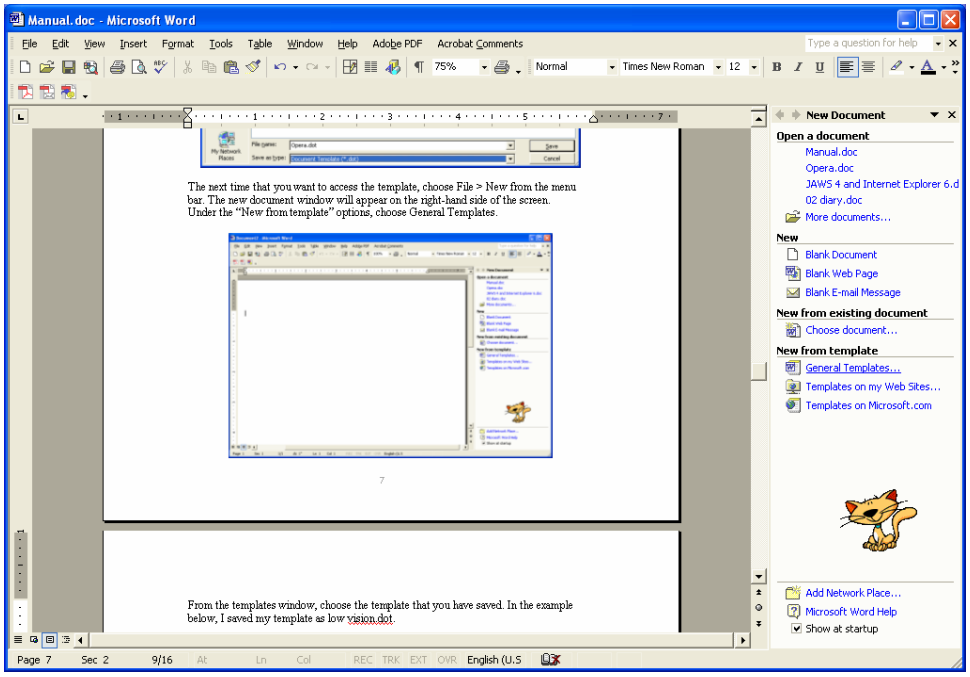
To create a template, begin with a copy of a Word document that contains the styles as you wish them to appear. Delete all the text from the document.

Go to File > Save As. In the "Save as type" bar, choose Document Template.

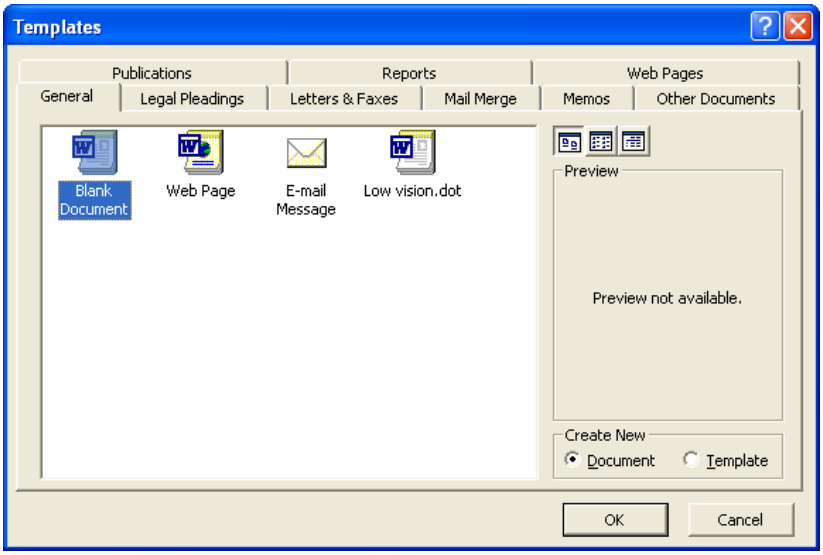


The next time that you want to access the template, choose File > New from the menu.

The new document window will appear on the right-hand side of the screen.
Under the "New from template" options, choose General Templates.



