Maine CITE welcomes you to today's webinar!

Work Smarter, Not Harder:
Creating Documents Using Built-In Features

Jessi Wright

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The webinar will begin soon.

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Maine CITE Overview

Maine CITE and partners provide:
- Information and assistance
- Assistive technology training
- Device demonstrations
- Short-term device loans
- Device reuse

Partners include:
- Spurwink ALLTECH
- Pine Tree Society
- University of Maine at Farmington

Serving all ages and all abilities!

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www.mainecite.org

Work Smarter, Not Harder: Creating documents using built-in features

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Jessi Wright, Maine CITE

Before we begin…

- The elements we will discuss can be found across applications and operating systems.

- The features we will use may be in different areas of your toolbar/menus depending on the application you use.

- I will be using Microsoft Word on a PC.

- In the interest of time, I will be using recorded video demonstrations in place of live demonstrations.

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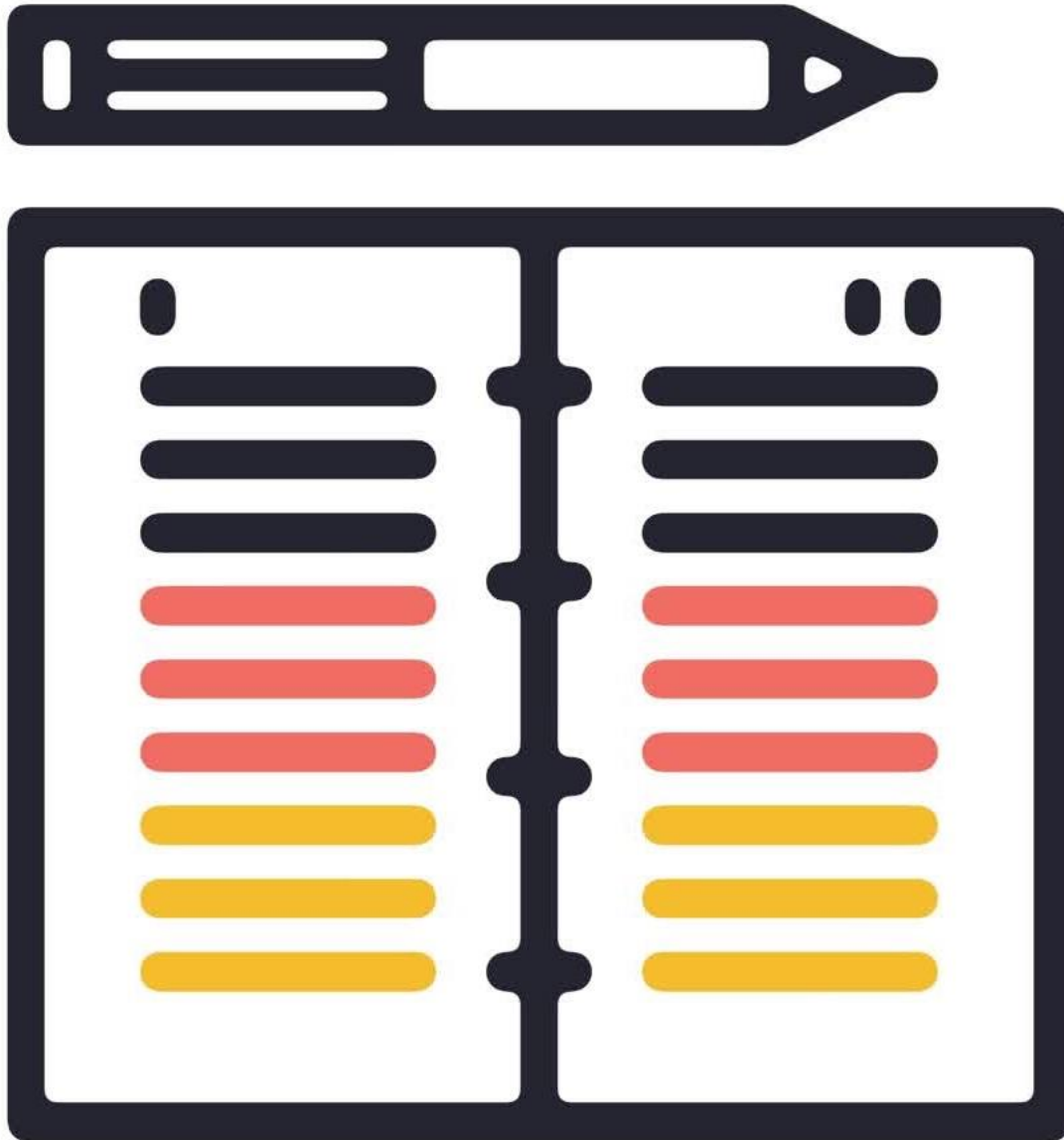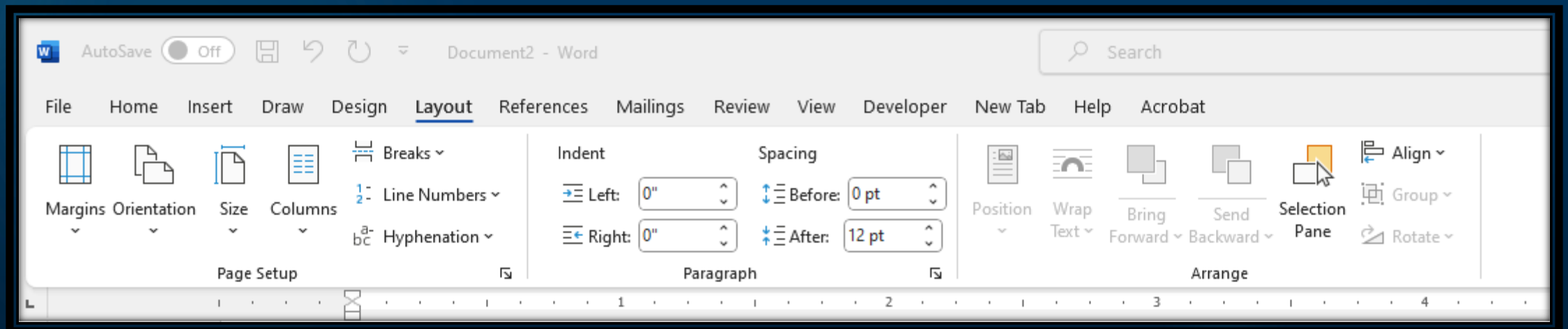
Document Setup/Layout

