

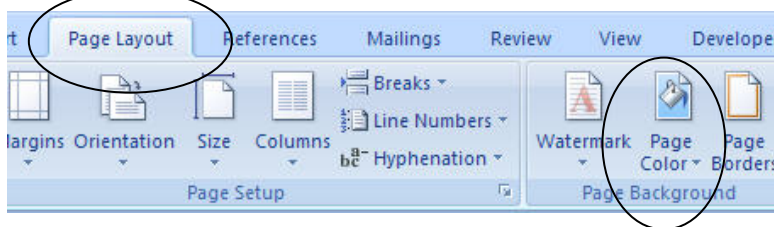
Microsoft Word 07: Supporting Reading and Writing Skills Virginia AT Coordinators

Use of Color

- ❖ **Changing background color can help students with vision issues but also those with LD and ADHD issues.**
 - Pale yellow background – reduces eye strain
 - Pale green or pink backgrounds increase the ability to concentrate in ADHD students.
 - Light blue or green backgrounds help students with dyslexia.
 - Dark blue or black background with light yellow text is often helpful for students with visual impairments.

**When given choice, students will choose the combination that is right for them. Students use their preferred color combinations while composing and editing and then change back to black letters on white background for printing.*

To change the background color of the document:
go to the page layout tab –select page color.



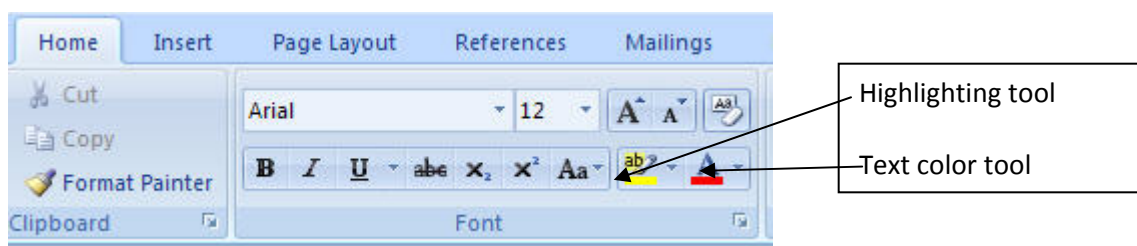
- ❖ **Changing the font color of words that you want to emphasize can help students organize and find important information. You can also highlight text for emphasis and to guide students through the document.**

To change the font color of a certain word:

- select the text that you want to highlight,
- choose the font color tool from the Home tab of the Ribbon.

To highlight specific text:

- select the text that you want to highlight
- choose the highlighting tool from the home tab of the ribbon.



Cutting Down on Keystrokes

Students with physical disabilities need to use as few keystrokes as possible. There are various ways to cut down on keystrokes while using Word.