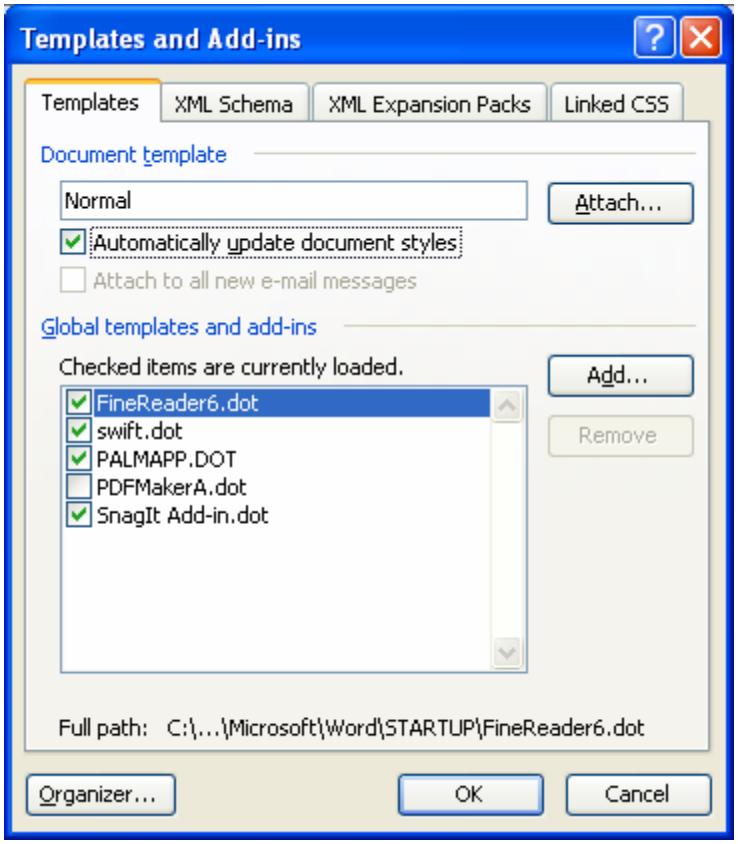
From the templates window, choose the template that you have saved. In the example below, I saved my template as low vision.dot.



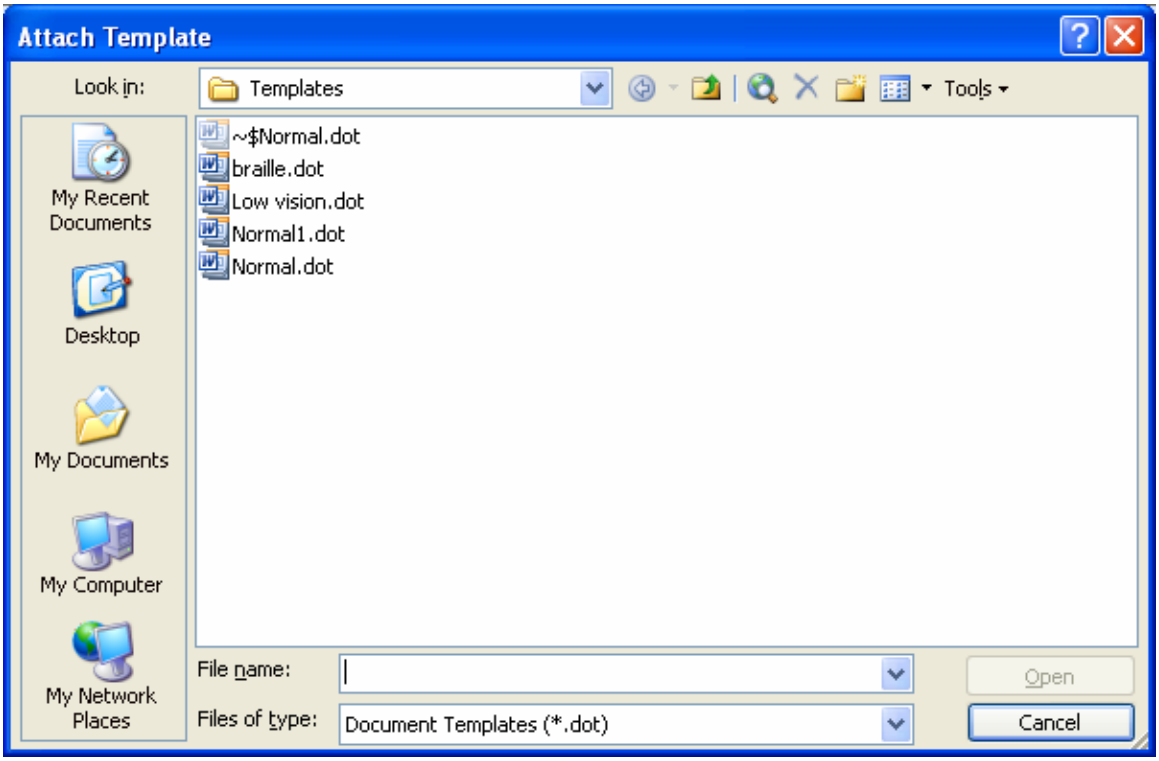
When you open your template, you will find that it contains all the styles that you have modified or created.

