Word > Accessibility

# Accessibility features in Word

□ Hide All

Microsoft Office Word 2007 includes features that make the software accessible to a wider range of users, including those who have limited dexterity, low vision, or other disabilities.

## What do you want to do?

⇓ Use keyboard shortcuts

⇓ Set size and zoom options

⇓ Set color and sound options

⇓ Add or remove items in the Quick Access Toolbar

⇓ Collect and paste items among Office programs

## Keyboard shortcuts

You can assign keyboard shortcuts, or shortcut keys, to a command, macro, font, style, or commonly used symbol.

□ Show or hide some keyboard shortcuts in ScreenTips

1. Click the **Microsoft Office Button** , and then click **Word Options**.

2. Click **Advanced**, and then under **Display**, select the **Show shortcut keys in ScreenTips** check box.

**IMPORTANT**  Changing this setting will affect all of your Microsoft Office programs.

□ Assign or remove a keyboard shortcut

1. Click the **Microsoft Office Button** , and then click **Word Options**.

2. Click **Customize**, and then click **Customize**.

3. In the **Save changes in** box, click the current document name or template in which you want to save the keyboard shortcut changes.

4. In the **Categories** box, click the category that contains the command or other item that you want to assign a keyboard shortcut to.

5.  In the **Commands** box, click the name of the command or other item that you want to assign a keyboard shortcut to.

    Any keyboard shortcuts that are currently assigned appear in the **Current keys** box.

6.  Do one of the following:

    ⊟ Assign a keyboard shortcut

    Begin keyboard shortcut combinations with CTRL or a function key.

    1.  In the **Press new shortcut key** box press the keyboard shortcut combination that you want to assign. For example, press CTRL plus the key that you want to use.

    2.  Look at **Currently assigned to** to see if the keyboard shortcut combination is already assigned to a command or other item. If so, select a different combination.

        **IMPORTANT**   Reassigning a key combination means that you can no longer use the combination for its original purpose. For example, pressing CTRL+B changes selected text to bold. If you reassign CTRL+B to a new command or other item, you will not be able to make text bold by pressing CTRL+B unless you restore the keyboard shortcut assignments to their original settings by clicking **Reset All**.

    3.  Click **Assign**.

    NOTE   If you use a programmable keyboard, the key combination CTRL+ALT+F8 may be reserved for initiating keyboard programming.

    ⊟ Remove a keyboard shortcut

    1.  In the **Commands** list, select the command for which you want to delete a keyboard shortcut.

    2.  In the **Current keys** box, click the keyboard shortcut that you want to delete.

    3.  Click **Remove**.

⊟ Print a list of keyboard shortcuts

1.  Show the **Developer** tab.

    ⊟ How?

    1.  Click the **Microsoft Office Button** , and then click **Word Options**.

    2.  Click **Popular**.

3.  Under **Top options for working with Word**, select the **Show Developer tab in the Ribbon** check box.

2.  On the **Developer** tab, in the **Code** group, click **Macros**.

3.  In the **Macros in** box, click **Word commands**.

4.  In the **Macro name** box, click **ListCommands**.

5.  Click **Run**.

6.  In the **List Commands** dialog box, click **Current keyboard settings**.

7.  Click **OK**.

8.  Click the **Microsoft Office Button** , and then click **Print**.

To view a list of all of the keyboard shortcuts in Office Word 2007, see Keyboard shortcuts.

 Top of Page

# Set size and zoom options

☐ Zoom in on or out of a document

You can zoom in to get a close-up view of your document or zoom out to see more of the page at a reduced size.

1.  On the **View** tab, in the **Zoom** group, click **Zoom**.

2.  Click the zoom setting that you want or type a percentage in the **Percent box**.

☐ Scroll and zoom by using the Microsoft IntelliMouse or other pointing device

Some mouse devices and other pointing devices, such as the Microsoft IntelliMouse, have built-in scrolling and zooming capabilities. For more information, see the instructions for your pointing device.

