## From MSDE Accessibility Tutorial

## **Selected Microsoft Word Features**

Action	Display
ActionSoftware and Operating Systems Standard 1194.21(a)When software is designed to run on a system thathas a keyboard, product functions shall be executablefrom a keyboard where the function itself or theresult of performing a function can be discernedtextually.To meet this standard Microsoft Word provideskeyboard equivalents. Some keyboard equivalentsappear in menus as this File Menu shows.• For a student who uses screen reading technologyto speak information on the display, the keyboardequivalent replaces a mouse command• To save a file• Mouse—Click Save in the File MenuUsers can find additional keyboard shortcutinformation and technical support from the WordHelp menu or onlinehttp://www.microsoft.com/enable/training/office2000	Display
Xdefault.aspxSoftware and Operating Systems Standard 1194.21(g) Applications shall not override user selected contrast and color selections and other individual display attributes.(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.Go to Start, Settings, Control Panel, then double click on Display. Select the Appearance tab. Click on the drop down box for Scheme and select the Pumpkin (large) setting. Now click in the Word window to demonstrate how Word accepts the user selected color contrast settings. This is what should happen in an application when an operating system accessibility feature is changed.	Display Properties       Imachine Seven Seven Appearance       Effects       Web       Settings         Inactive Window       Imachine Window       Imachine Window       Imachine Window       Imachine Window         Active Window       Imachine Window       Imachine Window       Imachine Window       Imachine Window         Active Window       Imachine Window       Imachine Window       Imachine Window       Imachine Window         Normal       Disabled       Selected       Imachine Window       Imachine Window         Normal       Disabled       Selected       Imachine Window       Imachine Window         Message       Box       X       Imachine Window       Imachine Window       Imachine Window         Message       Dox       X       Imachine Window       Imachine Window       Imachine Window       Imachine Window         Message       Dox       X       Imachine Window       Imachine Window       Imachine Window       Imachine Window         Scheme:       Message       Imachine Window       Imach
Software and Operating Systems Standard 1194.21 (h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	
Click on <b>Tools</b> , then <b>Options</b> . Select the <b>General</b> tab. Click on the feature "Provide feedback with	

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animation" for Word to give visual along with auditory feedback. This accessibility feature works not only for students who are deaf but students who don't process what they hear well.	Options         Fill St           In ack Changes         User Information         Compatibility         File Locations           View         General         SBR         Print         Same         Spalling & General           General options         Compatibility         File Locations         General         Same         Spalling & General           Bigs background, white back         Provide feedback with sgination         Provide feedback with sgination         General         <
In some cases, Microsoft Word exceeds the Software and Operating Systems Standards 1194.21. For example, the <b>AutoCorrect</b> feature provides	Web Ogtors     E regl Optors       OK     Cancel       OK     Cancel       AutoCorrect     Image: Correct in the image of the i
<ul> <li>another option for developing keyboard shortcuts that save time.</li> <li>Go to the <b>Tools</b> menu, select <b>AutoCorrect</b>. Create an abbreviation by typing "tech prod" in the <b>Replace</b> text box after the "Replace text as you type" feature. Then type "technology-based instructional products" in the "With" text box. Click <b>OK</b>. Then type "tech prod" to see how Word retypes this abbreviation or misspelling.</li> </ul>	Capitalize genes of days Carried accidental use of cAPS LOOK key Replace jest as you type Beplace (c)
	OK Cancel

For additional information about other accessibility features that Microsoft Word offers, go to:

http://www.microsoft.com/enable/training/office2000/default.aspx