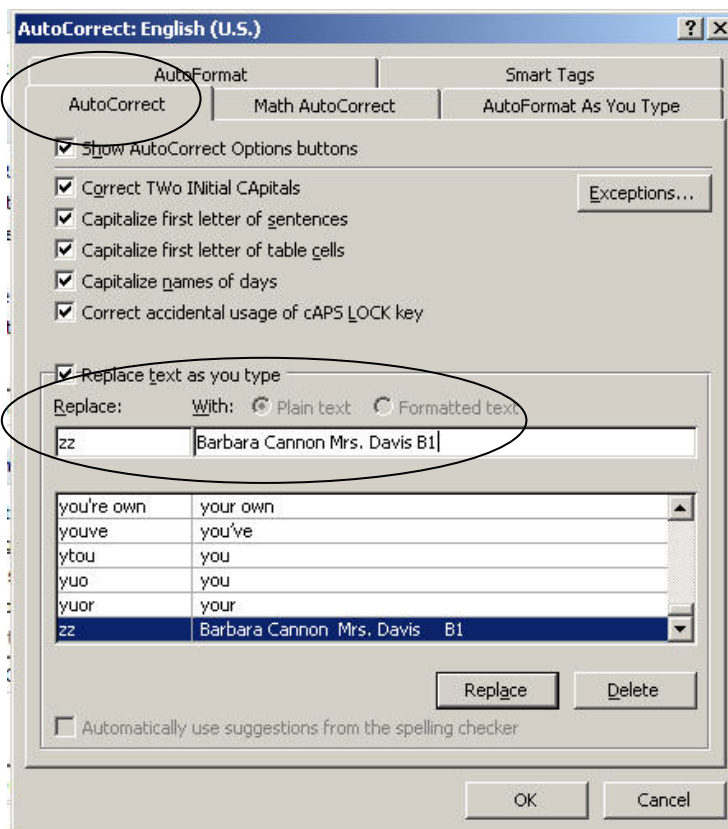
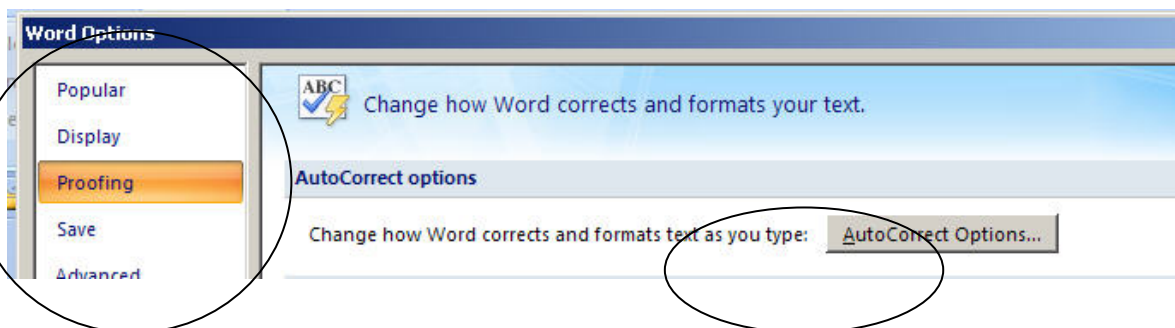
Replace as you type:

This feature allows the student to customize Word using short key combinations. For instance, the letters xx when typed together can represent the student's name and other information generally entered into a document.

To set up a key combination to represent a longer phrase:

Word Options – Proofing – Auto Correct Options – Auto Correct Tab– Replace as you type.
Type in an obscure letter combination to represent a longer phrase.

