



Maine CITE

Work Smarter, Not Harder Outline

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Before we begin:

- As we go through this training you will see a variety of tools and options in the toolbars that we won't be discussing. We have limited time and a limited capacity to absorb new information.
- However, I encourage you to go back on your own and explore these other features. They are not 'extra stuff' they are TOOLS there to make your life easier.
- If you encounter one that you can't figure out the purpose/use of, Google, ask Siri, or Alexa, or YouTube, the answers are out there.

New Documents

- Best to establish the format before you get started.
- You can always adjust as needed at any time.

Document Setup/Layout

Layout Ribbon

- **Page Setup** - Establish page margins.
- **Paragraph** - Set up how you want your paragraphs to be formatted.
 - Do you want your paragraphs indented?
 - Do it this way to make your indent consistent across your document.
 - Do NOT use Tab and randomly adjust it to look about right.
 - Do NOT use the spacebar to move the text to the right.
 - Do you want additional space before or after your paragraph? (Be mindful that choosing to do both is not advised)
 - Paragraph popup menu - digging deeper
 - Set As Default option
- **Spacing** - Before and after a paragraph is in the main ribbon at the top of the page.
 - Dig deeper here by setting the line spacing for the document.
- **Tabs** - Avoid using them if you can. If you must Tab, tab safely and set your parameters for your entire document.

Styles (Home Ribbon)

- What are Styles?
 - Provide document structure visually and on the backend.
- Why use them?
 - Document consistency
 - Easier/faster changes in formatting - change one, change them all.
 - Allow you to use Outline View
 - You can lock down styles in a document to make sure others don't apply direct formatting and change your document - creating a mess.
 - Table of contents generation
- When do you use them?
 - To apply headings throughout a document to lay out or outline its general structure.
 - Especially useful when working with long or complicated documents.
 - When it makes sense
- Heading 1 – page title or main content. There is usually only 1.
- Heading 2 – a major section heading.
- Heading 3 – a subsection heading of a major section
- Style: Normal
 - used for the body of text. Again, an easy way to ensure your document is formatted consistently throughout.
 - Ex: Creating a document and then finding out it has style requirements for submission, such as 'All submissions must be in 10pt Arial font and double spaced'; now it's an easy fix, just modify the 'Normal' style and apply it to the document.

Did You Know?! Font Best Practices

- Certain fonts are more widely used than others because they are easier to read.
- The most common font type used is black Times New Roman at 12 points in size.
- Always choose fonts that are crisp and clear such as
- Other serif fonts, those that have tails, that work well include Cambria, Georgia, Garamond, Book Antiqua, and Didot. Sans serif fonts, those without tails, that work well include Calibri, Helvetica, Verdana, Trebuchet MS and Lato.

Adding content and elements to your document

Insert Ribbon

- **Page Break** - Using page breaks instead of filling a document with empty space allows you to isolate text/information while still controlling the layout and setup of the pages in each section,
- **Tables** - Always use the built-in table builder if you need to add a table to your document. This will save you from years of formatting nightmares.

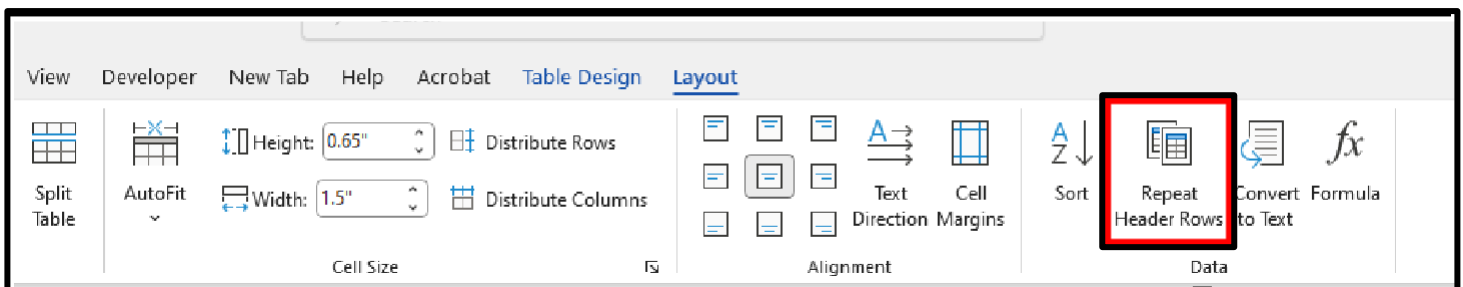
Quick Tip:

Tables have their own layout/formatting tools! It's easy to make uniform tables that are visually appealing.

Bonus! **Repeat Header Rows**!! How did I not know?!

- **Repeat Header Rows** is a tool found in the Layout ribbon that appears when a table is selected. Highlight the header row of the table and select the 'Repeat Header Rows' tool. When you use this tool, the header row will automatically appear on each page of the table.

FYI: While often visually appealing, it is best practice to avoid merging and splitting cells if possible.



- **Hyperlinks** - Long or uninformative hyperlinks can create problems for all users. Edit hyperlinks to state where the link will take the end user.
 - Enter the hyperlink into the content.
 - Highlight the hyperlink and right-click.
 - Select 'Edit hyperlink'
 - Change the text to be displayed.
 - Use underlined text with color that stands out from the surrounding text.

Also use url shorteners such as:

- Ow.ly (free)
- Bitly
- Tiny URL

Layout Ribbon Revisited

Columns

- Before you use columns, consider if your content would be better represented in a table.
- Do not create columns using your Tab key.
- If columns are what you are looking for, the easiest way to create them is to select the content you would like to put in columns and select the Columns tool in the Layout Ribbon.

References Ribbon

Table of Contents!!!

- Correctly using heading styles allows users to easily create a table of contents.
- Place your cursor where you would like the Table Contents to go.
- Select the Table of Contents tool and select the style you prefer.
- If you update your content after creating a Table of Contents, you can refresh the table to automatically update.

The Review Ribbon has a Read Aloud tool! Not sure if what you said made sense?
Have it read aloud to you!
Want to dig deeper? Check out Immersive Reader on the View Ribbon!

One Last Thing: Best Practice

If you use the tools we discussed today, not only will your life be easier, the document will also be accessible! To ensure accessibility, add Alt-Text to images (directions below).

Adding Alt-Text

Required for: Pictures/Shapes/anything in the Illustrations category

Alt-text provides a non-visual means of representing the content or function of the image. When a screen reader encounters an image, it says ‘You are on an image, (reads the alt-text describing the image), you are on an image.’ The description should be concise and relevant to the function of the image. Every detail of the image does not need to be described.

Creating alt-text:

- Right click on the image
- Select ‘Edit Alt-Text’
- There is no ‘save’ button. The text will automatically save.

Alt-Text Tips

- If you copy and paste the picture anywhere else, the alt-text should go with the picture.
- If the image has no relevant meaning and is only there for visual appeal, you can mark the image as ‘Decorative’ when in the ‘Edit Alt-Text’ window. This means a screen reader will ignore this element.

Things to consider/be aware of:

- ALL images in a document MUST have alt text.
- What is a sighted person getting out of this image?
- Do not rely on auto-generated alt-text.
- Avoid redundancy, do not provide information that is in the surrounding text.