Using an Existing Template

To attach a template to the current document, go to Tools > Templates and Add-ins. Check the Automatically update document styles box.



Click on Attach, select the template, then choose Open.



Formatting Specifically for Duxbury Braille Software (DBT Win)

Apply Styles

1. Use styles!

   Duxbury doesn't care how you format your styles to look in Word. When you take your document into Duxbury, they have very specific meanings.

* Headings may be "heading 1," "heading 2," or "heading 3" only.
* Regular paragraphs should be "normal" or "default paragraph."
* Lists, numbered lists, and bulleted lists should all be the first level of the "list"style.
* For multiple levels of any sort of list, use the various "index" levels.

The Following Styles Transfer to Duxbury:

Normal/default paragraph/body text

Heading 1

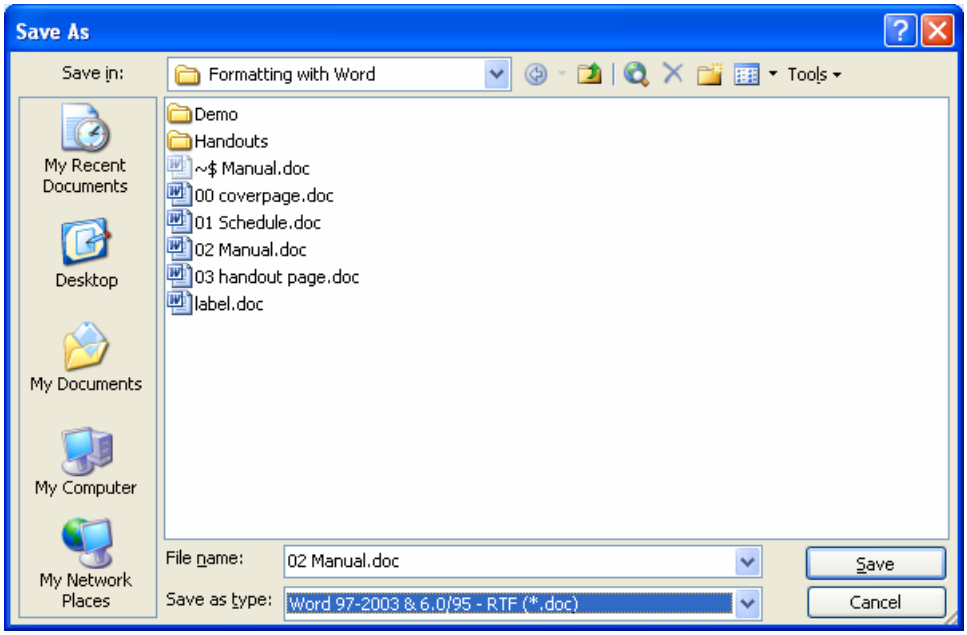
Heading 2

Heading 3

List/List Bullet/List Number

Index (levels 1–9)

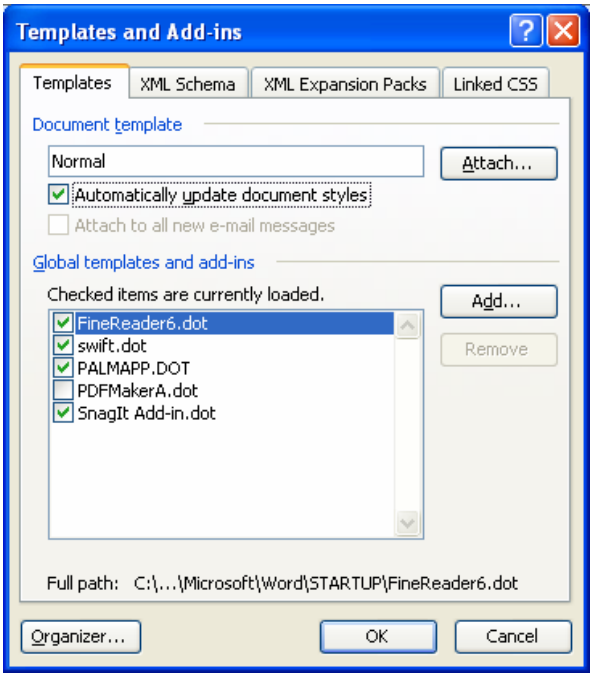
2. Use Strong for bold and Emphasis for italic.
3. Make sure you use the Courier font only for Web and e-mail addresses. Duxbury expects Courier to be computer Braille.
4. If working with an older version of Duxbury, you will likely need to save the Word document as an older version of Word. Go to File > Save As and under Save as Type, choose the Word 97 option.



