



**Disability 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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