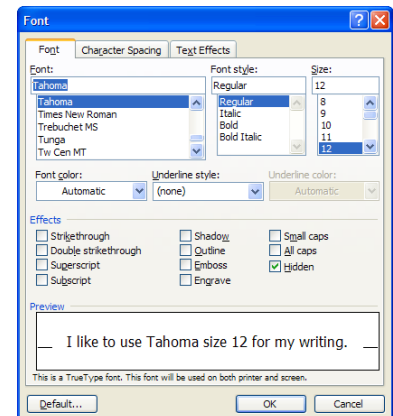


It can be difficult to name and keep track of lots of different files when using a computer for classwork and homework and one alternative is to create a single Word file as a 'digital jotter'.

Start by making a new Word document, and save it with a suitable name (e.g. History jotter).

### Set your default font

If you always want to use a particular font in your jotter, type some text, select and change the font and then click on the smart arrow in the bottom right of the Font ribbon, or press **CTRL-D**. Choose your font and click **Default**.



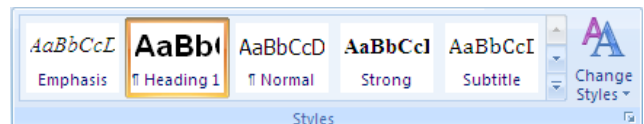
### Use a different background

You might want to change the background colour of your jotter so that you can quickly recognise it, or just to make it look a bit more interesting. To change the background, click on the **Page Layout** ribbon then on **Page Color**. Choose a colour and if you want, click on **Fill Effects** and choose a gradient or texture. Note that any colours you choose here are not printed out on paper – they are just for viewing on screen.

### Add structure to the jotter with Heading styles

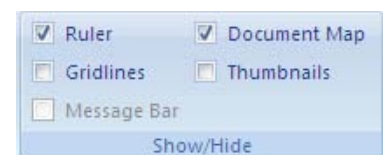
When you add the notes or information for a lesson, give it a suitable title and the date (e.g. "Appeasement, 26.5.11"). Then click anywhere in the text you just typed, click on the Home ribbon, and then on **Heading 1** in the **Styles**.

This will change the font and size to be bigger and to match the Heading 1 style.



Each day, as you add new work into the jotter use the Heading 1 style to set the style for the start of title each piece of work. For the actual notes themselves, set the text you type to be the **Normal** style.

Now click on the **View** ribbon and tick **Document Map** and you'll see an index of the work you've done appear at the left of the screen. To go to a particular day or lesson, just click on the Document Map and Word will immediately jump to that page.



By using Heading 1 styles to mark the start of your notes for each lesson, you make it easy to see what you have covered during the course, and you can also quickly go to a particular section. So if the teacher says 'Look at your notes from two weeks ago on *Appeasement*', you can easily find them in your digital jotter.