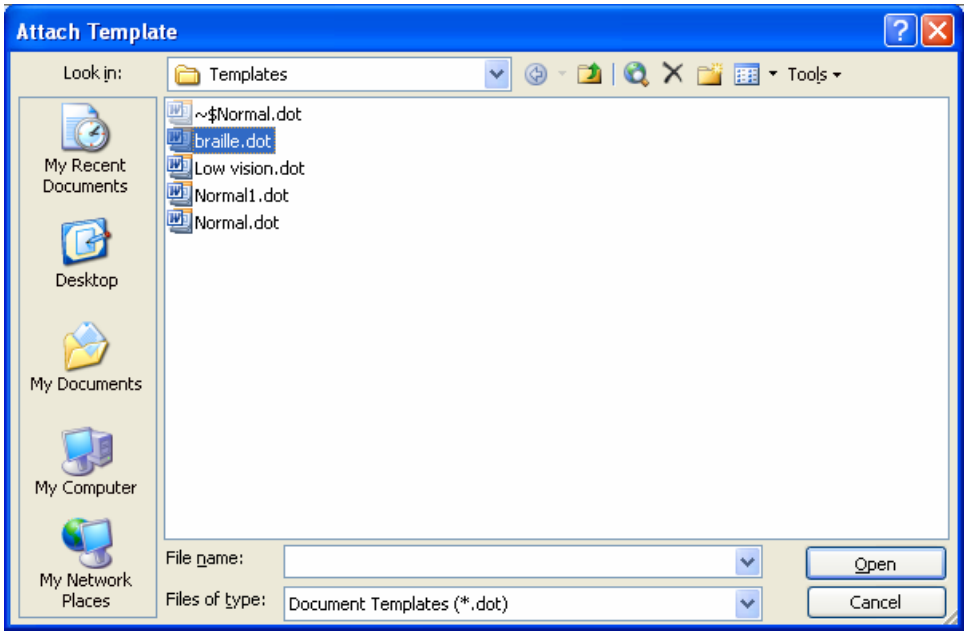
Attaching the Braille Template

If you are working with Duxbury 10.5 or later, you can use the Braille template to make formatting easier. Make sure that when Duxbury is installed, the Braille template is installed. A question appears during the installation process asking if you want to include the Braille template. Make sure to say “yes.”

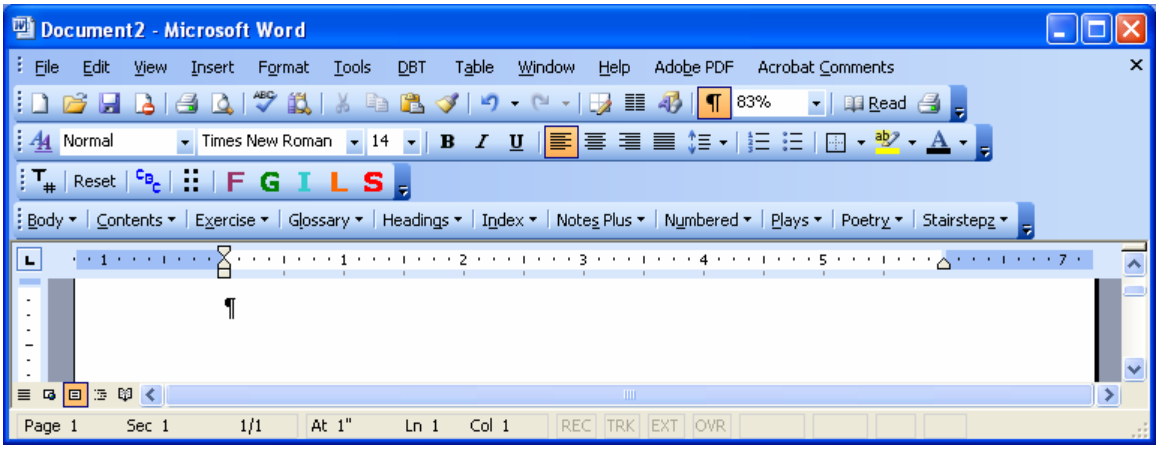
To attach the Braille template to the current document, go to Tools > Templates and Add-ins. Check the Automatically update document styles box.



