

# TWC Accessible Template 1 (Title)

Subtitle

## Instructions (Heading 1)

(Normal paragraph) This document template provides customized to follow TWC accessibility guidelines for commonly used document styles. Examples of the customized styles can be seen in this template.

To use the template, press Control+A to select all text, then press Delete. This will delete all the sample text, and you will be ready to create your document. Alternatively, you may directly edit text of a certain style then delete anything you don't need.

## Heading 2

Normal paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus nec ipsum ut diam pulvinar imperdiet quis ut odio. Aliquam erat volutpat.

Normal paragraph - emphasis - subtle emphasis

# TWC Accessible Template 2 (Title)

Subtitle

## Instructions (Heading 1)

(Normal paragraph) This document template provides customized to follow TWC accessibility guidelines for commonly used document styles. Examples of the customized styles can be seen in this template.

To use the template, press Control+A to select all text, then press Delete. This will delete all the sample text, and you will be ready to create your document. Alternatively, you may directly edit text of a certain style then delete anything you don't need.

## Heading 2

Normal paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus nec ipsum ut diam pulvinar imperdiet quis ut odio. Aliquam erat volutpat.

Normal paragraph - emphasis - subtle emphasis

# Easy Accessibility:

Using Microsoft Word Templates to Save Time and Effort

# TWC Accessible Template 3 (Title)

Subtitle

## Instructions (Heading 1)

(Normal paragraph) This document template provides customized to follow TWC accessibility guidelines for commonly used document styles. Examples of the customized styles can be seen in this template.

To use the template, press Control+A to select all text, then press Delete. This will delete all the sample text, and you will be ready to create your document. Alternatively, you may directly edit text of a certain style then delete anything you don't need.

## Heading 2

Normal paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus nec ipsum ut diam pulvinar imperdiet quis ut odio. Aliquam erat volutpat.

## Heading 3

Normal paragraph - emphasis - subtle emphasis

- Bullet 1
- Bullet 2
- Bullet 3

# TWC Accessible Template 4 (Title)

Subtitle

## Instructions (Heading 1)

(Normal paragraph) This document template provides customized to follow TWC accessibility guidelines for commonly used document styles. Examples of the customized styles can be seen in this template.

To use the template, press Control+A to select all text, then press Delete. This will delete all the sample text, and you will be ready to create your document. Alternatively, you may directly edit text of a certain style then delete anything you don't need.

## Heading 2

Normal paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus nec ipsum ut diam pulvinar imperdiet quis ut odio. Aliquam erat volutpat.

## Heading 3

Normal paragraph - emphasis - subtle emphasis

- Bullet 1
- Bullet 2
- Bullet 3



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## Introduction

Whenever you create a new document, it opens up with a default collection of settings, such as margin width, orientation of the page, font size, and line spacing. This collection of settings is known as a template. The template determines the appearance of a document and supplies a set of styles for that document. Every document created using Word, no matter how simple, is based on a template.

Microsoft Word uses a default template, called the Normal template, when you create a new blank document. Unless it has been modified, the Normal template in Word 2016 specifies a letter-size page with the portrait orientation and one-inch margins on all sides.

Word also provides pre-formatted template options that you can use to create other types of documents. Your agency may have already created customized templates, such as a letterhead for formal correspondence for documents that are used often. These types of templates may supply standard text or spaces for text in a set order.

The TWC Word templates you will be provided with were created to make it easier for employees to quickly create documents with formatting that is accessible. **The template you use is based on your preferences;** when the styles are correctly applied they are all equally accessible.

# Using Microsoft Word Templates to Save Time and Effort

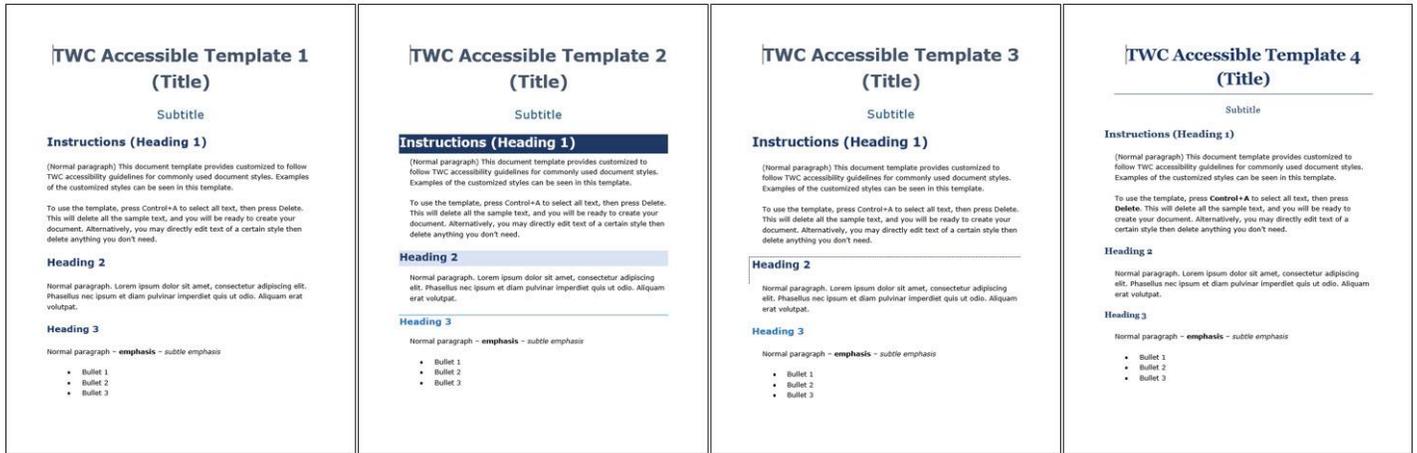


Figure 1 – View of the First Page of TWC Accessible Templates 1 to 4

## Templates in Other Programs

It's important to note that Microsoft uses 'template' to refer to different things in PowerPoint and Outlook. Outlook templates are pre-populated email responses; they have nothing to do with formatting, even though there are heading options available. Excel lets you use templates to style cells as headings and other things, but those styles are completely different from Word styles and don't function the same way. This guide only covers Word templates.

This handout is intended to help you use templates in Word. It contains basic information about templates and guidelines for applying them.

## What are Styles?

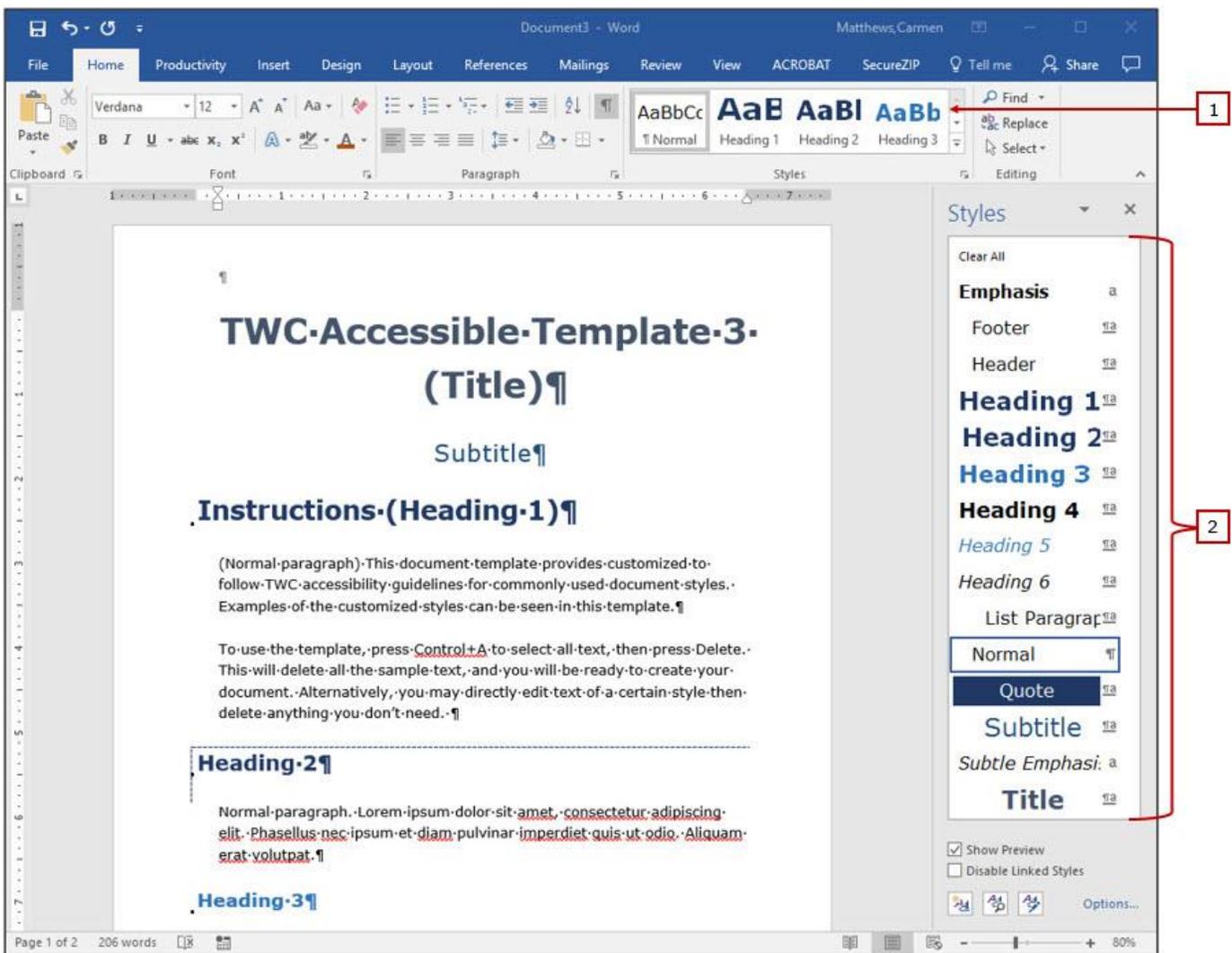
Styles are used to quickly apply formatting choices to items in your document. They save time and energy because you don't have to repeatedly format elements in each new document. They are also used, as in Heading styles, to give the document structure.