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Starting from scratch

- Set the formatting structure before you get started.
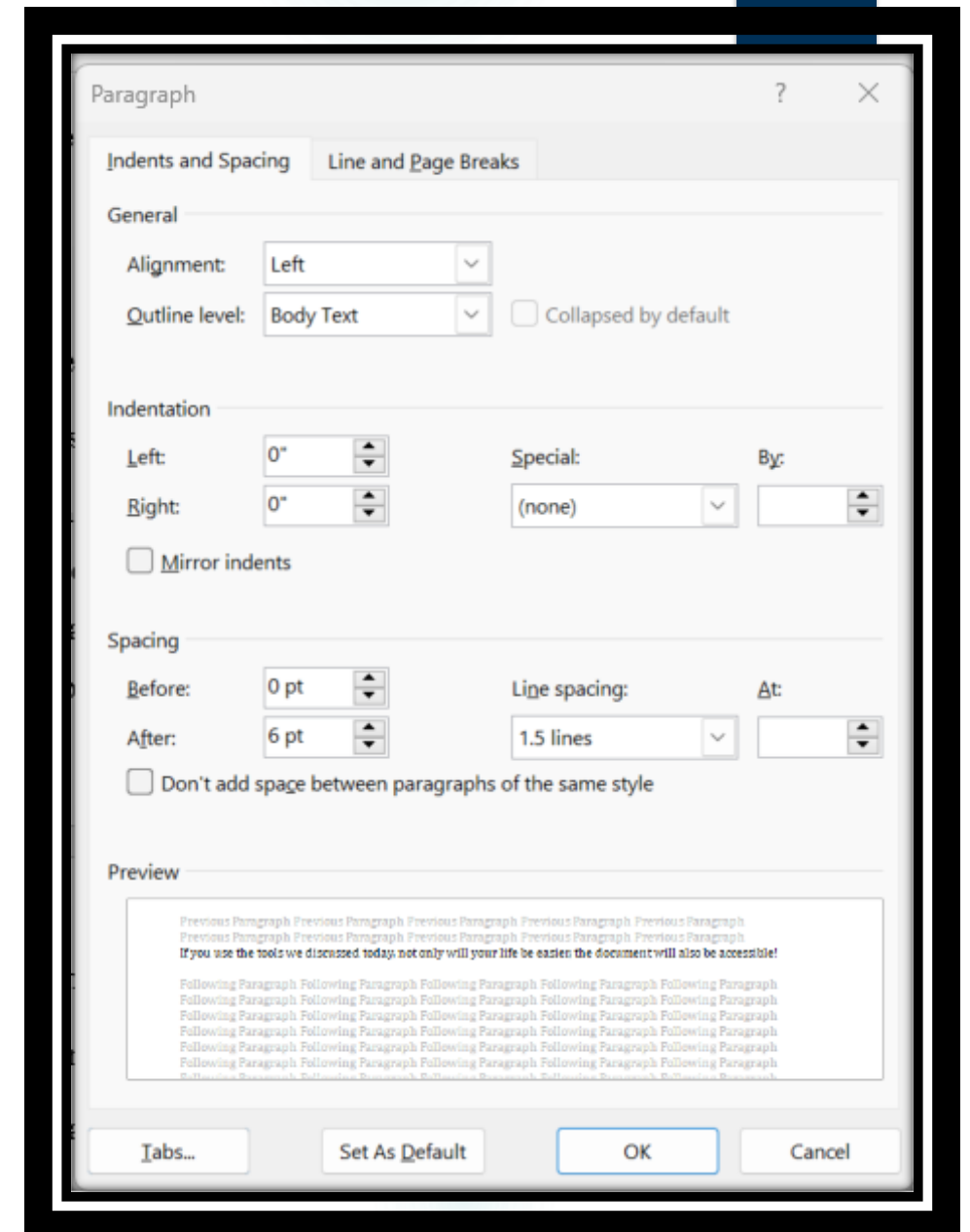
- It can be adjusted as needed at anytime.

Layout Ribbon/Toolbar

- Establish the page margins.

- Set up paragraph formatting.