Click on Attach, select the braille.dot template, then choose Open.



The Braille template will add two additional toolbars to your Word document: the Braille Character and Braille Style bars.



Note that there is a third toolbar, the Braille Nemeth toolbar, that you can choose to show by going to View > Toolbars.

You can use the paragraph styles by being clicked in a paragraph and then choosing the style name from the men. To use the character styles (the colored letters on the toolbar), you have to select the text to which you want to apply the style then choose the style.

Formatting Specifically for Large Print

You have a number of choices when going into large print, but all of them will work best if you apply styles.

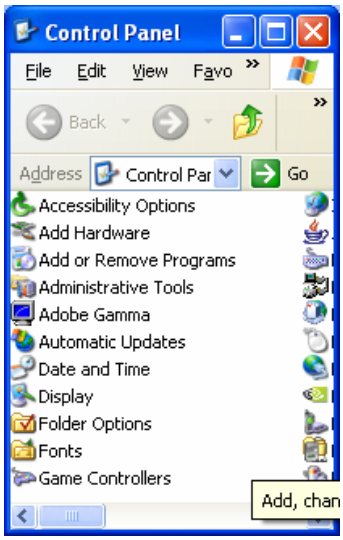
Changing to APHont (pronounced Ay'-font)

American Printing House for the Blind (APH) has created a font specifically for individuals who have low vision. The font "embodies characteristics that have been shown to enhance reading speed, comprehension, and comfort for large print users." APHont has the following characteristics:

- More even spacing between letters.
- Higher crossbars.
- No serifs (i.e., curlicues on the letters).
- Wider letters.
- Heavier letters.
- Underslung "j" and "q".
- Letters more open.
- Larger punctuation marks.

APHont can be downloaded free from the APH Web site:
http://sun1.aph.org/products/aphont.html

Once the font has been placed in the Fonts Folder (Go to Start > Control Panel > Fonts to find the folder), you can use it as you would any other font.