## Using Microsoft Word Templates to Save Time and Effort

**A style is a set of characteristics, such as font name, size, color, paragraph alignment, spacing, borders, and shading.**

**– Microsoft**

Styles can be found in the Styles gallery (Figure 2, item 1) on the Home tab or in the Styles task pane (Figure 2, item 2) that appears by default on the right of the document window.



**Figure 2 – Document View Showing the Styles Gallery on the Home Tab and the Styles Task Pane in the Window**

Following is a list of styles that were customized in each TWC template. These are the styles that we anticipate will be most commonly used in your documents:

- Normal
- Title
- Subtitle
- Headings 1 – 6
- Quote

Next are tips on using each style.

### Normal Style

The Normal style is the default style for all text. It is typically used for the bulk of the text in each document. While you could use a different style for the majority of your text, it is easier to use a modified Normal style to get the look you want. In the TWC templates (and in this document), the Normal style is set as 12 pt., Verdana, left aligned, 1.25 line spacing, 18 pt. after spacing.

### Title Style

Each TWC template has different formatting for the Title style. You may or may not use this style depending upon the length of your document. The general rule we use is that shorter documents that have minimal headings do not use the Title style. Multi-chapter Word documents would use the Title style for the title of the document.

To simplify, if you have a table of contents in the document, use the Title style. If not, use Heading 1 for the document title.

## Using Microsoft Word Templates to Save Time and Effort

Following is an example outline of a **long document** on the human body:

- Title: Body
  - Heading 1: Head
    - Heading 2: Face
      - Heading 3: Eyes
      - Heading 3: Nose
  - Heading 1: Torso
    - Heading 2: Back
    - Heading 2: Chest
  - Heading 1: Limbs
    - Heading 2: Arms
      - Heading 3: Hands
        - Heading 4: Fingers

## Subtitle Style

The Subtitle style would only be used if you have a subtitle in your document. Applying this style is a nifty way to add supporting information under the document title.

## Heading Styles

Heading styles 1 through 6 were the only ones formatted in the TWC templates even though Word allows for nine heading levels. We limited the headings to six for two reasons. First, documents with more than six heading levels can become needlessly complex. Second, other platforms, such as PDF and HTML, limit the number of heading levels to six.

## Using Microsoft Word Templates to Save Time and Effort

Heading styles must be used in every document to create structure and allow for easy electronic navigation. Headings must be nested correctly to be accessible. Think of the heading numbers as if you were creating an outline. Heading 1 is the highest level of the outline. When subsections are provided under a Heading 1, each is introduced with a Heading 2. Then, each subsection under a Heading 2 would start with a Heading 3, and so on.

At a minimum, every short document should have a Heading 1 for the title. Subsequent headings in the document would start at Heading 2.

Following is an example outline of a **short document** on the human body:

- Heading 1: Body
  - Heading 2: Head
    - Heading 3: Face
      - Heading 4: Eyes
      - Heading 4: Nose
  - Heading 2: Torso
    - Heading 3: Back
    - Heading 3: Chest
  - Heading 2: Limbs
    - Heading 3: Arms
      - Heading 4: Hands
        - Heading 5: Fingers

Alternatively, when creating a long document, each of the main sections (or chapters) will begin with a Heading 1 and will typically also contain subsequent heading levels.

## Quote Style

The Quote style was edited in each of the TWC templates. It is used to make blocks of text stand out. The Quote style should be used sparingly to draw attention to important text, such as instructions, or fun features, like quotes, that you want your audience to notice.

## Work with Styles

The most common ways to work with styles are to modify existing styles, create new styles, and apply styles.

## Modify a Style

We understand that the TWC Accessible templates may not fit all your document needs; templates 1-4 have style choices that are intended for longer documents. Feel free to modify the styles as needed, but remember to consider basic accessibility rules such as color contrast and font selection when making your changes.

Below are the steps to edit the appearance of a style in your document:

1. In the Styles task pane, right click on the desired style (Figure 3, item 1) and select **Modify** (Figure 1, item 2).

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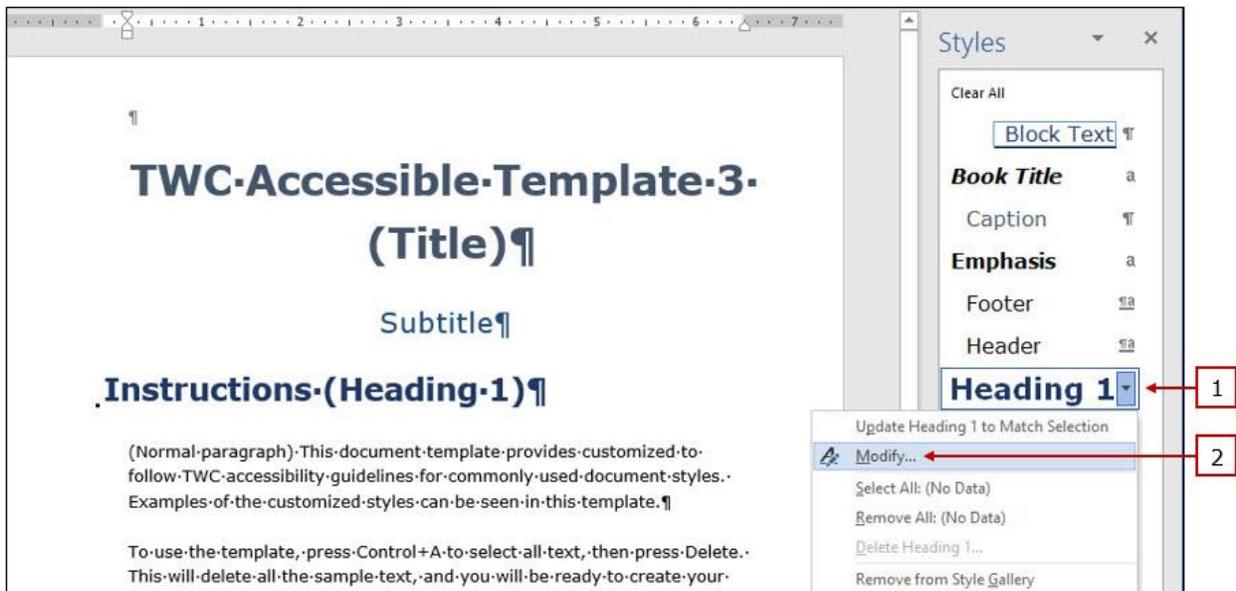


Figure 3 – Styles Task Pane, Modify a Style Selection

2. Make the desired modifications in the Modify Style window (Figure 4). You may need to use the **Format** dropdown (Figure 4, item 1) in the lower left corner of the window to access the desired settings.