*Example – typing **xx** expands to **Barbara Cannon Mrs. Davis B1***



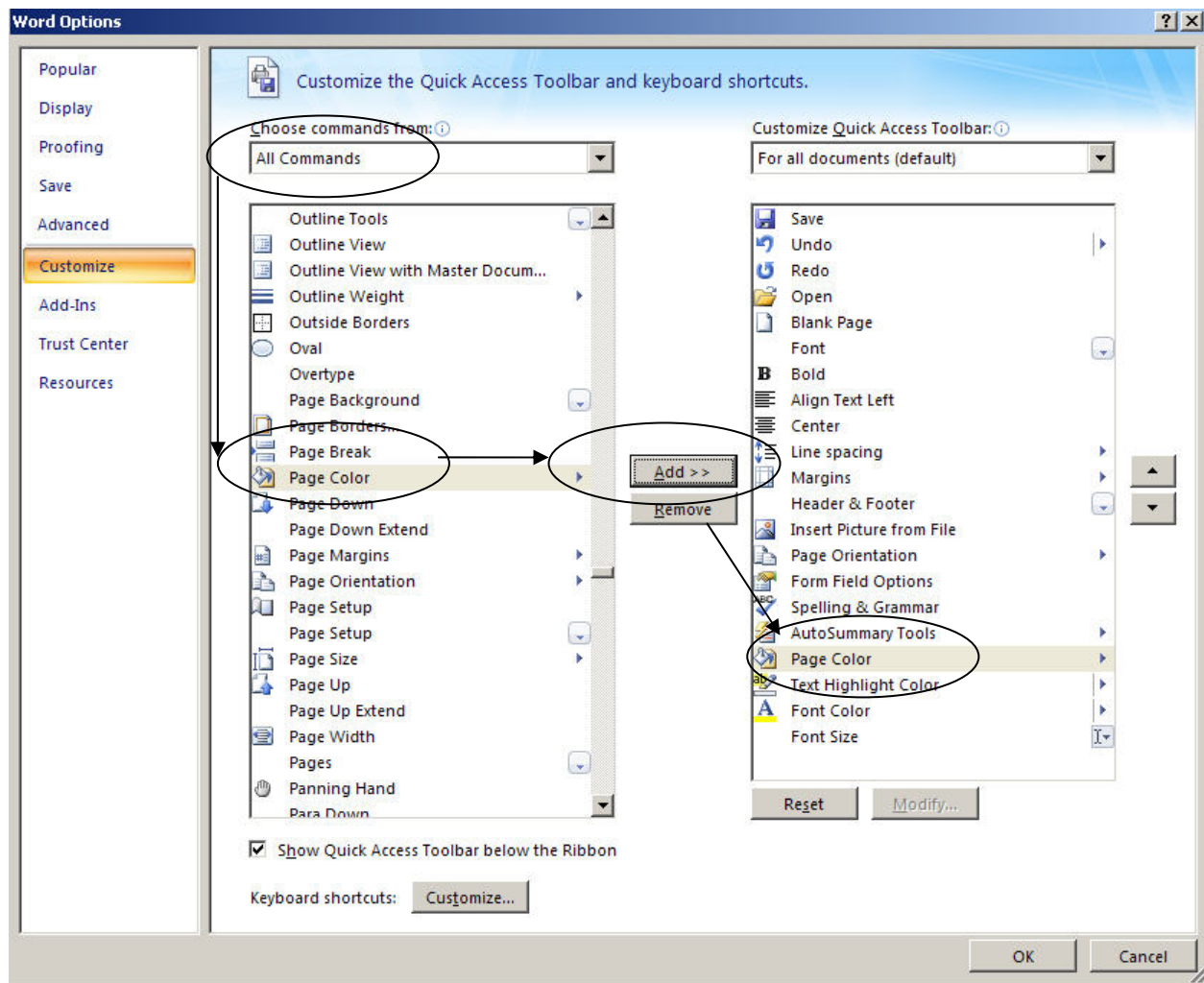
Making Assistive Options easier to use by putting them into the Quick Access Bar:

One of the nice features of Word 07 is the Quick Access Bar which allows you to customize the commands you use most often. Once you know what tools a student will need or which ones you will use most often to make accessible materials for students, those commands can be conveniently placed in the Quick Access Bar.

To Put Commands into the Quick Access Bar

- Word Options – Customize – Choose All Commands – Choose Desired Tool – Add
- Tool will be placed on the quick access bar

** in this example, the page color command is added to the Quick Access Bar*



WORD and Text Readers

Word can be used in conjunction with text readers to help students by reading the material to them. This can also help teachers by providing a way to read text besides having the teacher read it. In our county, we currently use the Kurzweil Reader to provide text reading of Word documents. The Kurzweil Reader can also read material from the web, PDF files and documents scanned into the Kurzweil format. There are many text readers on the market today. Here is a partial list of well known textreaders.

Free Readers:

These generally allow you to cut and paste text into the reader and read it. The voices are not great but they provide a free level of support for students.

Read Please –
Natural Reader –

Full Featured Readers:

Text Help Read and Write Gold -
Kurzweil Reader –

To use a text reader with Word documents and other text.

Any Text Reader: Copy the text and paste it into the text reader.

Full Featured Text Readers (Kurzweil, Texthelp) Open the text reader. From the File menu, pick Open. Open the document in the reader.

Kurzweil: Open the document in Word, choose print from the Office Button. Choose the Kesi printer. The document will be made into an image file and will open in the Kurzeil reader maintaining the formatting of the original document.

Texthelp only: Reads within Word

Use of Text Spacing



Some students read better if there is more space between the words in a sentence or space between sentences.

To add spaces between words: go to the find and replace menu on the Home Tab.

- Enter 1 space in the FIND line
- Enter 2 or more spaces in the REPLACE line.