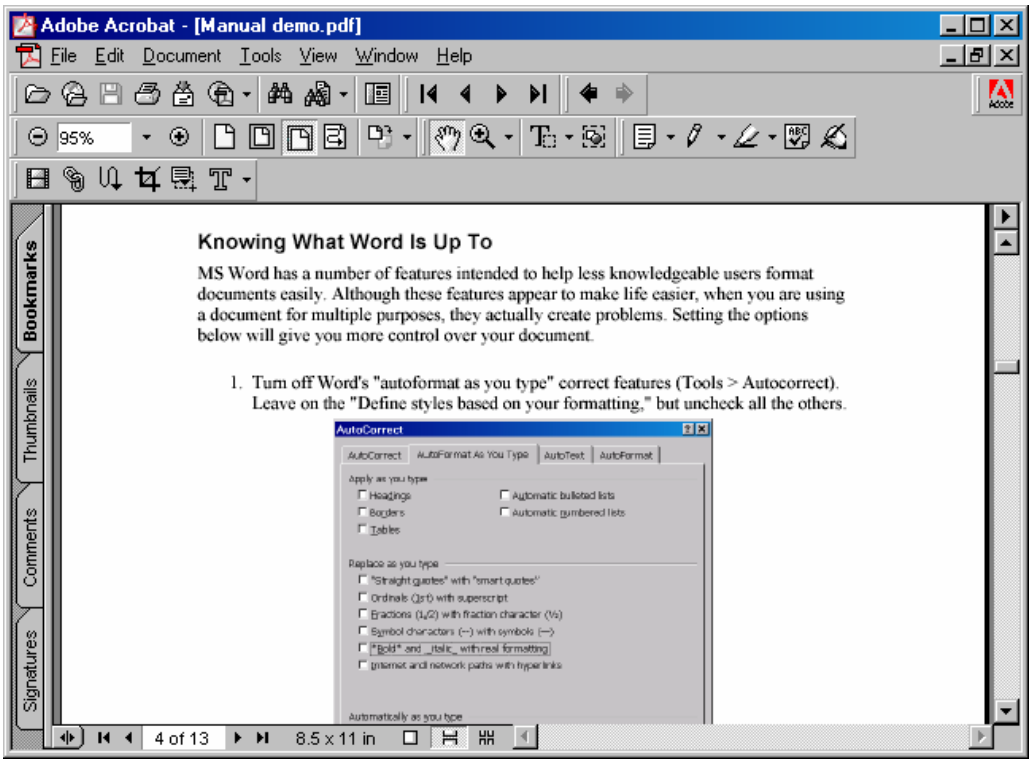
Adjusting Styles

You can change the font type and size in the format styles window (Format > Styles). Standard large print sets the body text size at 16-18 points and the headings correspondingly larger; for example, heading 3 at 20, heading 2 at 24, heading 3 at 28. These standards are a guideline, and you can adjust the size for individual students. I would not, however, take the body text size much over 28–32 point. Past a certain point, you get too few words on a page, and the student will be better served using the large print with a CCTV.

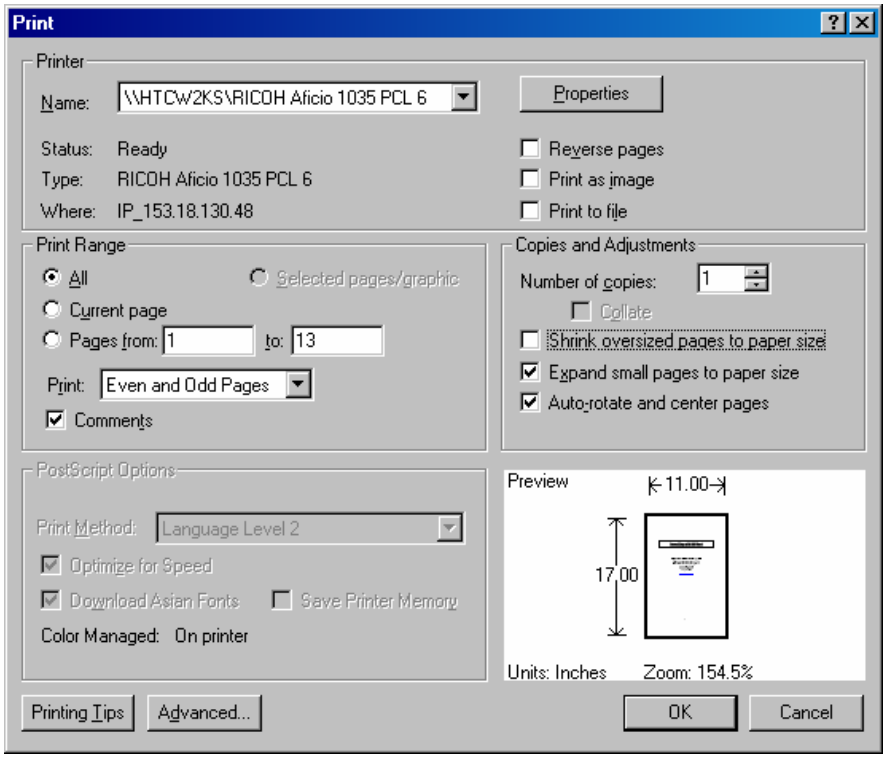
A really simple technique to "grow the font" for individual preference is to select the text and use CTRL + SHIFT + >. This keyboard shortcut will increase font sizes proportionally and is a quick and easy way to adjust the font size.

Creating a PDF

If you have used styles and you have the full version of Adobe Acrobat, you can convert your document into PDF format. If you use Adobe v. 5 or later, it will add a tag structure.



If you have a printer that will print 11" x 17" paper, you can choose that paper size (select Properties > Paper) and then select the "Expand small page to paper size" option. This option automatically takes your 8.5" x 11" page to the larger paper size.



Formatting Specifically for Students with Learning Disabilities

Some students with learning disabilities find that adjusting the font can make reading easier. Different students will find different adjustments helpful, so it is good to have a few samples to try and to teach students to experiment on their own.

Typical adjustments include the following:

- Using a sans serif font (APHont, Arial, Avant Garde, Helvetica, etc.)
- Increasing the font size
- Increasing the spacing between lines (aka leading)
- Increasing the spacing between letters (expanding the font)
- Increasing the page margin (thereby decreasing the words in a line)