  - Do you want each paragraph to begin with an indentation?
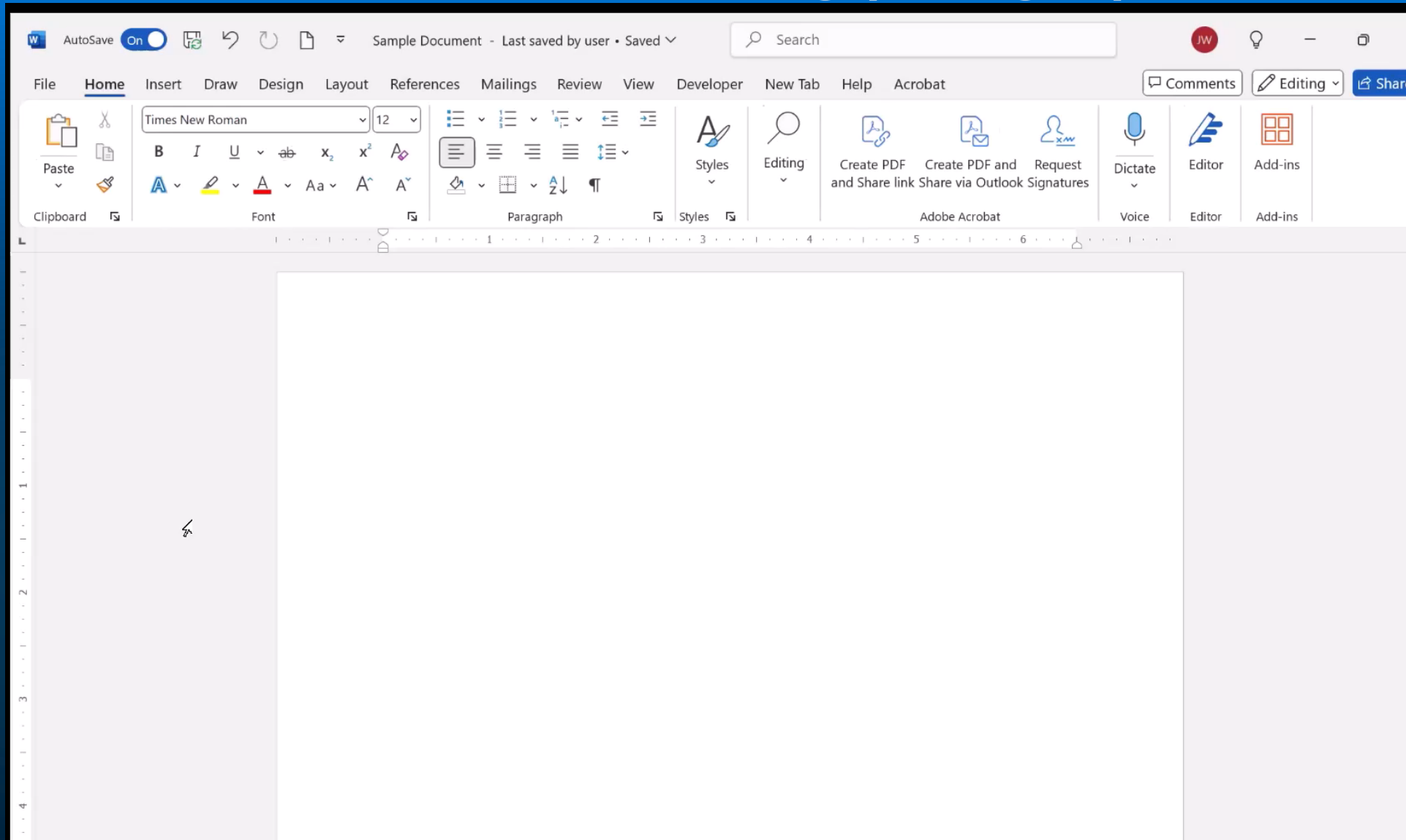
  - Space before or after your paragraph?