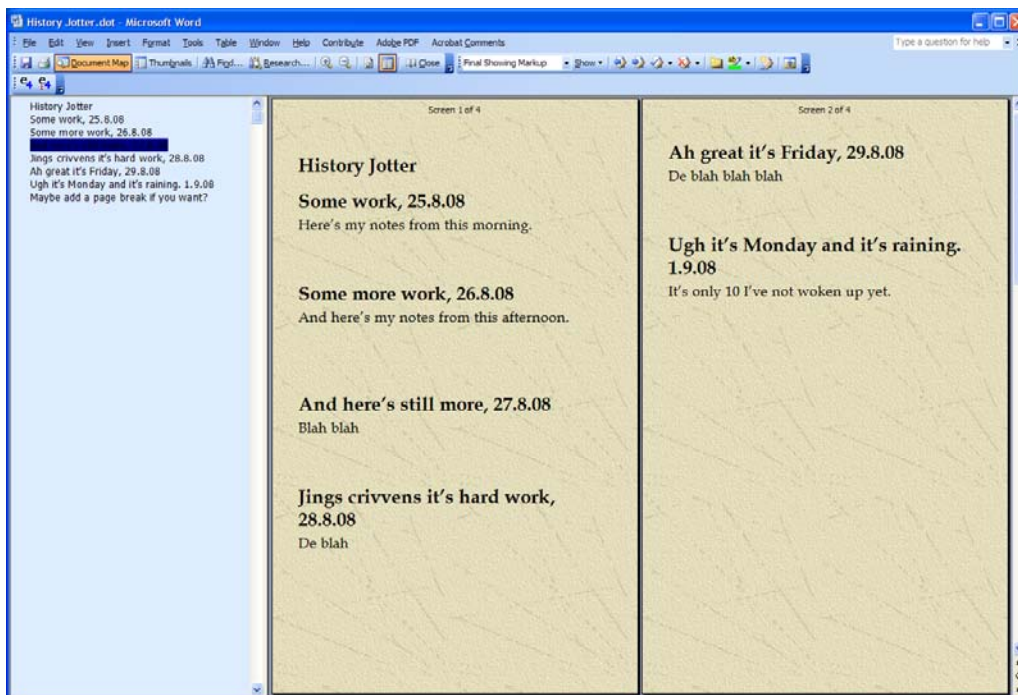
If you don't like the Heading 1 font you can change the font and size by right-clicking on Heading 1 in the Styles ribbon and choosing **Modify**.

For more on using the Microsoft Word styles and headings see the Word 2007 Help, *Accessible Text: Guidelines for Good Practice*<sup>1</sup> or the TechDis Accessibility Essentials<sup>2</sup>.

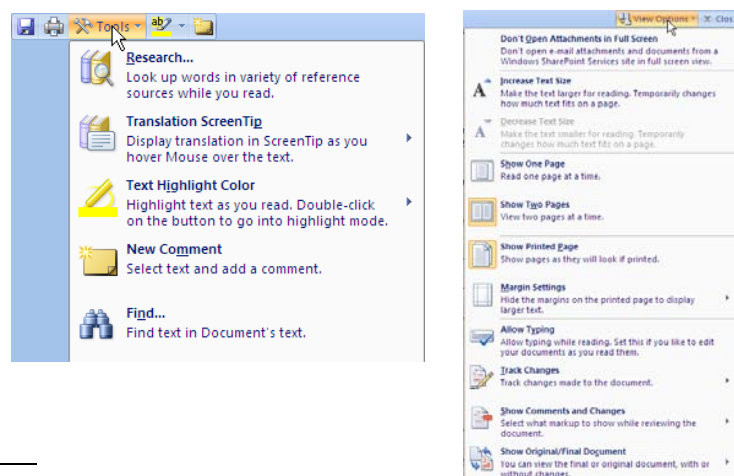
## Full Screen Reading

Word 2007 has a 'Full Screen Reading' view which you might find useful because it automatically sizes the pages to suit the screen; you can view two pages at once so that it looks a bit like an open jotter, and there are useful tools for reading and studying in the toolbar (e.g. the Document Map, Find, Research, buttons for zooming in and out, the highlighter for marking particular sections or keywords, etc).

Click on the View ribbon then on **Full Screen Reading** to see your jotter



In Full Screen Reading there are tools for highlighting and finding text (top left hand corner of the screen) and the View Options lets you change the size of the text and how the pages are displayed.



<sup>1</sup> Accessible Text: Guidelines for Good Practice, <http://www.callscotland.org.uk/Resources/Books/>

<sup>2</sup> Accessibility Essentials 2: Writing Accessible Electronic Documents with Microsoft Word 2007, [http://www.jisctechdis.ac.uk/keyinitiatives/organisationaleffectiveness/enablingtechnology/accessibility\\_essentials](http://www.jisctechdis.ac.uk/keyinitiatives/organisationaleffectiveness/enablingtechnology/accessibility_essentials)