## Using Microsoft Word Templates to Save Time and Effort

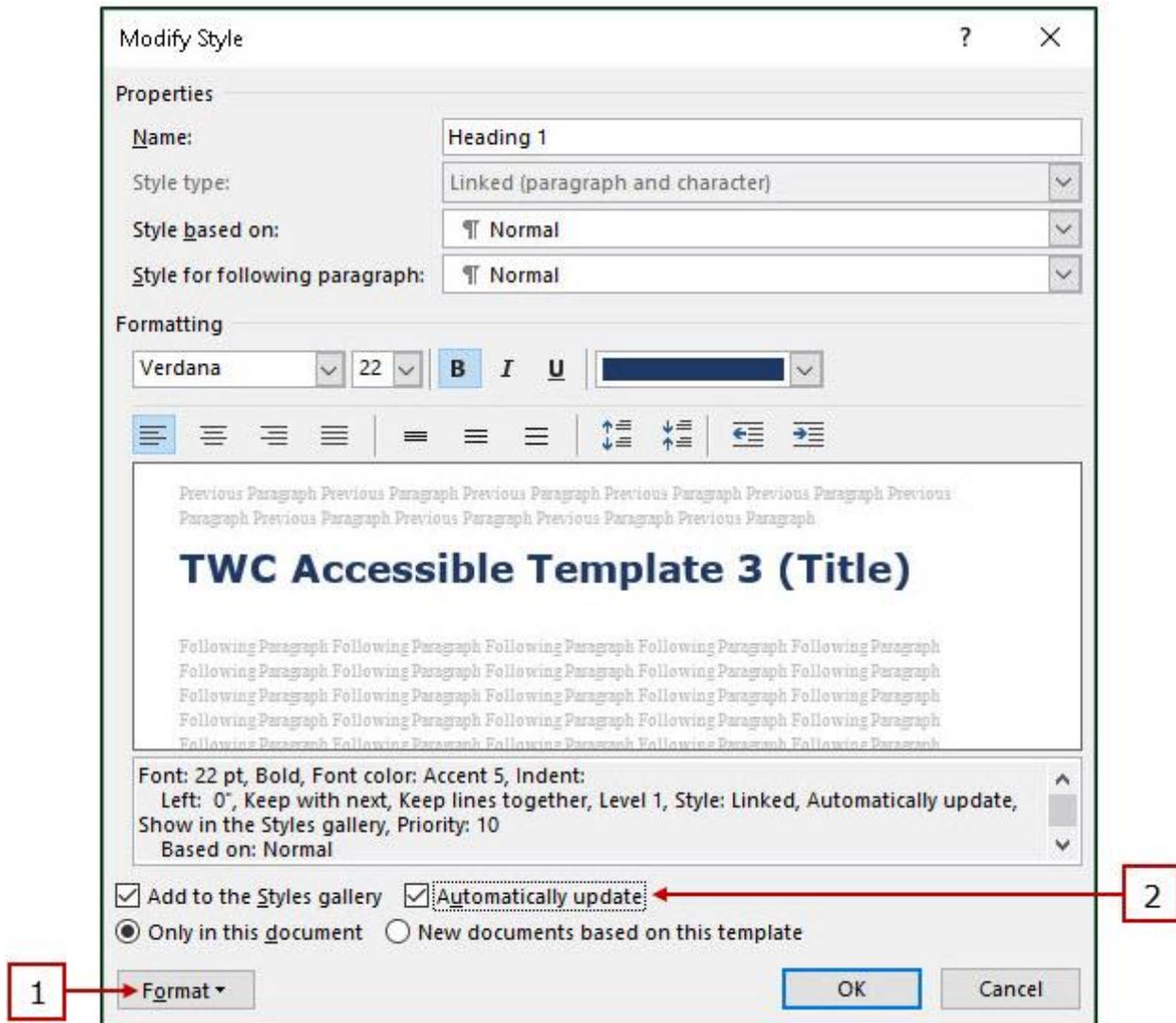


Figure 4 – Modify Style Window

3. Once all changes are made, ensure **Automatically Update** (Figure 4, item 2) is checked, then select **OK**. Anywhere the edited style is applied in the document will reflect the changes you made.

## Exercise 1: Modify styles

### Normal

Verdana, 12 point

Left aligned

Black

1.25 line spacing

22 pt after paragraph spacing

### Title

Georgia, 24 point

Center aligned

Dark blue

1.25 line spacing

24 pt after paragraph spacing

### Subtitle

Verdana, 20 point

Center aligned

Dark blue

1.25 line spacing

24 pt after paragraph spacing

### Heading 1

Georgia, 18 point

Left aligned

Black

1.25 spacing

12 pt after paragraph spacing

### Heading 2

Georgia, 16 point

Left aligned with .3 indentation

Black

1.25 spacing

12 pt after paragraph spacing

## Create a New Style

It is easy to create a new style based on formatted text in your document. Any new styles you create must follow the same considerations as were mentioned in the Modify Styles section above.

Below are the steps to create a new style in your document:

1. Place the cursor in the text selection that you want the new style to reflect.
2. In the Styles gallery, select the **More** dropdown > **Create a Style**. The Create New Style from Formatting window will appear.
3. Name the style as desired. **Tip:** Use a naming convention that makes your custom styles easy to find and obvious as to what they are. For example, a style for use by the Accessibility Team that has large orange text might be named AT 22 pt Orange. If the style serves a specific decorative function in the document, such as denoting important dates, it might be named AT Important Dates, again assuming this was for Accessibility Team documents.
4. Select **OK** to save the style or select **Modify** to go further into modification options.

## Exercise 2: Create styles

### Indented paragraph

Verdana, 12 point

Left aligned, indented .25"

Black

1.25 line spacing

### Tips

Georgia, 24 point

Center aligned

Dark blue

Border of choice

## Apply a Style

Methods to apply a style are different depending on the type of style.

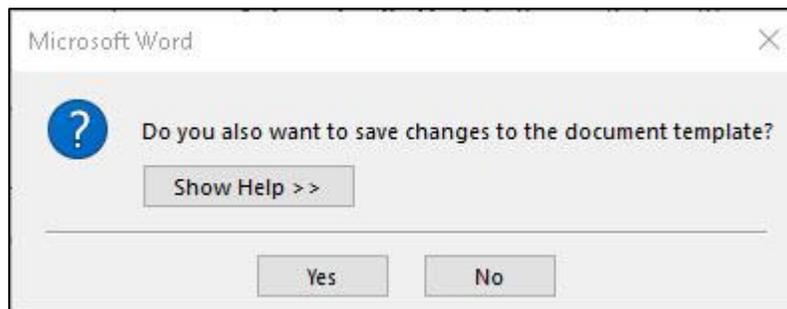
Following are some tips on how to apply different styles. **Note:** A paragraph of text is anything that has a hard return (paragraph mark/pilcrow) before and after it; it may be one word or ten sentences.

- **Normal style and other paragraph styles:** Paragraph styles are meant to format body text in a document. Select the text you want to apply the Normal style to, then select the **Clear All Formatting** button on the Home tab. Not only does this apply the Normal style, it removes the layers of hidden formatting that may be present. Alternatively, place your cursor in the paragraph that you want to format and select Normal in the Styles gallery or Styles task pane. This method will not clear hidden formatting.
- **Title, Subtitle, and Heading styles:** Heading styles are meant to create structure in a document. A heading should be concise, consisting of only a few words. Place your cursor anywhere in the paragraph of text that you want to format, then select the style you want to apply in the Styles gallery or the Styles task pane. The style will be applied to the entire paragraph. Ensure that these styles are applied only to text that is serving as a heading and that there are no blank lines with heading styles applied.
- **Quote, Strong, Hyperlink and other character styles:** Character styles are meant to format small selections of text in a document; often only one to a few words. Select the text you want to apply the style to then select the desired style in the Styles gallery or Styles task pane.

## Save a Document as a Template

Any time changes are made to styles, consider creating a new template so that you don't have to replicate the effort in future documents. There are two ways to do this:

1. **Save changes to the template when you save changes to your document.** Word may prompt you, via a pop-up window (Figure 5), to do this. We discourage this method when using the TWC templates because it will permanently overwrite the formatting of the edited styles.



**Figure 5 – Do You Also Want to Save Changes to the Document Template? Pop-Up Window**

2. **Save the document as a new template.** This is the method we recommend you use, even if the changes you made to one of the TWC Accessible templates was minimal.
  - a. Go to File > Save As.
  - b. Select a location to save your file to. Word will overwrite this, so the location is not important in this step. The Save As window will appear.
  - c. Enter the file name in the **File name:** field. The file name should be descriptive, especially when creating a template. What type of document is the template for? Is it the template for a certain

letter, a certain report, or a meeting agenda?

Keep in mind that the amount of room you have to show a template name in Word is limited to about 20 characters.

- d. Select Word Template from the **Save as type:** dropdown.
- e. Word will automatically overwrite the location you chose with **C:\Users\[your user name]\Documents\Custom Office Templates**. You can customize the location selection, but Word experts recommend leaving the location as the default.
- f. Select **Save** to finish the process.

## Options for Using Templates

You can use templates in three ways: by creating a new document from the template, by applying a template to an existing document, or by putting an existing document into a template.

### Create a New Document from a Template

Creating a brand new document is the easiest way to use the templates. There are two benefits to this method: a new document will not have any hidden formatting that may derail your project, and it is easier to apply accessibility concepts while you create a document than it is to correct it later.

