



Course Accessibility

Quick Tips for Adding Style to Word Documents

K-ACCESS
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In order to make Word documents accessible, you must use styles. A document tagged with styles communicates structural elements to the reader, especially if the reader is using a screen reader such as JAWS. Proper structural elements allow students who are blind to scan a document for headings just as a sighted person does when reading.

MAKING STYLES ACCESSIBLE

Keep the following in mind when setting up your document:

- **Size & contrast are important** - Make text large enough to be easily read and use text colors that have high contrast with the background.
- **Use headings as they were intended** - Headings give your document structure the same way chapters and sub-chapters give a book structure. The first heading on your page should be a heading 1 and subsequent headings should be in descending order. Headings are ordered from largest (Heading 1) to smallest (Heading 4 or Normal text).

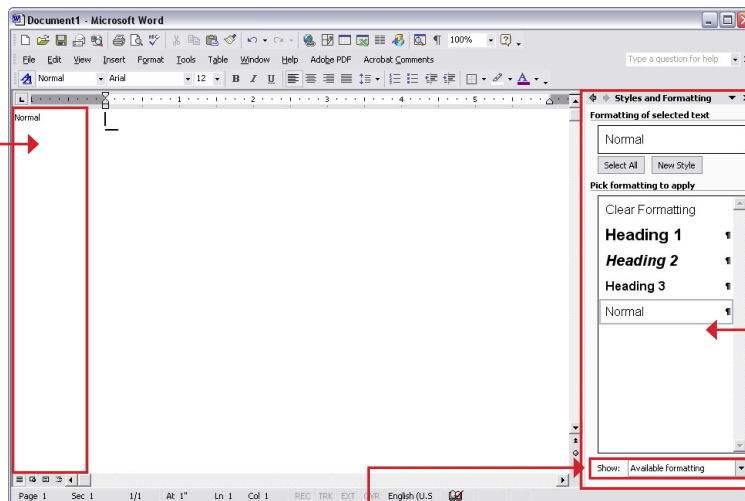
DISPLAYING STYLES PANE

In order to see which styles are applied to specific areas of your document, you will need to display the Styles pane.

To display the **Styles pane**, do the following:

1. On the **View** menu, click **Normal**.
2. On the **Tools** menu, click **Options**.
3. On the **View** tab, under **Outline and Normal options**, select **1"** for the **Style area width**.

As you move the cursor around your document, the styles you have applied to text will be displayed in the Styles pane.



DISPLAYING STYLES AND FORMATTING PANE

In order to apply styles to your document, you will need to display the Styles and Formatting task pane.

To display the **Styles and Formatting task pane**, do the following:

1. On the **Format** menu, click **Styles and Formatting**.
2. Select **Styles and Formatting** from the task pane.

The Styles and Formatting task pane displays styles in the unique formats given to them - to help you visualize the style you are applying and how it relates to other styles.

APPLYING STYLES

1. In the **Styles and Formatting** pane, select **All styles** from the **Show** list.
2. Select the text you want to apply a style to.
3. In the **Styles and Formatting** pane, click the style you want to apply.

Note: You will visually see the style that was applied to your document. In addition, you will see the name of the style that was applied in the Styles pane and the Styles and Formatting task pane.

SAVING STYLES

You can save your styles in a template which will allow you to use your styles in other documents.

1. On the **File** menu, click **Save As**.
2. In the **Save as Type** box, select **Document Template (*.dot)**.

Note: When you select to save as .dot, the location the file is saved to will change to the Templates folder within Word.

3. In the **File name** box, type a name and then click **Save**.

MODIFYING STYLES

If you don't like the size or format of one of the pre-defined styles, you can modify it by doing the following:

1. In the **Styles and Formatting** task pane, right-click the style you want to modify.
2. Click **Modify**.
3. Make the desired changes.
4. Click the **Automatically Update** checkbox and then click **OK**.

LOADING STYLES

1. Open the document you want to apply the styles file to.
2. On the **Tools** menu, click **Templates and Add-ins**.
3. Click the **Attach** button.
4. Select the style document, click **Open** and then click **OK**.

Note: When you modify any style, you will see near the bottom a box labeled add to template. This will save the information for that style or format to the template that is loaded.