☐ Use Full Screen Reading

Full Screen Reading view improves the resolution and display of text for reading on the screen.

1.  On the **View** tab, in the **Document Views** group, click **Full Screen Reading**.

2.  If you want to increase the size of the text, click **View Options**, and then click **Increase Text Size**.

 Top of Page

# Set color and sound options

⊟ Change the color of text

1. Select the text that you want to change.

2. On the **Home** tab, in the **Font** group, do one of the following:

   - Click **Font Color** to apply the color most recently used for text.

   - To apply a different color, click the arrow next to the **Font Color** button, and then select the color that you want.

⊟ Turn on or off sound

1. Click the **Microsoft Office Button** , and then click **Word Options**.

2. Click **Advanced**.

3. Under **General**, select or clear the **Provide feedback with sound** check box.

   **IMPORTANT**   Changing this setting will affect all of your Microsoft Office programs.

⊟ Change sounds

Do one of the following.

   ⊟ Change sounds in Microsoft Windows Vista

   1. Click the **Start** button , and then click **Control Panel**.

   2. Click **Hardware and Sound**, and then click **Audio Devices and Sound Themes**.

   3. On the **Sound Events** tab, in the **Program Events** list, click the event that you want.

   4. In the **Sounds** box, select the sound that you want.

      ⊟ Change sounds in Microsoft Windows XP or Microsoft Windows Server 2003

   1. Click **Start**, and then click **Control Panel**.

   2. Click **Sounds, Speech, and Audio Devices**, and then click **Sounds and Audio Devices**.

3. On the **Sounds** tab, in the **Program Events** list, click the event that you want.

4. In the **Sounds** box, enter the sound that you want.

⬆ Top of Page

# Add or remove items in the Quick Access Toolbar

⊟ Add items to the Quick Access Toolbar

1. Click the **Microsoft Office Button** , and then click **Word Options**.

2. Click **Customize**.

3. In the **Customize Quick Access Toolbar** list, select the document or documents that you want the changes to apply to.

4. In the **Choose commands from** list, select the area that contains the item that you want to add.

5. Select the item that you want to add.

6. Click **Add** to add the item to the **Customize Quick Access Toolbar** box.

7. When you have added all of the items that you want, click **OK**.

⊟ Remove items from the Quick Access Toolbar

1. Click the **Microsoft Office Button** , and then click **Word Options**.

2. Click **Customize**.

3. In the **Customize Quick Access Toolbar** list, select the document or documents that you want the changes to apply to.

4. In the **Customize Quick Access Toolbar** box, select the item that you want to remove from the **Quick Access Toolbar**.

5. Click **Remove**.

6. When you have removed all of the items that you want, click **OK**.

⬆ Top of Page

# Collect and paste items among Office programs

⊟ Collect items to paste

1. Make sure that the Microsoft Office Clipboard task pane is open.

   ⊟ How?

   ▪ On the **Home** tab, in the **Clipboard** group, click the **Clipboard** Dialog Box Launcher.

2. Select the first item that you want to copy.

3. On the **Home** tab, in the **Clipboard** group, click **Copy**.

4. Continue copying items from documents in any Office program until you have collected all of the items that you want (up to 24).

⊟ Paste collected items in another Office program

1. Open the Office program in which you want to paste the items.

2. Make sure that the Microsoft Office Clipboard task pane is open.

   ⊟ How?

   To open the Microsoft Office Clipboard task pane, do one of the following for these Office programs.

   ⊟ Access, Excel, Outlook, or PowerPoint

   ▪ On the **Home** tab, in the **Clipboard** group, click the **Clipboard** Dialog Box Launcher.

   

3. Click where you want to paste the items.

4. Do one of the following:

   ▪ To paste items one at a time, on the Office Clipboard, click the item that you want to paste.

   ▪ To paste all the items that you copied, click **Paste All**.

⬆ Top of Page