Following are instructions to create a new document from a template:

1. Double click to open the desired template. A new will open (i.e. Document 1, Document 2) that has the template's settings.
2. Start at the top of the document and begin typing into the placeholder text, deleting what you don't need along the way. For example, place your cursor at the beginning of the Title line and type in your

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document title, then delete the placeholder text. Do the same for the Subtitle line or delete it entirely if you do not have a subtitle. Move down to Heading 1 and repeat the process, and so on.

3. Delete any remaining text you don't need then refer to the Finalize the Document section to finish up.

## Apply a Template to an Existing Document

You may have documents that you would like to apply one of the TWC Accessible templates to. This is a fairly easy process, especially if your original document was already accessible.

1. Open the document that you want to apply the template to.
2. Go to **Productivity** > **Templates** (Figure 6, Item 1). The Templates and Add-Ins window will open (Figure 7).

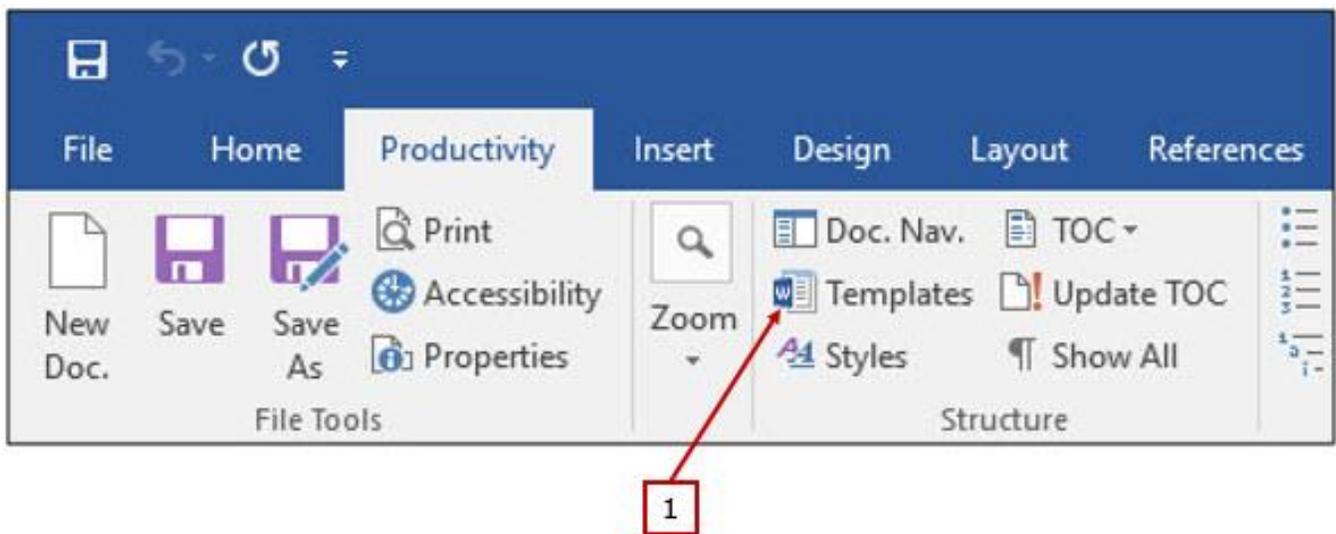


Figure 6 – Templates Button on the Productivity Tab

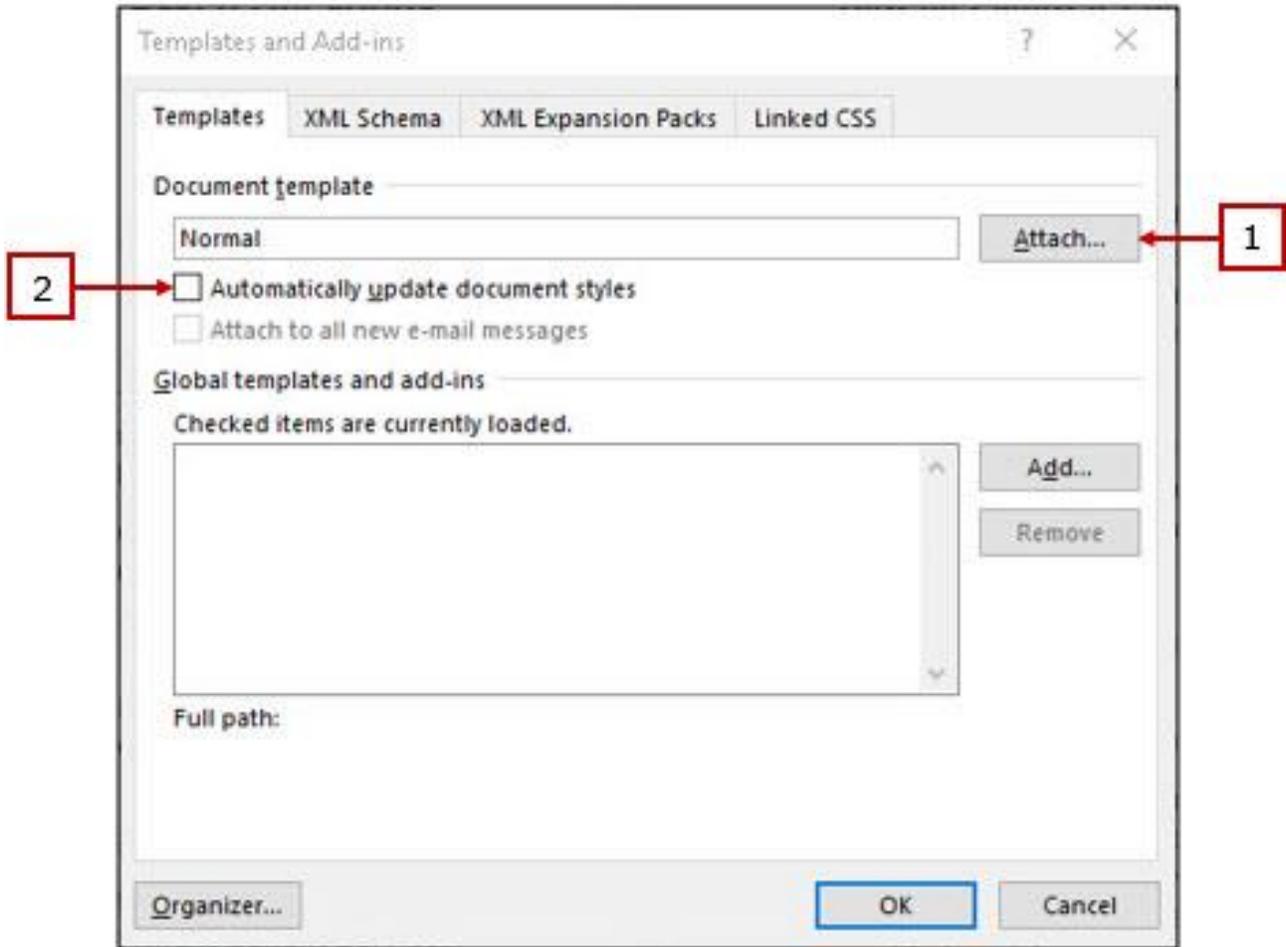


Figure 7 – Templates and Add-ins Window

3. Select **Attach...** (Figure 7, item 1). The Attach Template window (Figure 8) will open.

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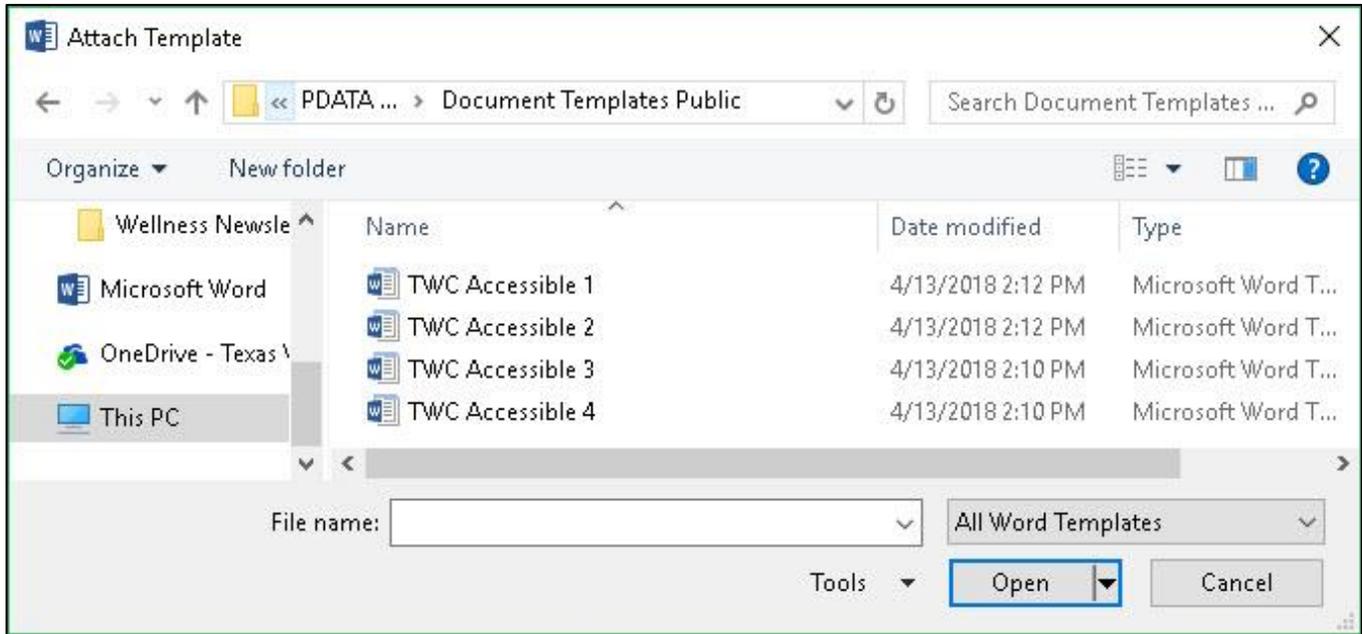