Sample: Standard Font and Spacing

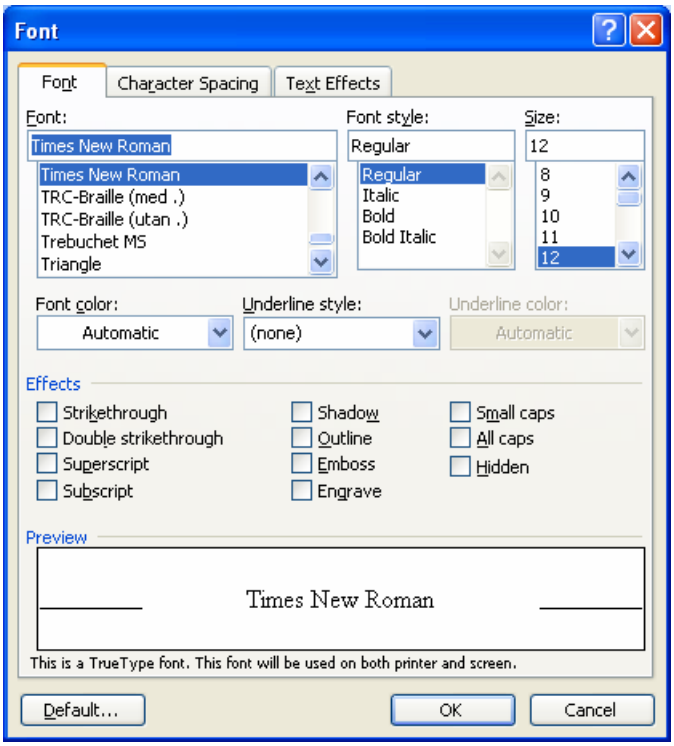
Each holon, or unit of reality that is both a whole and a part of a larger whole, has an interior and an exterior. It also exists as an individual and (assuming more than one of these entities exists) as a collective. Observing the holon from the outside constitutes an exterior perspective on that holon. Observing it from the inside is the interior perspective, and so forth. If you map these four perspectives into quadrants, you have four quadrants, or dimensions (these are unrelated to the three spatial dimensions).
—Ken Wilber (from his discussion on Integral Theory)

Sample: Modified Font and Spacing

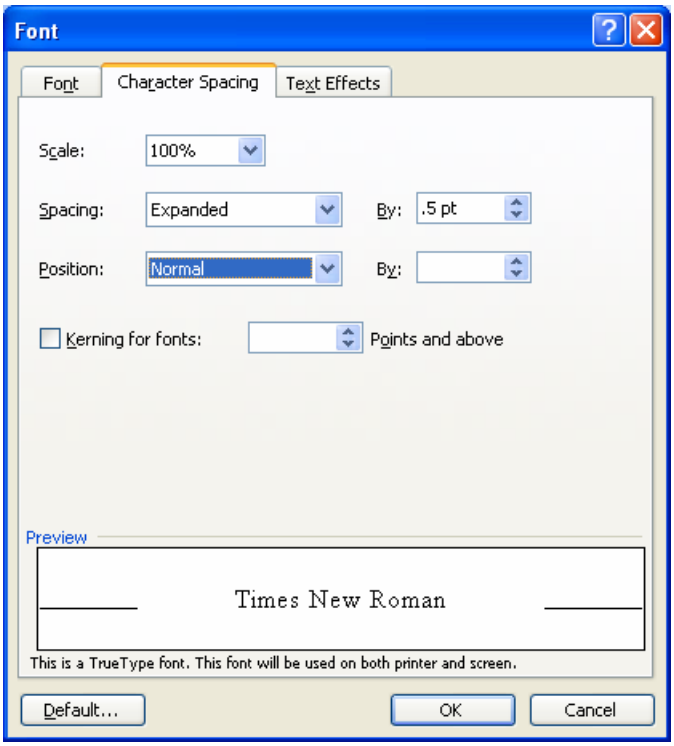
Each holon, or unit of reality that is both a whole and a part of a larger whole, has an interior and an exterior. It also exists as an individual and (assuming more than one of these entities exists) as a collective. Observing the holon from the outside constitutes an exterior perspective on that holon. Observing it from the inside is the interior perspective, and so forth. If you map these four perspectives into quadrants, you have four quadrants, or dimensions (these are unrelated to the three spatial dimensions).
—Ken Wilber (from his discussion on Integral Theory)

Adjusting Fonts

To adjust a font in an individual instance, go to Format > Font or use the shortcut Ctrl + D. (Note that you can adjust the font for a style through the Modify choice in the Styles and Formatting pane.)