** If you add 3 spaces, the words will look like this.*

Normal spacing	The girl in the hat is pretty.
3 spaces between words	The girl in the hat is pretty.

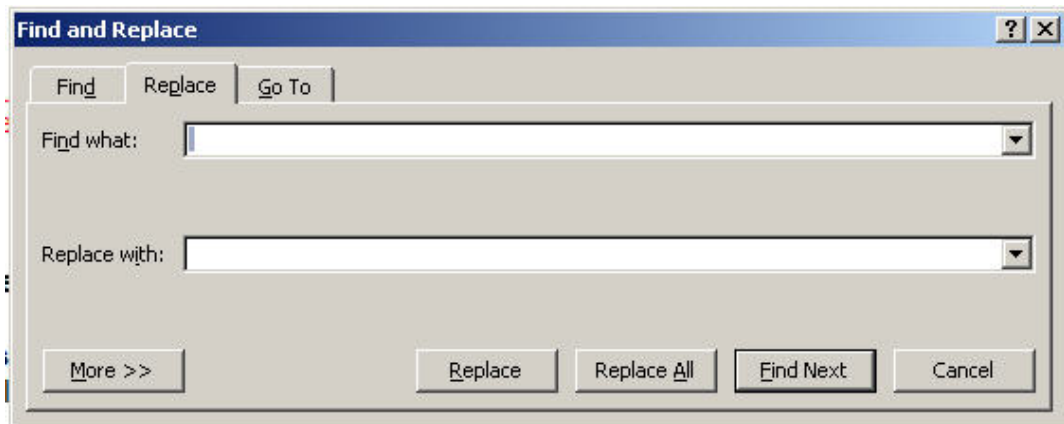
To add spaces between sentences: go to the find and replace menu on the Home Tab.

- Enter 2 spaces in the FIND line
- Enter 3 or more spaces in the REPLACE line.

**If you add 4 spaces, the words will look like this.*

Normal spacing	The girl in the hat is pretty.	The boy in the sunglasses is handsome.
4 spaces between sentences.	The girl in the hat is pretty.	The boy in the sunglasses is handsome.

Add spaces to change the spacing between words and sentences here.



Bullets:

Use Bullets to help students brainstorm and organize ideas.

Fruits that I love

- Apples
- Cherries
- Bananas
- Oranges

Auto Summarize –

Auto Summarize helps students who have difficulty reading and finding the main points in lengthy articles and documents. Auto Summarize cuts out some of the text and attempts to keep the main points. This is very helpful when using e-text. This is used by busy executives and is loved by struggling readers and writers.