Figure 8 – Attach Template Window

4. Navigate to **P:\Document Templates Public** and select the template you want to apply.
5. Select **Open**. You will be taken back to the Templates and Add-Ins window.
6. Select the **Automatically update document styles** checkbox (Figure 7, item 2).
7. Select **OK**. The window will close and your document will update to reflect the new styles.

If your original document was already accessible, go through and ensure that all the styles updated correctly, then follow the steps in the Finalize the Document section.

If your document was not accessible, you probably didn't see many changes. Follow the steps in the Apply a Style section to format your document.

## Copy an Existing Document into a Template

This method is the most time consuming of the three. It works well, and may be your best option, if the source document has loads of direct formatting or used tables for layout. It is helpful to keep an original version (besides the working version) of the source document open to refer to the formatting.

1. Open the desired TWC Accessible template. It will open as an untitled Word document (Document1 or a subsequent number).
2. Open a copy of the original document. It is really handy to have 2 monitors from this point forward because you will be working simultaneously in both documents. You can also use a split screen view on a single monitor.
3. If your original document is in layout tables, you may choose to use the [Convert to Text](#)<sup>1</sup> feature prior to bringing your text into the new document. This feature makes it easier to ensure you are not accidentally bringing over layout tables. If you choose to use this feature, we recommend selecting **Paragraph marks** as the separator because it makes it easier to discern the information once it's out of table form. If you do not want to use this feature, see the note on step 0.
4. Clear the formatting of the original document (**Ctrl + A** to select all the text, then **Home** tab > **Clear All Formatting**). This will remove all formatting in the document including headings and lists.

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<sup>1</sup> <https://support.office.com/en-us/article/convert-text-to-a-table-or-a-table-to-text-b5ce45db-52d5-4fe3-8e9c-e04b62f189e1?ui=en-US&rs=en-US&ad=US>

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5. On the first page of the template, type the document title on the first line and the subtitle below it, if applicable. Delete the placeholder text that was on those lines in the template.
6. Delete all subsequent text in the template document.

Copy and paste the rest of the text from your working original document into the template document. **Do not** copy and paste the original table of contents; you will create a new table of contents after you format the new document.

**Note:** If the original document is in layout tables and you chose not to use Convert to Text, you will probably have to work in sections or page-by-page because you don't want to carry the tables over into the new document, only the text.

7. To be safe, while the text is still highlighted, clear the formatting one more time.

## Finalize the Document

Once all your styles are applied, there are still a few things you need to do prior to considering your document complete. Following are some tips to finalize your document:

1. Follow the guidelines in the Word Documents Quick Guide to ensure anything not covered previously in this document has been completed.
2. Insert page breaks where needed. The general guidelines are:
  - a. Lists: at least 2 items from the list should be on a page together.
  - b. Short paragraphs (4 lines or fewer): the entire paragraph on one page.

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- c. Long paragraphs (greater than 4 lines): at least 2 lines from the paragraph should be on one page.
3. Check your page numbers to make sure they are correct.
4. If you added a table of contents (TOC), you'll update it once your content is finalized. Verify that it reflects your headings and that the page numbers are in consecutive order. To add a TOC, go to **Productivity tab > TOC**. To update the TOC, go to **Productivity tab > Update TOC**. It is best to select **Update entire table** every time you update so that you don't miss any changes.

If you intend to reuse your document format, especially if you created new styles, refer to the steps in the Save a Document as a Template section.

## Conclusion

We appreciate that you are taking accessibility into account when creating your Word documents. Remember that using a template is easier if you are familiar with Word and its features. Feel free to [contact our team](#)<sup>2</sup> with any questions.

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<sup>2</sup> [accessibility@twc.state.tx.us](mailto:accessibility@twc.state.tx.us)

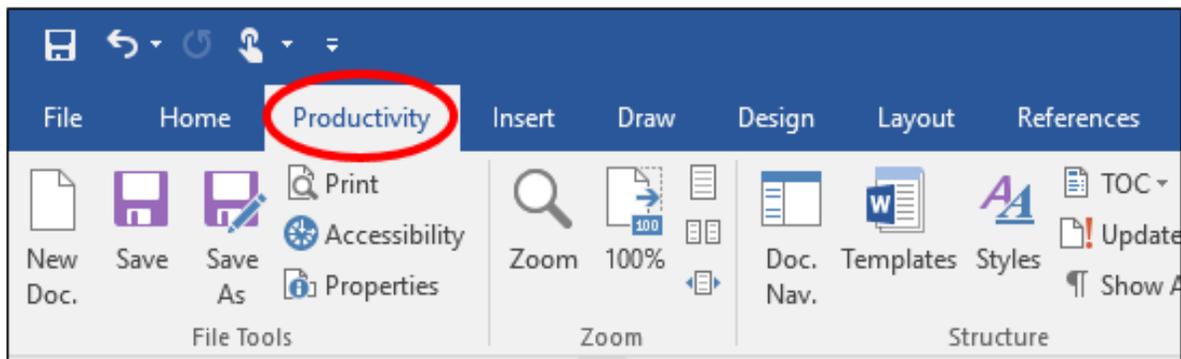
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## Appendix: The Productivity Ribbon Add-In

Microsoft Office 2016 continues to use a Ribbon system as a way to access commands. The Productivity Ribbon add-in (also called the Accessibility Ribbon) is a collection of tools commonly used when creating an accessible Word document. Because it provides quick access to these tools, it helps reduce confusion and eliminates the need to search through multiple tabs.

Before using the Productivity Ribbon add-in, you must install and activate it. When installed, it creates a new tab that appears on the Ribbon (Figure 9). If you do not see this tab, then follow the steps in the sections below to install and activate the Productivity Ribbon add-in.



**Figure 9: Productivity Tab on the Ribbon**

Installing the add-in will remove all existing customized Ribbon settings or add-ins. If you wish to keep your other custom ribbons, you will need to recreate them after installing the productivity ribbon.

## Download the Productivity Ribbon Add-In

Follow the steps below to install the Productivity Ribbon add-in.

1. Open the Texas Office of the Governor website for Creating Accessible Microsoft Office Documents at <https://gov.texas.gov/organization/disabilities/accessibledocs2013-16>
2. On the resulting web page, under the section titled **Microsoft Word 2013 & 2016**, select the **Download the Productivity/Accessibility Ribbon File** link.
3. The file begins downloading and a notice appears at the bottom of your screen.
4. A dialog box appears with Save or Save As options. Choose **Save As**. Save to your Desktop or someplace where you can easily find the file.
5. Once the file has finished downloading, the dialog box changes to Open or Open folder. Select **Open** to open the file.
6. The SecureZIP screen opens with the file. Select the file then the **Extract Files** button.
7. The **Downloaded File Notice** dialog box opens. Select **Extract**. (If a Log dialog appears, simply close it.)

You have successfully downloaded the Productivity Ribbon. The next section describes how to install the Productivity Ribbon on your computer.

## Install the Productivity Ribbon Add-In

The following steps will help you to install the Productivity Ribbon in your Microsoft Word software on your computer. If you already have the file saved to your computer, start here. Do not attempt to open the file prior to installing it.