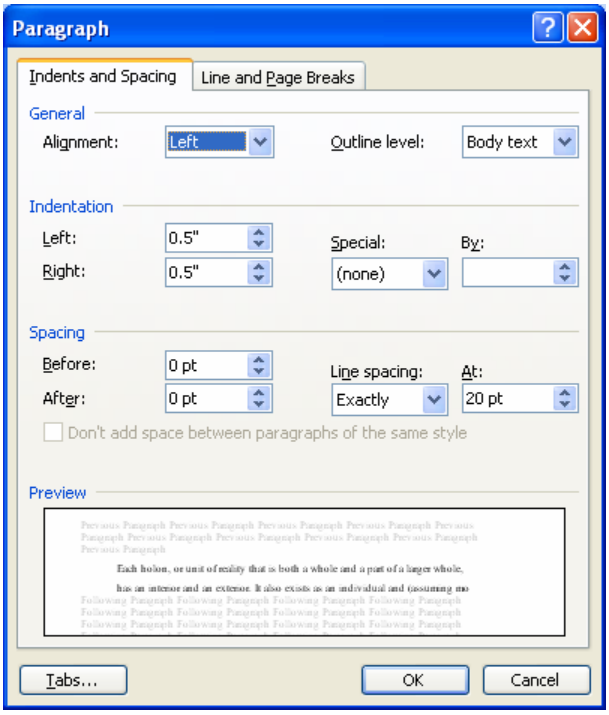


The font, font style, and size are set under the Font tab. To adjust the spacing between letters, go to the Character Spacing tab.

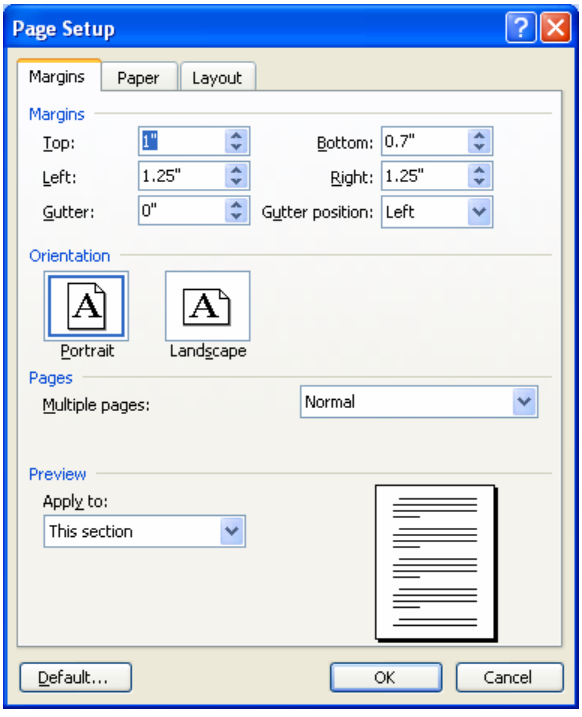


To increase the spacing between letters, choose Expanded in the Spacing drop-down box and adjust the number of points by which to expand the font.

Increase the spacing between lines by adjusting the line spacing of the paragraph: Format > Paragraph.



Note that you can adjust the margin for an individual paragraph by changing the left and right indent. You can adjust the margins for an entire document under File > Page Setup > Margins.



Formatting Specifically for Captioning

When you are preparing an e-text transcript of a video, do not use hard returns unless you are changing speakers. In other words, as long as a particular person is talking, all the text will be in the same paragraph. When the speaker changes, press the enter key.

If a narrator is speaking, everything the narrator says should be in one paragraph, regardless of the length of the paragraph.

Note with captions that the only formatting you might do of the transcript is putting the text in all caps, if that is required by the particular system. Bold, italics, etc. will be added during the actual captioning process. RapidText likes two spaces after periods.

International Characters

The table below shows which key strokes to use to create diacritical marks.

To insert	Press
à, è, ì, ò, ù À, È, Ì, Ò, Ù	CTRL+` (ACCENT GRAVE), *the letter*
á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), *the letter*
â, ê, î, ô, û Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), *the letter*
ã, ñ, õ Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), *the letter*
ä, ë, ï, ö, ü, ÿ Ä, Ë, Ï, Ö, Ü, Ÿ	CTRL+SHIFT+: (COLON), *the letter*
å, Å	CTRL+SHIFT+@, a or A
æ, Æ	CTRL+SHIFT+&, a or A
œ, Œ	CTRL+SHIFT+&, o or O
ç, Ç	CTRL+, (COMMA), c or C
ð, Ð	CTRL+' (APOSTROPHE), d or D
ø, Ø	CTRL+/, o or O
¿	ALT+CTRL+SHIFT+?
¡	ALT+CTRL+SHIFT+!
ß	CTRL+SHIFT+&, s