

Using Styles in Microsoft Word 2010

In order to make Word documents accessible, one must use **Styles**. A document tagged with Styles communicates structural elements to the reader (title, heading, body). This is especially important if the reader is using a screen reader such as JAWS. Using Styles allows students who are blind to audio-scan a document for titles, subtitles and headings just as a sighted person does when reading. Without Styles, the words all run on together regardless of their position or importance on a page.

Keep the following in mind when setting up the document:

- **Use headings:** Just like a CD is separated into tracks, and one can scan through the tracks to listen a particular song, headings on the page separate the sections of the document. Conventionally, the first heading on the page should be the largest. Word calls this Heading 1. Typically, as headings decrease in relative importance, they are made smaller in size. Heading numbers in Word are ordered from largest/most important (Heading 1) to smallest (Heading 4 or Normal Text).
- **Size & contrast are important for readability:** Make text large enough to be easily read and use text colors that have high contrast with the background.

The Styles and Formatting Pane

In order to apply Styles to a document, one will need to access the Styles and Formatting pane.

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

1. On the menu, click **Home**.
2. The **Styles** box appears on the right side of the **Home** ribbon.



Figure 1: Styles Ribbon

Assigning Styles

1. Select the text to which the Style is to be applied.
2. In the **Styles** box, click the tiny gray **expand** button to the lower right of the **Styles** box under the “Change Styles” icon.
3. In the **Styles** window, click the Style to be applied.

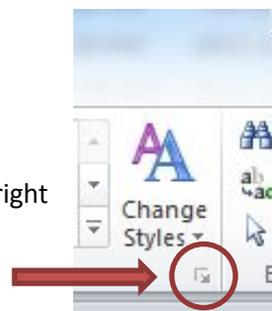


Figure 3: Expand Button

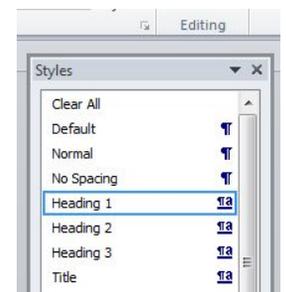


Figure 2b: Styles Window

Modifying Styles

If the size or format of one of the pre-defined Styles is undesirable, one can modify it by doing the following:

1. In the **Styles Window**, right-click the Style to modify.
2. Click **Modify**.
3. Make the desired changes.
4. Click the **Automatically Update** checkbox and then click **OK**.