1. Open any Word document and go to the **File** tab and select **Options** (Figure 10).

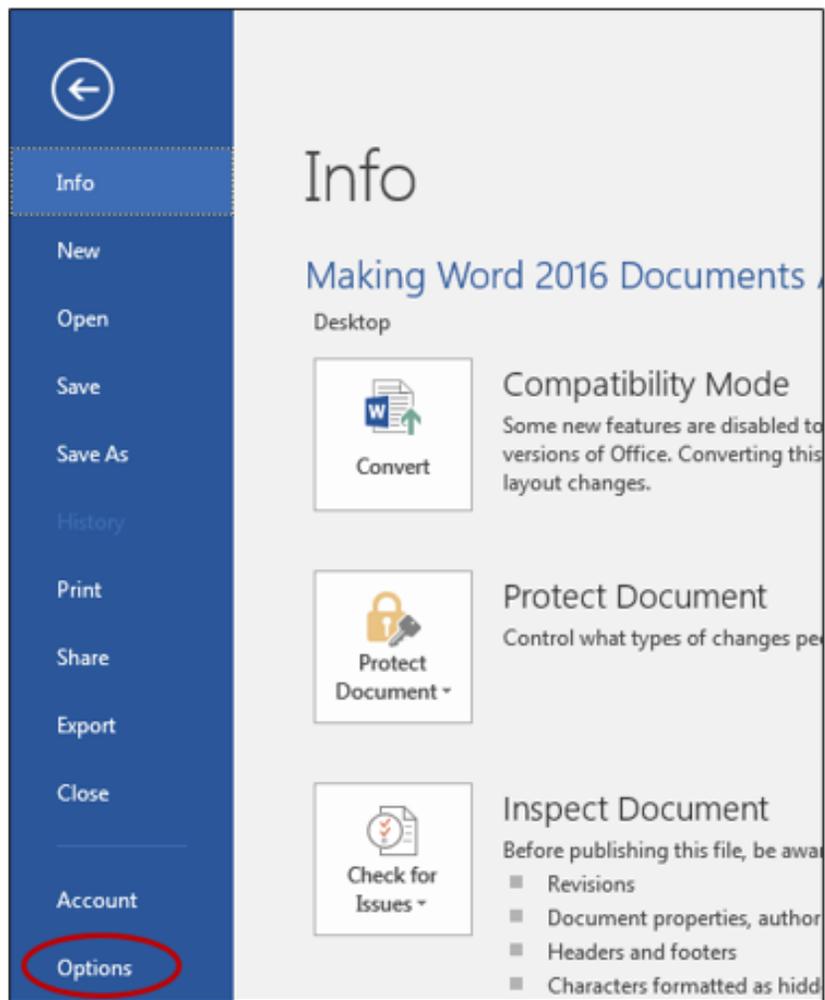


Figure 10: File Tab Showing Options Circled

2. The Word Options dialog (Figure 11) opens. Select **Customize Ribbon**.

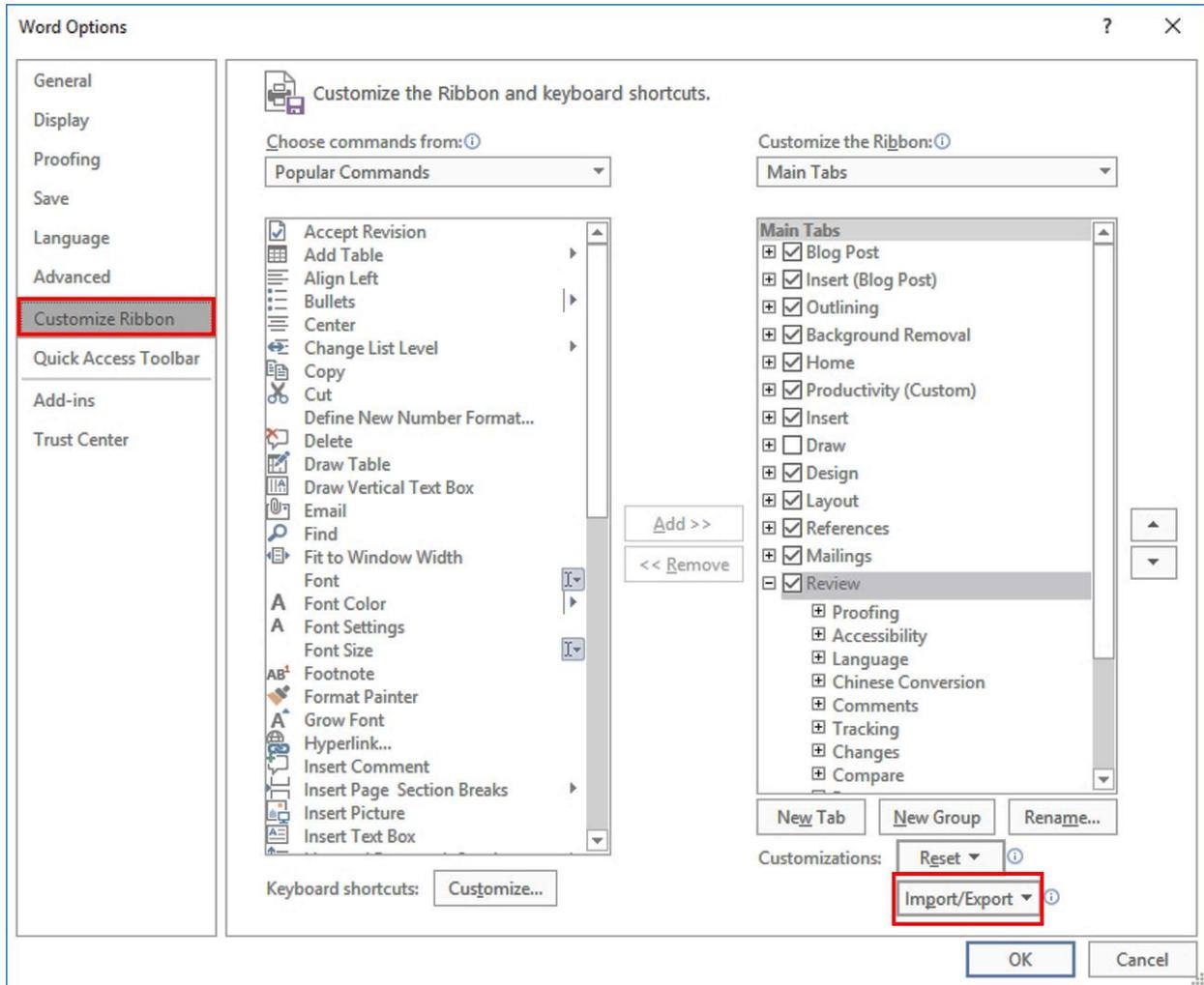


Figure 11: Word Options Dialog Showing the Customize Ribbon Option

3. Under **Customizations:** in the lower right corner of the dialog, click on the **Import/Export** dropdown (Figure 12, Item 1), then select **Import customization file** (Figure 12, Item 2) from the resulting dropdown.