Paragraphs: Digging Deeper

The pop-up menu has additional paragraph formatting features.
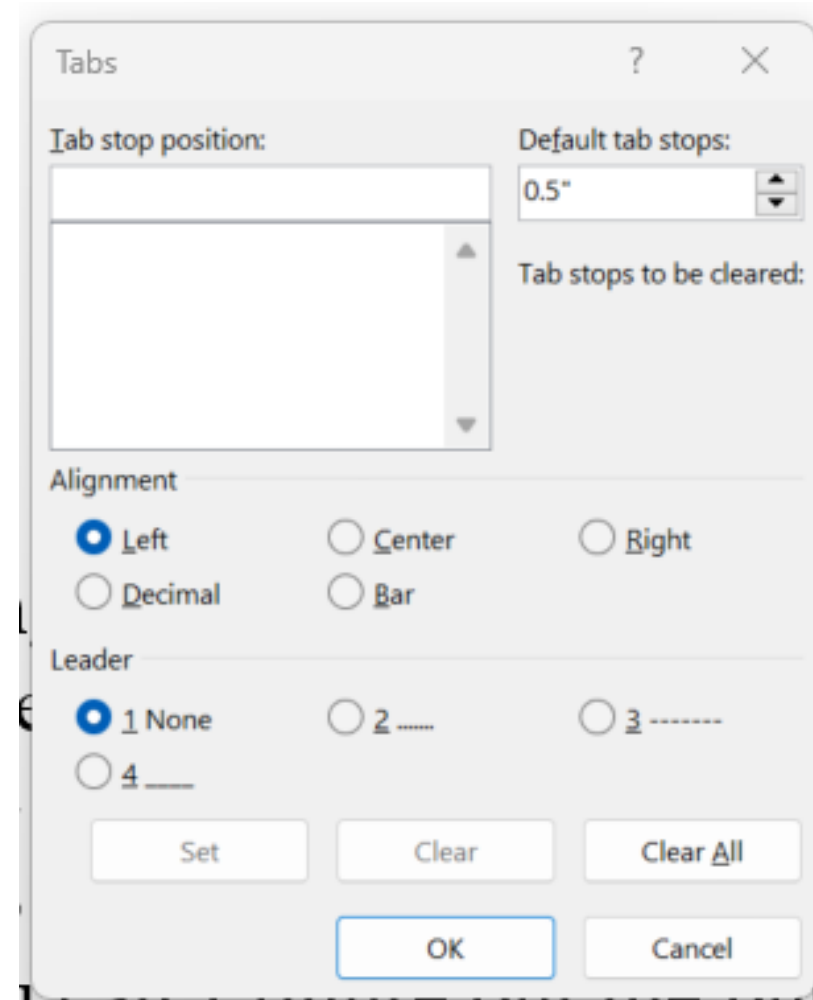
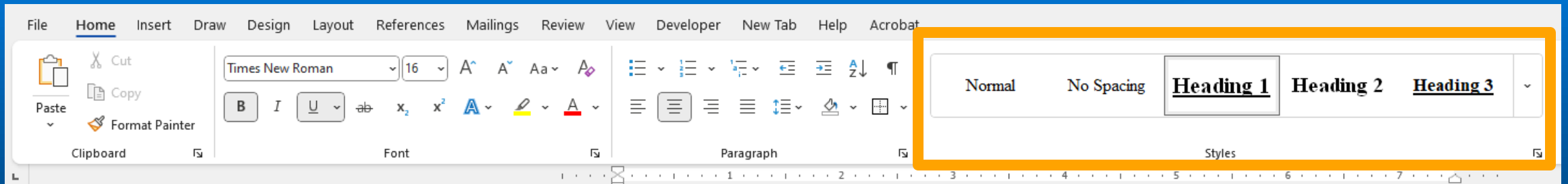# Let's take a look at formatting paragraphs

If you must Tab, Tab safely!

- Set up your tab parameters for your document in the paragraph settings.

- This ensures the tabs are consistent throughout the document.

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Document creation with 'Styles'

- A style is a collection of formatting instructions.

- Use styles to format the content in your document.

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Why use Styles?

- Document consistency

- Easier/faster to make formatting changes

- Allow you to use Outline View

- Styles can be locked down in a document to make sure others cannot apply direct formatting and change your document

- Table of Contents

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When should you use Styles?

- 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.

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A quick recap…

- **Heading 1**
  - Page title or main content. There is usually only 1.
- **Heading 2**
  - Major section heading
- **Heading 3**
  - Subsection heading of a major section

SAMPLE OUTLINE

The College Application Process

I. Choose Desired Colleges
   A. Visit and evaluate college campuses
   B. Visit and evaluate college websites
      1. Look for interesting classes
      2. Note important statistics
         a. Student/faculty ratio
         b. Retention rate

II. Prepare Application
   A. Write Personal Statement
      1. Choose interesting topic
         a. Describe an influential person in your life
            1. Favorite high school teacher
            2. Grandparent
      2. Include important personal details
         a. Volunteer work
         b. Participation in varsity sports
   B. Revise Personal Statement

III. Compile resume
   A. List relevant coursework
   B. List work experience

Think of your heading structure as a document outline.