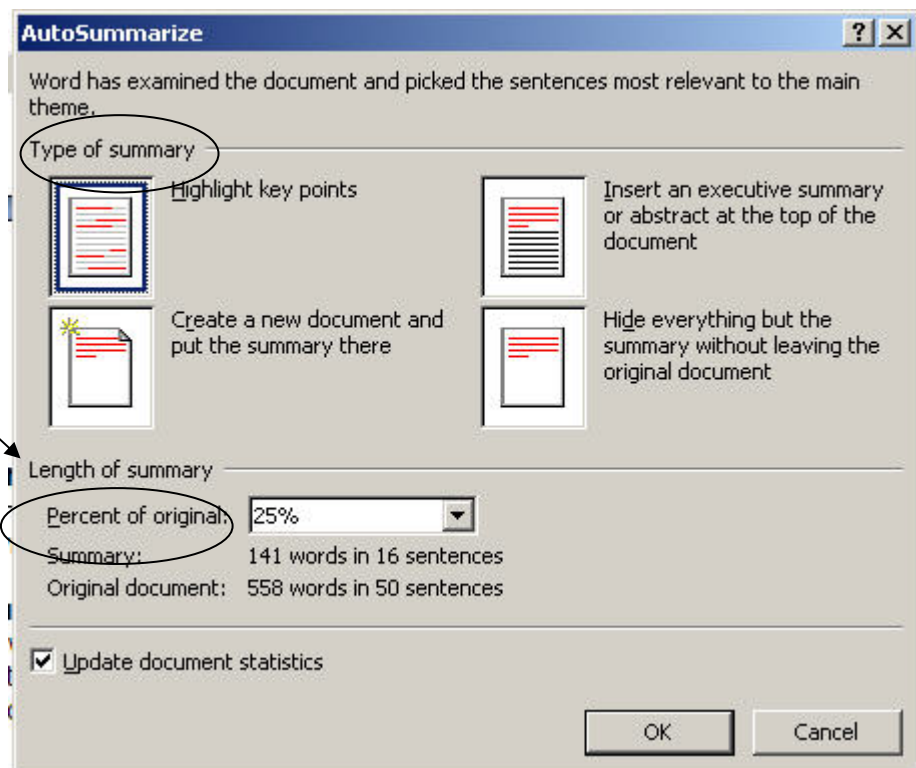
To use Auto Summarize

Go to: Word Options – Customize – All commands – Auto Summary Tools – Add

**it must be added to the Quick Access Tool Bar. It is not in the ribbon by default.*

Auto Summarize Menu lets you make various types of summaries

Auto Summarize lets you cut down the size of the document by different percentages to make it shorter or longer as you choose.

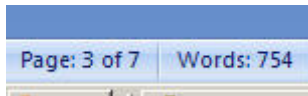


Word Count

By using the Word Count Feature, you can collect data to see if students are improving the length and complexity of their writing. In Word 07, It is very easy to see the word count of pages, selections or documents.

To find the word count for an entire document:

- Look at the bottom left hand corner of the document.
- The total word count for the document is listed in the corner.

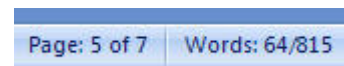


This shows the word count for an entire document.

To find the word count for a selection:

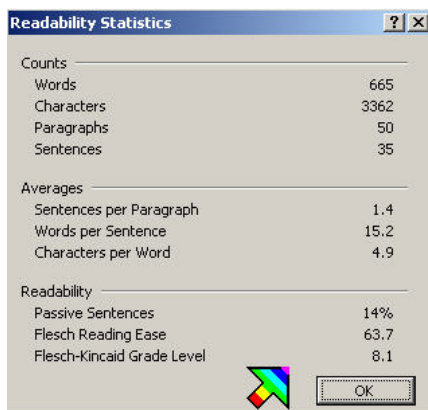
- Select the text you want to count
- Look at the bottom left corner.
- The word count will be next to the word count for the entire document.

**If you want to know the word count for selections that are not located next to each other, select the first selection, hold down the CTRL key, then select the next selection*



This shows the number of words in the selection and the number of words in the entire document.

Readability statistics:

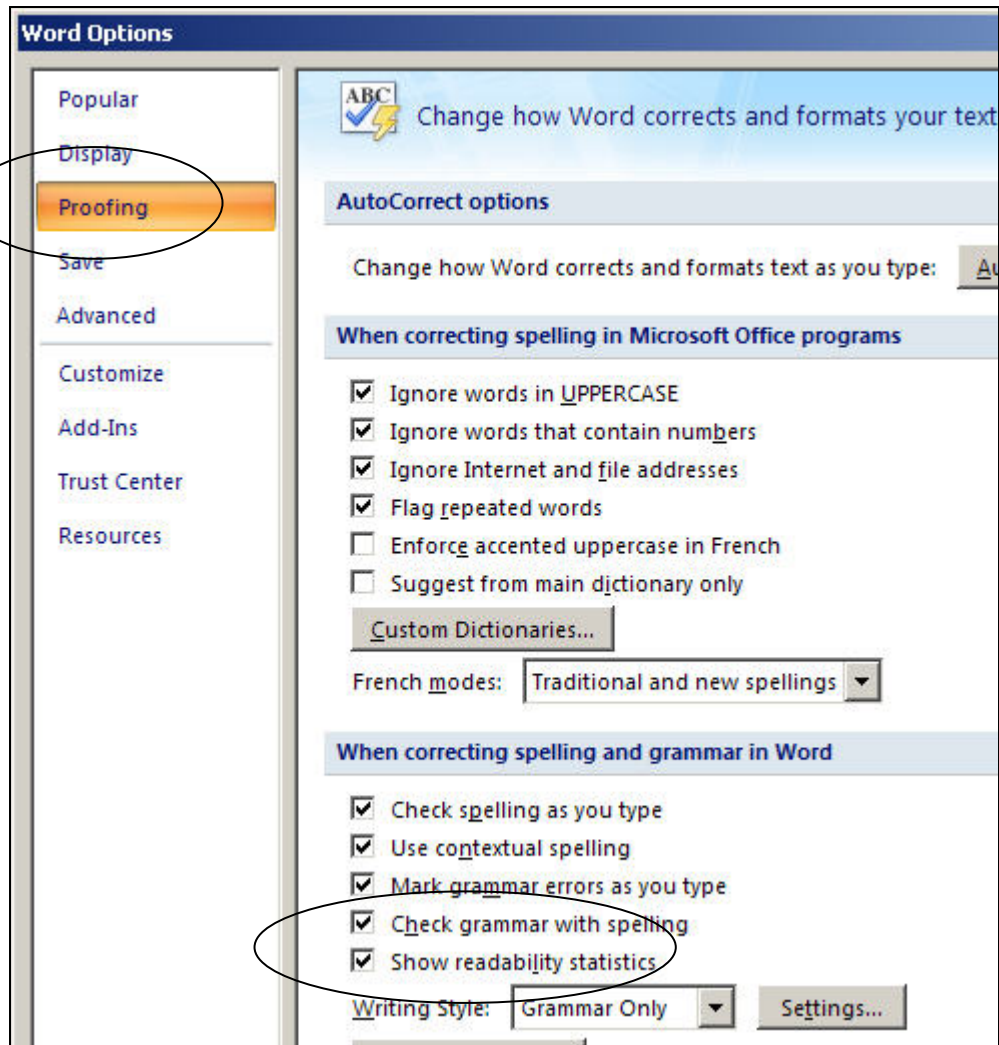
A screenshot of the 'Readability Statistics' dialog box in Microsoft Word. The dialog box is titled 'Readability Statistics' and has a question mark and close button in the top right corner. It contains three sections: 'Counts', 'Averages', and 'Readability'.

Counts	
Words	665
Characters	3362
Paragraphs	50
Sentences	35
Averages	
Sentences per Paragraph	1.4
Words per Sentence	15.2
Characters per Word	4.9
Readability	
Passive Sentences	14%
Flesch Reading Ease	63.7
Flesch-Kincaid Grade Level	8.1

You can check on how your students are doing by enabling Readability Statistics. Over time you can get data to see if the student is increasing the length of their documents or the complexity of their words and sentences. Once enabled, the statistics appear at the end of any spelling and grammar check that you do.

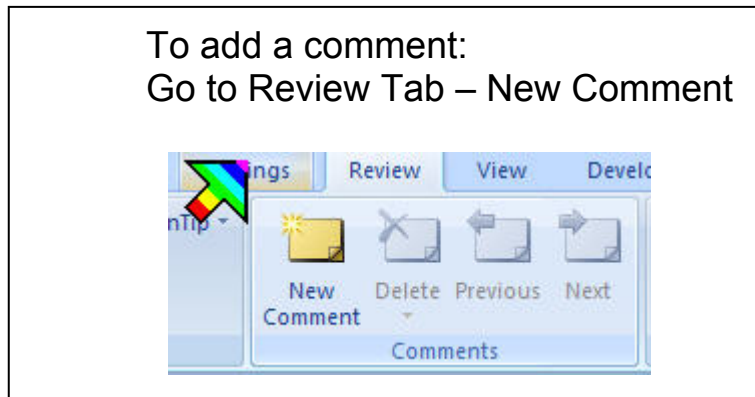
To Check the “grammar with spelling” check box

- Select the “show enable readability statistics.
- Word Options – Proofing - Correcting spelling and grammar in Word
- readability statistics” check box.