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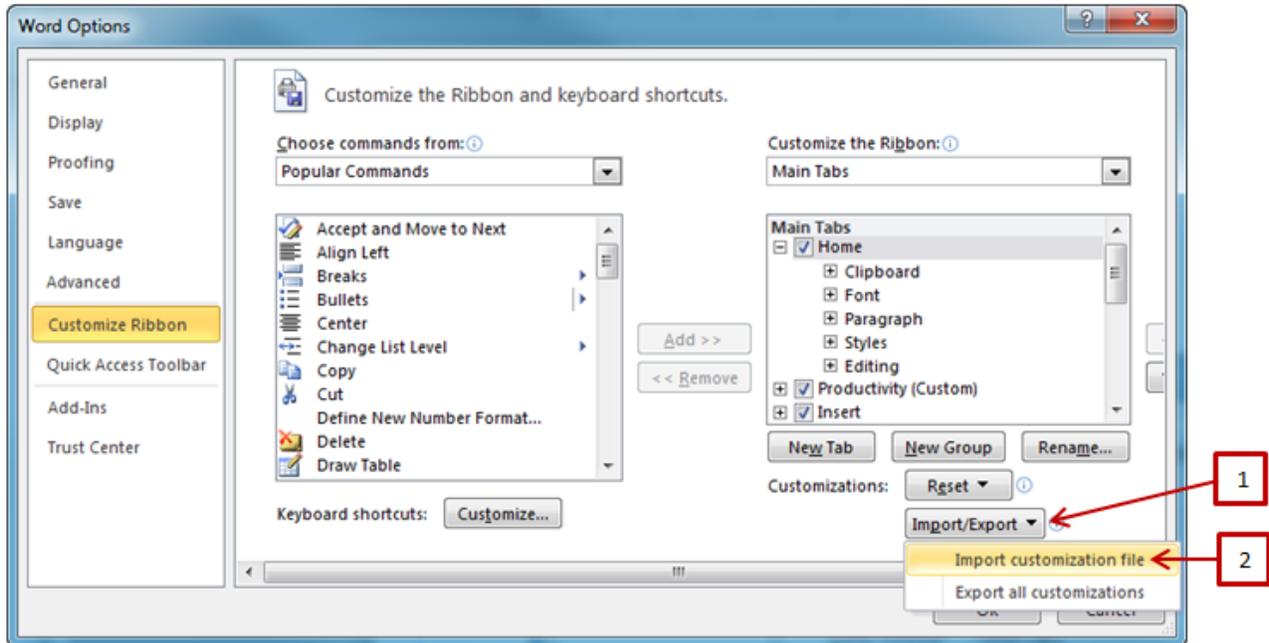
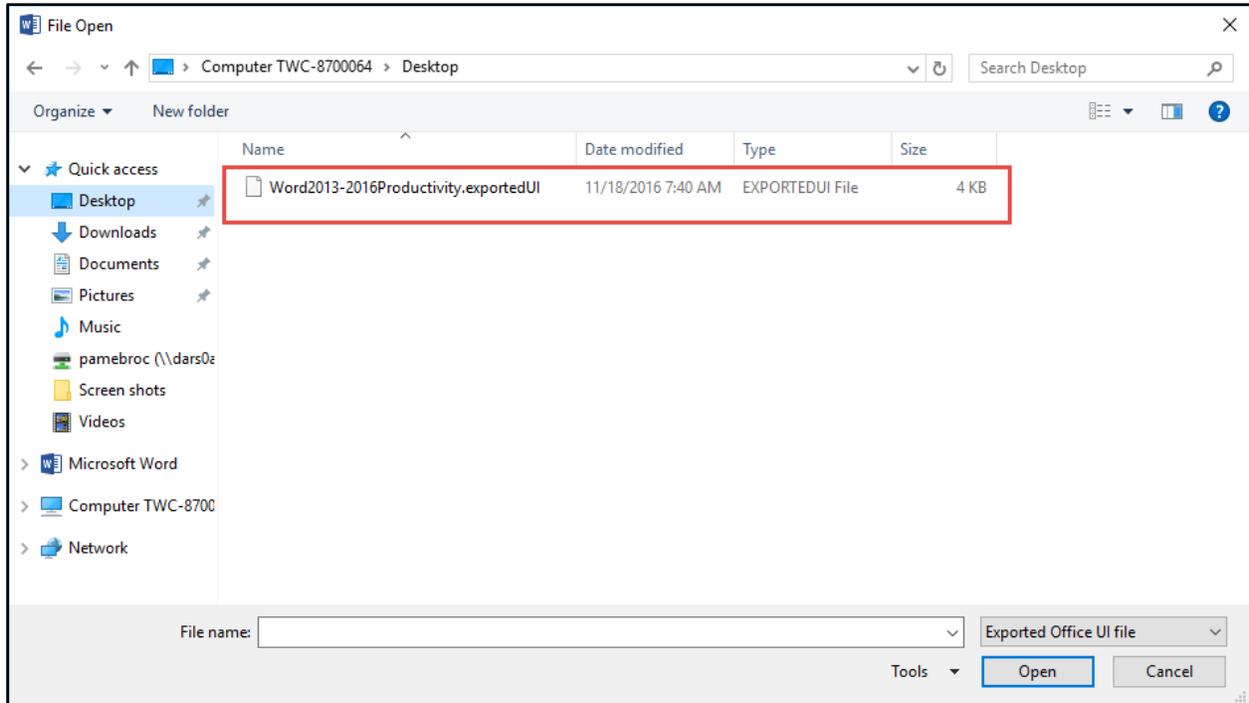


Figure 12: Word Options Dialog Showing the Import/Export Dropdown and Import Customization File Selected

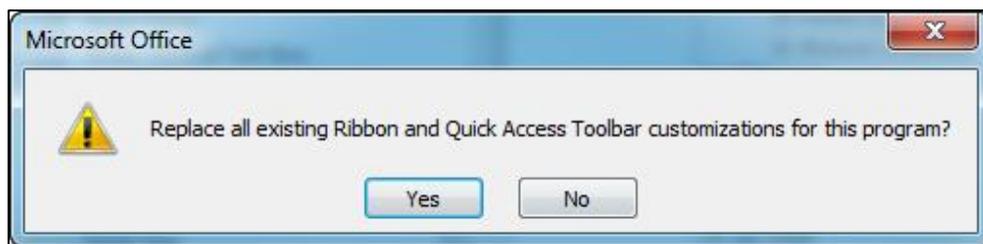
4. A **File Open** dialog appears. Navigate to where you extracted the **Word2013-2016Productivity.exportedUI** file in step 7 (Figure 13).

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**Figure 13: File Open Window Showing the File Selected to Import**

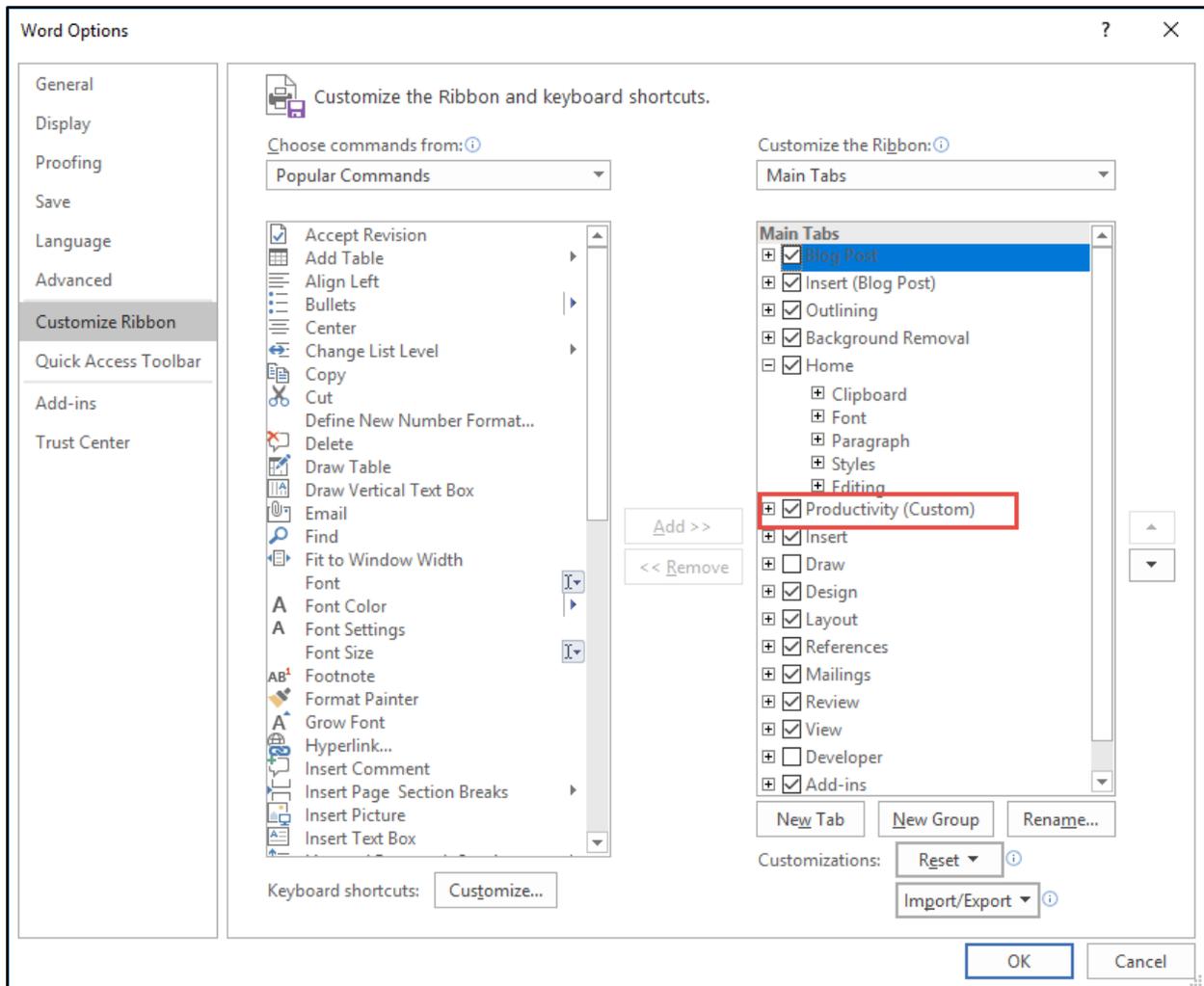
5. Double-click on the **Word2013-2016Productivity.exportedUI** file to import the Productivity Ribbon.
6. A prompt will appear in a **Microsoft Office** dialog (Figure 14), asking if you want to replace customizations for this program. Select **Yes**. If you have created other custom ribbons, they will now be deleted.



**Figure 14: Replace Customizations Prompt**

7. The **Word Options** dialog (Figure 15) will reappear with the Productivity Ribbon add-in now listed as **Productivity (Custom)** (Figure 15) under **Main Tabs on the right**.

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**Figure 15: Word Options Window Displaying the Productivity Add-In Under the Main Tabs Section**

8. Ensure the check box next to **Productivity (Custom)** (Figure 15) is checked.
9. Select **OK** to close the dialog box.
10. You will be returned to the **Home** tab of your document. The Productivity tab will now appear in the Ribbon (Figure 16).