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Formatting Styles

- The format of each of the styles can be changed to meet your needs.

- This can be done in two ways:

  - Change the style in the document

    - Select the text you wish to change and make the changes are you normally would.

    - Find the Style in the menu and right click

    - Select 'Update Heading X to match selection'

  - Change the style in the toolbar

    - Select the style you wish to change and right click

    - Select 'Modify…'

    - Make the changes in the popup menu

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Let's break it down...
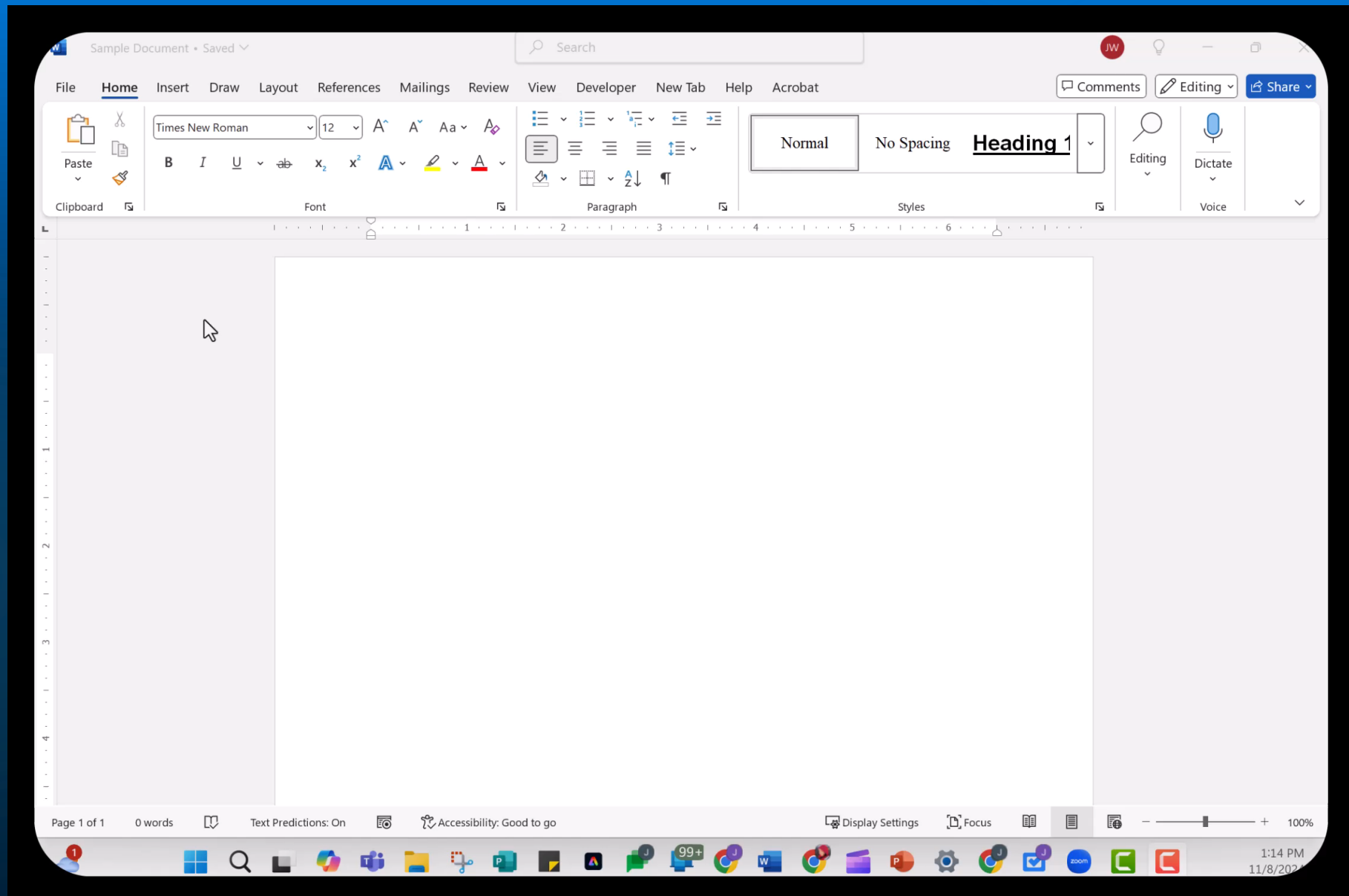
Style: Normal