Using Comments

Comments can be used to give information to the student without changing what they have written. It can be helpful in teaching better writing technique.



**Comments will look something like this when used: They can be easily deleted from the document when the student makes a final draft.*

4. **OBSERVATIONS AND ASSESSMENTS** All observations and assessments are followed with a report. Whenever there is more (that) minimal time spent with the student, the process is considered to be an EVAL and parent permission is requested. This process is followed so that in a due process trial it can be proven that proper steps were followed.

Comment [b1]: I think you mean THAN


Using Voice Comments:

Voice Comments can be used in many ways to support students. Voice comments can be set to read the document to students who have trouble with reading so that you do not have to read the document to the student. You can also give instructions for the student that are embedded at the correct location. You might also wish to have key words defined or pronounced for students. Some students are auditory learners and can be helped by the addition of an audio file to the document.

Voice Comments need to be placed in the Quick Access Bar. To do that:

- Word Options – Customize – All commands.
- Find Voice Comment and click on the Add button.
- The Voice Comment Icon will appear in the Quick Access Bar.

To make a Voice Comment:

- Place the cursor in the document where you wish to have a comment.
- Click on the Voice Comment icon.
- The sound recorder will come up.
- Record your comment.
-  A speaker icon will appear in the document where the sound file is embedded.
- The student can click on the icon to hear the file.

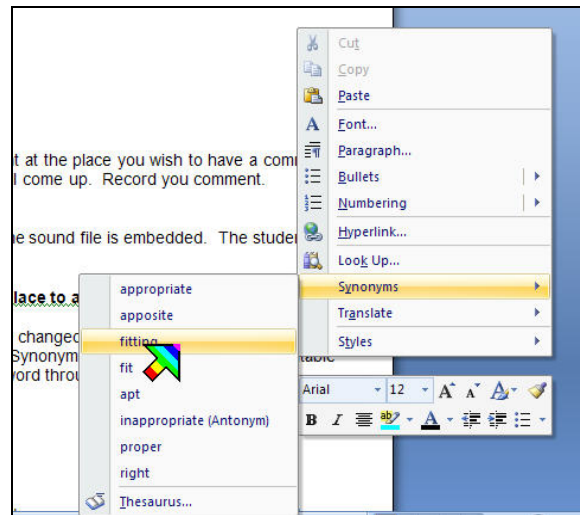
Using the Synonyms feature with Find/Replace to alter the readability level of a document.

Sometimes there are words in a document that need to be changed to ones that a student can decode and comprehend. This can be done by using the Synonym feature to find a more suitable word and then replacing the difficult word with the easier word throughout the document.

To change a word choice

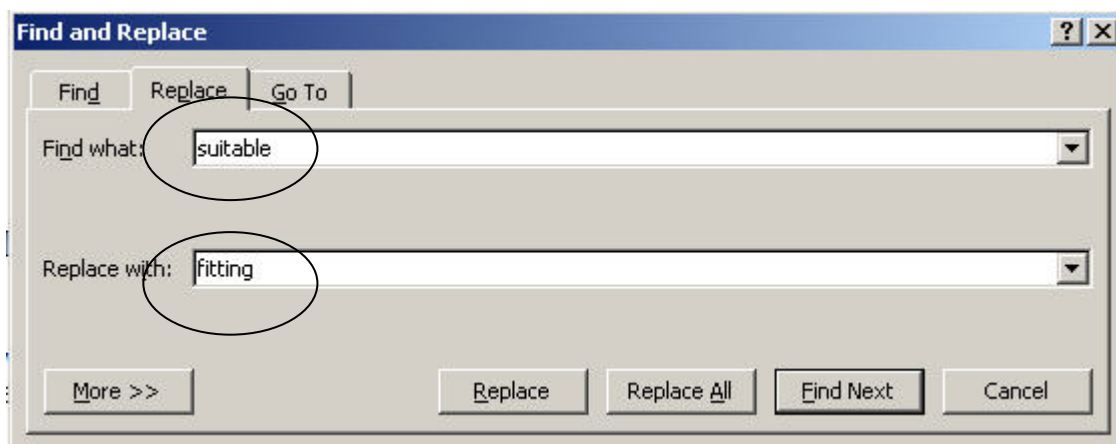
- Place cursor on the targeted word.
- Right click synonyms. A list of synonyms will appear.
- Choose the one that would be more understandable.

