# Disability Information Scotland LogoDisability Information Scotland

# Training Resources

## Accessibility Editing in Different Versions of Microsoft Office

## Setting Document Structure in Microsoft Office 2010

* Click on the **View Tab** on the main tool bar at the top of your screen
* Click on **Document Map**
* Opens a Window to left of Page
* Creates Headings List as you type.
* Clicking on a heading will take you to that part of the document.
* It will tell you If the document has no Headings.

## Setting Document Structure in Versions of Microsoft Office Later than 2010

* Click on the **View Tab** on the main tool bar at the top of your screen
* Check the box next to Navigation Pane
* Opens a new window to the left of your document
* Clicking on a heading or subheading will take you to that part of the page

## Modifying Styles in Microsoft office 2010

* Click on **Format** on the **Menu Bar** at the top of your screen
* Click on **Styles**
* Click on **Formatting**
* Click on style you wish to change
* Choose **Modify**
* Make changes
* Click on **Add to Template** to store change.

## Modifying Styles In Versions Of Microsoft Office Later Than 2010

* Go to the **Styles** section of the Home tab at the top of your screen
* Right click on the **Style** you wish to edit
* Choose **Modify**
* Make your required changes
* Choose **Only in this Document** to save your changes to the current document only or **New Documents Based on this Template** to save your changes to the template you are currently using

## Editing Document Properties in Microsoft Office 2010

* Click on the **File Tab** at the top of your screen
* Click on **Properties**
* Click on **Summary**
* Enter details
* Click **OK**

## Editing Properties In Versions Of Microsoft Office Later Than 2010

* Click on the **File Tab** at the top of your screen
* Click on **Info**
* Under **Properties** make any changes required
* Click on the **Arrow** on the to left of the document screen to return to the main document

## Editing Alt Text In Microsoft Office 2010

* Right Click on Image
* Click on **Format Picture**
* Click on **Alt Text**
* Box will be blank
* Enter suitable text to describe your image
* Click on **OK**

## Editing Alt Text In Versions Of Microsoft Office Later Than 2010

* Right Click on Image
* Click on **Edit Alt Text**
* Enter suitable text to describe your image
* Click on the **X** at the top of this box to make it disappear

## Editing Tables In Microsoft Office 2010

* Click on **Table** in the **Menu Bar**
* Click on **Insert** & choose number of rows & columns in the dialogue box. Click **OK**
* There doesn't seem to be a way of identifying the extent of the table.

## Editing Tables In Versions Of Microsoft Office Later Than 2010

* Click on the **Insert Tab** in **Menu Bar**
* Click on **Table**
* Highlight number of **Rows** and **Columns**
* Click on the **Table Design Tab** and tick: **Header Row, First Column, Total Row** and **Last Column**.
* This allows Screen-reading software identify the extent of the table

This guide was produced to conform with the accessibility guidelines set out by SAIF (Scottish Accessible Information Forum)

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