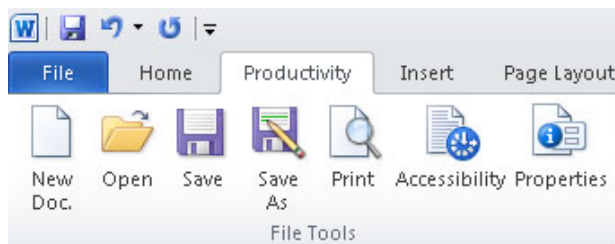


Productivity / Accessibility Ribbon: Word 2010 Quick Accessibility Reference

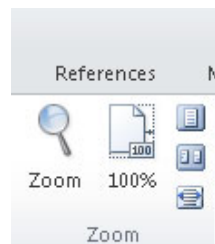


File Tools



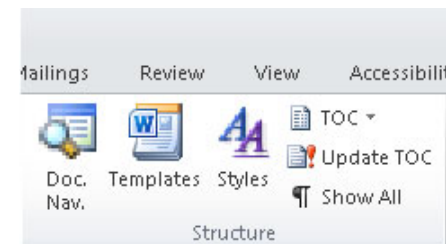
- **New Doc** – Creates a new document in the default template.
- **Open** – Opens an existing document
- **Save** – Saves the document with the current file name.
- **Save as** – Saves the document and prompts you for a new file name
- **Print** – prints the document
- **Accessibility** – Checks for common accessibility mistakes.
- **Properties** – Define meta data about the document to aid in searching.

Zoom



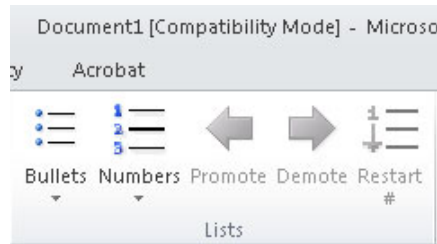
- **Zoom** – Set the magnification level
- **100%** - Set magnification to 100%
- **One Page** – Display one page of the document.
- **Two Pages** – Display two pages side by side.
- **Page Width** – Display the document so that the width of the document matches the width of the window.

Structure



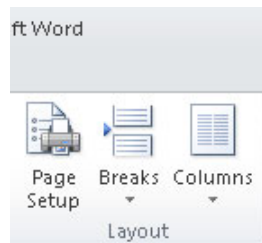
- **Doc Nav** – Opens an outline view of the document and allows heading navigation.
- **Templates** – Select or change the template for the document.
- **Styles** – Select headings, lists, and other styles to provide semantic structure for your document.
- **TOC** – Insert a table of contents
- **Update TOC** – Update the table of contents
- **Show all** – Show paragraph marks & breaks.

Lists



- **Bullets** – Create a bulleted list
- **Numbers** Create a numbered list
- **Promote** – Move the selected item(s) to the next higher level in a nested list.
- **Demote** – Move the selected item(s) to the next lower level in a nested list
- **Restart #** - Restart the numbering.

Layout



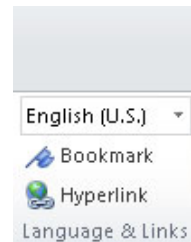
- **Page Setup** – Set up page size, orientation and margins.
- **Breaks** – Insert section breaks, column breaks, and page breaks.
- **Columns** – choose the number of columns for the page or the section

Tables



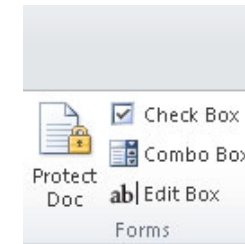
- **Insert Table** – Create a table at the cursor location.
- **Text to table** – Convert selected text to a table
- **Table to text** - Convert a table to text (left to right top to bottom).
- **Caption** – add a caption to a table, picture or other image
- **Properties** – Set the header row on a table, column size, row height, etc.

Language and Links



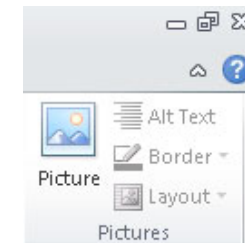
- **Language drop down** – set the language of the document or section.
- **Bookmark** – add linked bookmarks to a document.
- **Hyperlink** – add a hyperlink to a document and create meaningful link text

Forms



- **Protect document** – lock the document. Accessible forms (only allow filling in forms)
- **Check Box** – add a checkbox (does not work with all assistive technologies)
- **Combo Box** – add a combo box (does not work with all assistive technologies).
- **ab|Edit Box** – add an edit form field (works with all assistive technologies)

Pictures



- **Picture** – insert a picture or diagram in a document.
- **Alt Text** – add alternative text to the description field in a document
- **Layout** – set the picture layout to in-line for maximum accessibility.