## Productivity Ribbon Features

To use the Productivity Ribbon add-in, select the **Productivity** tab (Figure 16).

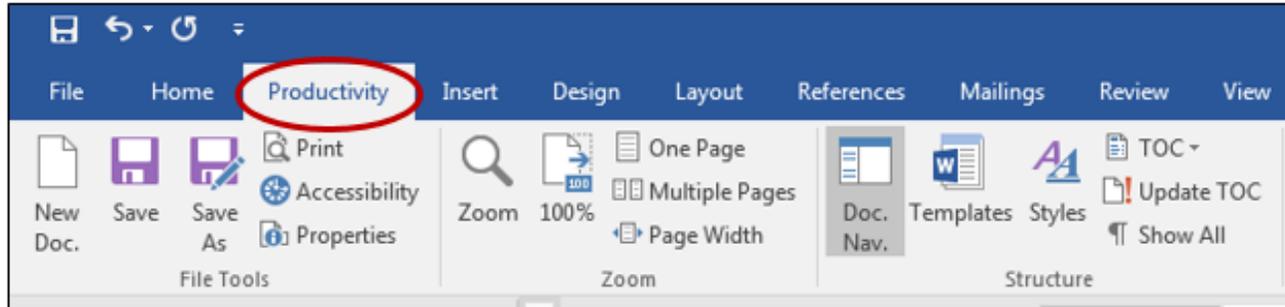


Figure 16: Productivity Tab on the Ribbon

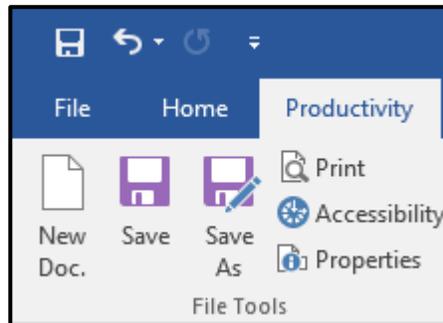
Note that the commands that appear on this tab are not additional tools. In fact, all of these tools can be found on other tabs, too. The Productivity Tab simply gathers the tools related to accessibility in once place for user convenience.

The following pages review the function of each tool. They are listed according to command group.

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The Productivity tab has nine command groups as described below:

### 1. File Tools (Figure 17)



**Figure 17: File Tools Command Group**

- **New Doc:** Opens the New selection on the File tab that allows you to choose from templates to create a new document.
- **Save:** Saves the document.
- **Save as:** Opens a window that allows you to save the document with a different file name, to a different location, or with a different format.
- **Print:** Opens the Print selection on the File tab that allows you to make printing choices.
- **Accessibility:** Runs the Accessibility Checker.
- **Properties:** Opens the File tab, displaying Properties information on the right side of the screen.

2. Zoom (Figure 18)

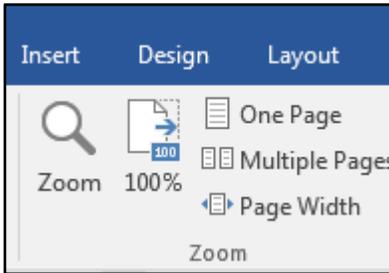
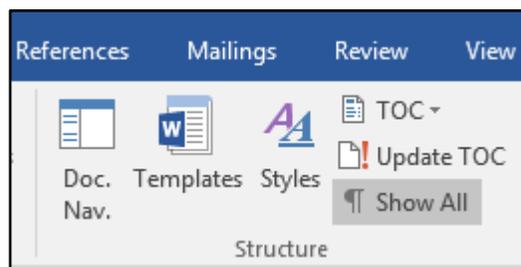


Figure 18: Zoom Command Group

- **Zoom:** Opens a zoom dialog so that you can customize the magnification level.
- **100%:** Sets the document magnification view to 100%.
- **One Page:** Sets the document display to one page in the window.
- **Two Pages:** Sets the document display to multiple pages, side by side in the window.
- **Page Width:** Zooms the document display so the width of the page matches the width of the window.

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### 3. Structure (Figure 19)



**Figure 19: Structure Command Group**

- **Doc Nav:** Opens the Navigation pane on the left to allow for easy document navigation through headers.
- **Templates:** Opens a dialog that allows you to add or change a document template.
- **Styles:** Opens the Styles pane so you can easily apply styles to the document.
- **TOC:** Allows you to choose from different tables of contents to insert.
- **Update TOC:** Updates an existing table of contents.
- **Show all:** Shows formatting marks, such as spaces, tabs, and returns.

4. Lists (Figure 20)

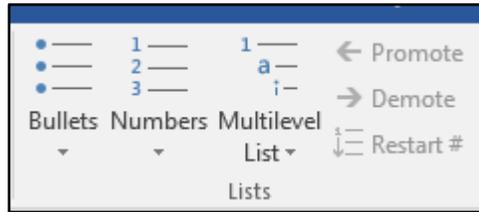
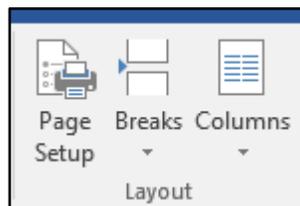


Figure 20: Lists Command Group

- **Bullets:** Creates a bulleted list from a series of paragraphs you have selected.
- **Numbers:** Creates a numbered list from a series of paragraphs you have selected.
- **Multilevel List:** Creates a multiple level list, such as an outline.
- **Promote:** Moves selected item(s) to the next higher level in a multi-level list.
- **Demote:** Moves selected item(s) to the next lower level in a multi-level list.
- **Restart #:** Changes the numbering of a list to start at 1 instead of continuing from a previous list.

## Using Microsoft Word Templates to Save Time and Effort

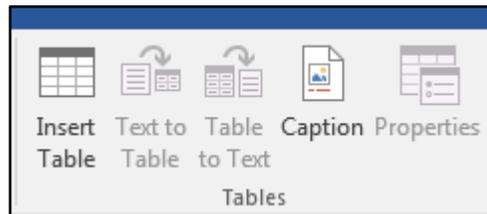
### 5. Layout (Figure 21)



**Figure 21: Layout Command Group**

- **Page Setup:** Opens a dialog that allows you to change settings, such as layout, page size, and margins.
- **Breaks:** Allows you to choose from a series of page and section breaks.
- **Columns:** Allows you to choose the number of columns for a section.

6. Tables (Figure 22)



**Figure 22: Tables Command Group**

- **Insert Table:** Creates a table at the cursor point that includes the text at that location.
- **Text to table:** Opens a dialog that allows you to convert selected text to a table.
- **Table to text:** Opens a dialog that allows you to convert a selected table to text.
- **Caption:** Opens a dialog that allows you to add a caption to an object.
- **Properties:** Allows you to edit table properties.

7. Language & Links (Figure 23)

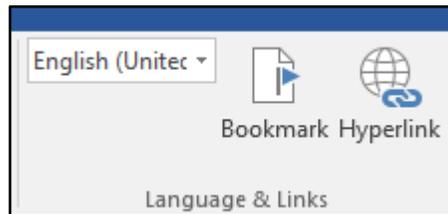


Figure 23: Language & Links Command Group

- **Language dropdown:** Allows you to choose the language setting of the document or section.
- **Bookmark:** Opens a dialog that allows you to add a linked bookmark to the text or an image.
- **Hyperlink:** Opens a dialog that allows you to add a hyperlink to a selection of text or an image.

8. Forms (Figure 24)

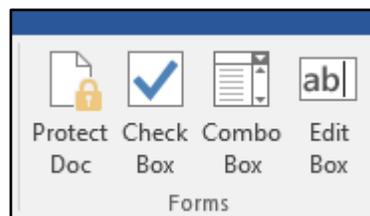


Figure 24: Forms Command Group

- **Protect Doc:** Opens the Restrict Formatting and Editing pane that allows you to lock the document.
- **Check Box:** Adds a checkbox at the cursor location. This feature may not work with all assistive technologies.

- **Combo Box:** Adds a combo box at the cursor location. This feature may not work with all assistive technologies.
- **ab| Edit Box:** Adds an edit form field at the cursor location.

9. Pictures (Figure 25)

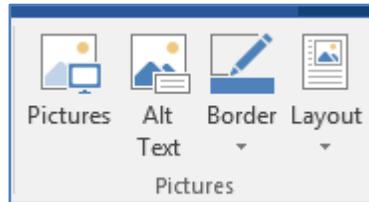


Figure 25: Pictures Command Group

- **Picture:** Opens a dialog that allows you to search for images to insert into the document.
- **Alt Text:** Opens a dialog that allows you to add alternative text to a picture.
- **Border:** Allows you to add a border to a picture.
- **Layout:** Allows you to choose the layout of a picture in relation to the document text.