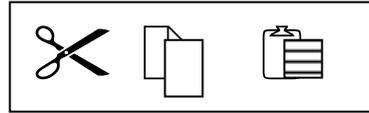


Some useful ways to support Dyslexic learners using Microsoft Word 2007

1. Avoid frustration - show the **delete**, **undo / redo** button



Show the **cut, copy and paste** tools

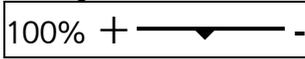


2. Show how to **change the font, size, style** and **colour**

Use grey if a colour printer is not available. Also **case change** is a vital time saver that can avoid deleting text mistakenly typed in **CAPITALS capitals**. This tool is found near *bold & italic tools* etc it looks like:  Select the text to change first and then click on the down arrow to choose.

3. Show how to use **bold, underline** and *italic* or **highlight pen**. The highlight pen is next to case change icon  **Select** the highlight colour from the down arrow.

4. Show how to use the **zoom** to enlarge the text without altering the format

Use tool bar zoom slider on the bottom RHS of screen  or go to **view menu**

5. Change the **colour background** (*page colour* in *page layout* menus) and **font colour** to reduce glare and improve visual comfort .

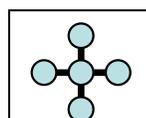
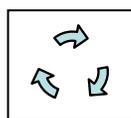
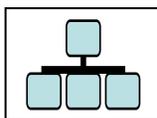
6. Increase the **line spacing** to help improve visual comfort and enable annotation on a printed copy. Look for symbol: 



(for example 1.5 or 2 - these lines are spaced 1.5 apart)

7. Use **Find and Replace** – for regular misspellings / typographical errors
Look on the far right of the home tab tools ribbon . (*It can also save typing time of long or complex spellings. E.g. type INT for **international**, when text is complete, use search and replace with only one typing entry required of the intended word.*)

8. Show how to use **clip art, shapes and pictures** from the **Insert** tools ribbon, or *symbols* (far RHS), to add icons such as     (*N.B. to make these moveable anywhere on the screen, copy them into a text box , see below*)
Smart Art , new to MS Office 2007, also in the *Insert* tools ribbon , has great graphics to insert and annotate for presentation of ideas and information.



9. **Tables** are a great way to help with presentation.

| Advantages | Disadvantages |
|------------|---------------|
| | |
| | |

Tables can be found in the **Insert** tools ribbon.

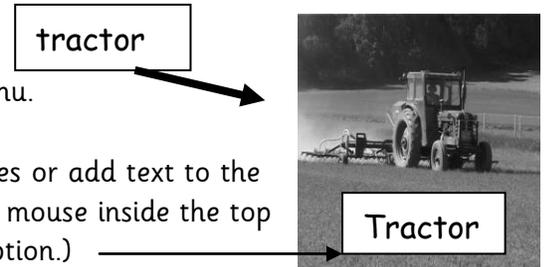
10. **Text boxes** can be added anywhere on the screen or to annotate a picture or diagram, as they can be moved easily.

Pictures, symbols and text can be added to text boxes.

Labels can be added or used with arrows from the shapes menu.

To draw a text box go to the **Insert** tools ribbon.

Draw the box and then cut or copy and paste symbols, pictures or add text to the cursor. (NB if it appears text cannot be added, right click the mouse inside the top of the text box and select, edit text or for a picture add a caption.)



11. Use **Auto Summarise** for reducing amounts of text to be read. This saves time when there are 100s of words to read on a web page for example. Copy and paste the text into Word, then use the auto summary tool to either highlight key points or summarise the text into a manageable amount.

In MS Word 2007 this tool has to be added from the **customise toolbar options (see below)** and is worth having as a personalised toolbar in Word. N.B. personalising tools needed regularly by users is worth doing, in an easy to locate **quick access toolbar**, which is found on the left hand side above, (or below is an option), the main toolbar ribbons. **Before customising** the tools, save the MS Word document if it has any personalised page format, line spacing and colour as a master blank file to write on in future, e.g. Jack's Word page. When loaded, it will always come up in the personal format and with personal tools.

To find auto summary, go to Office coloured button on the very top left hand side of the screen. At bottom of menu displayed select "Word Options". Select **customise** from the left hand options. Select down arrow by the window with popular commands and select *Commands not in the ribbon*. Find *auto summary* and use the *add* tool to select it.

Before clicking OK, go to down arrow by "for all documents" and select the name you have given this document (e.g. Jack's writing). When loaded each time, this file will have Jack's choice of tools and not affect the default settings.

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