Here is a selection in which the word SUITABLE is replaced with FITTING.



If you want to replace the word in multiple places in the document

- Go to the replace menu on the Home Tab.
- Place the original word in the Find line
- Place the synonym you wish to use in the Replace line.
- All examples of the word will be changed within the document.

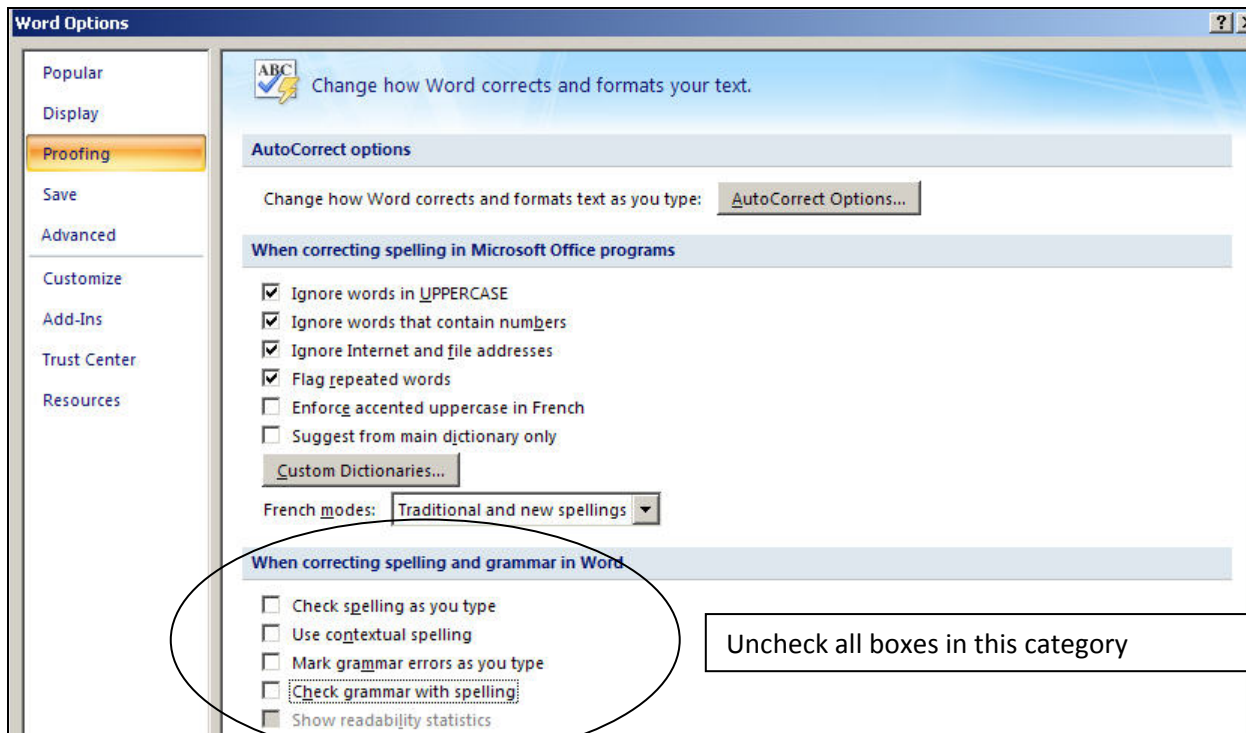


Turning off the auto spell checker/grammar options.

When students are tested for their writing SOL, they are not allowed to use a spell checker that prompts them that a word is incorrectly spelled. They are also not allowed to have grammar errors pointed out to them. For that reason, it may be beneficial for the auto spell feature to be turned off.

To turn off the auto spell checker feature:

- Word Options- Proofing
- Uncheck auto spelling and grammar options.



The auto spell checker/grammar options can also be turned off at the same location for specific documents.