Used for the body of the text.

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

Adding Content to Your Document

Insert Ribbon/Tools
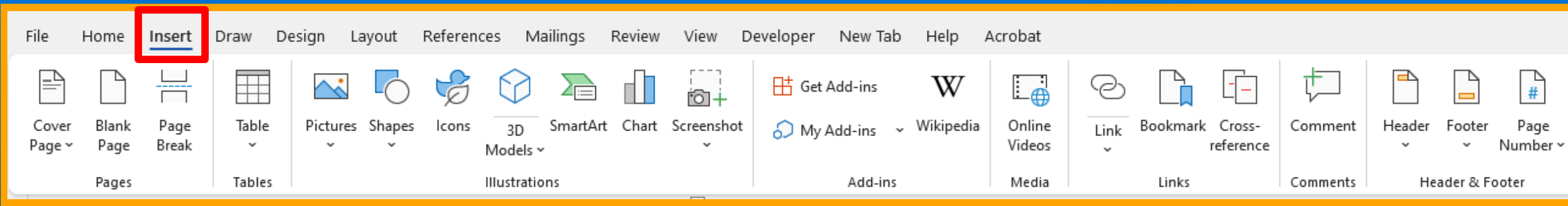
- Page Break - Using page breaks instead of filling a document with empty space allows you to isolate text/information while still controlling the layout and setup of the pages in each section.

- 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.

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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?!

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

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Formatting Tables

Hyperlinks
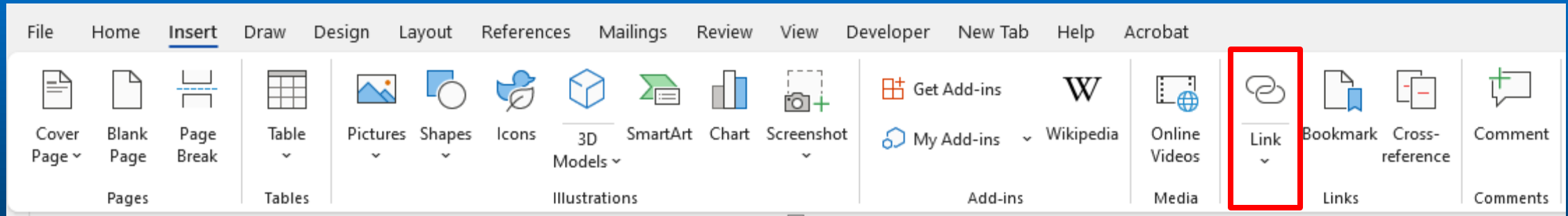
- Use descriptive link text that does not rely on context from the surrounding text.

- Keep the amount of text in the link to a minimum.

- Use underlined text with color that stands out from the surrounding text.

- Avoid ambiguous link text (e.g., 'click here')

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Hyperlink Examples

Do this:

More information can be found on <u>Maine CITE's website</u>.

OR

More information can be found on <u>Maine CITE's website</u>, <u>www.mainecite.org</u>.

Not this:

More information can be found <u>here</u>.

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Take a Look!
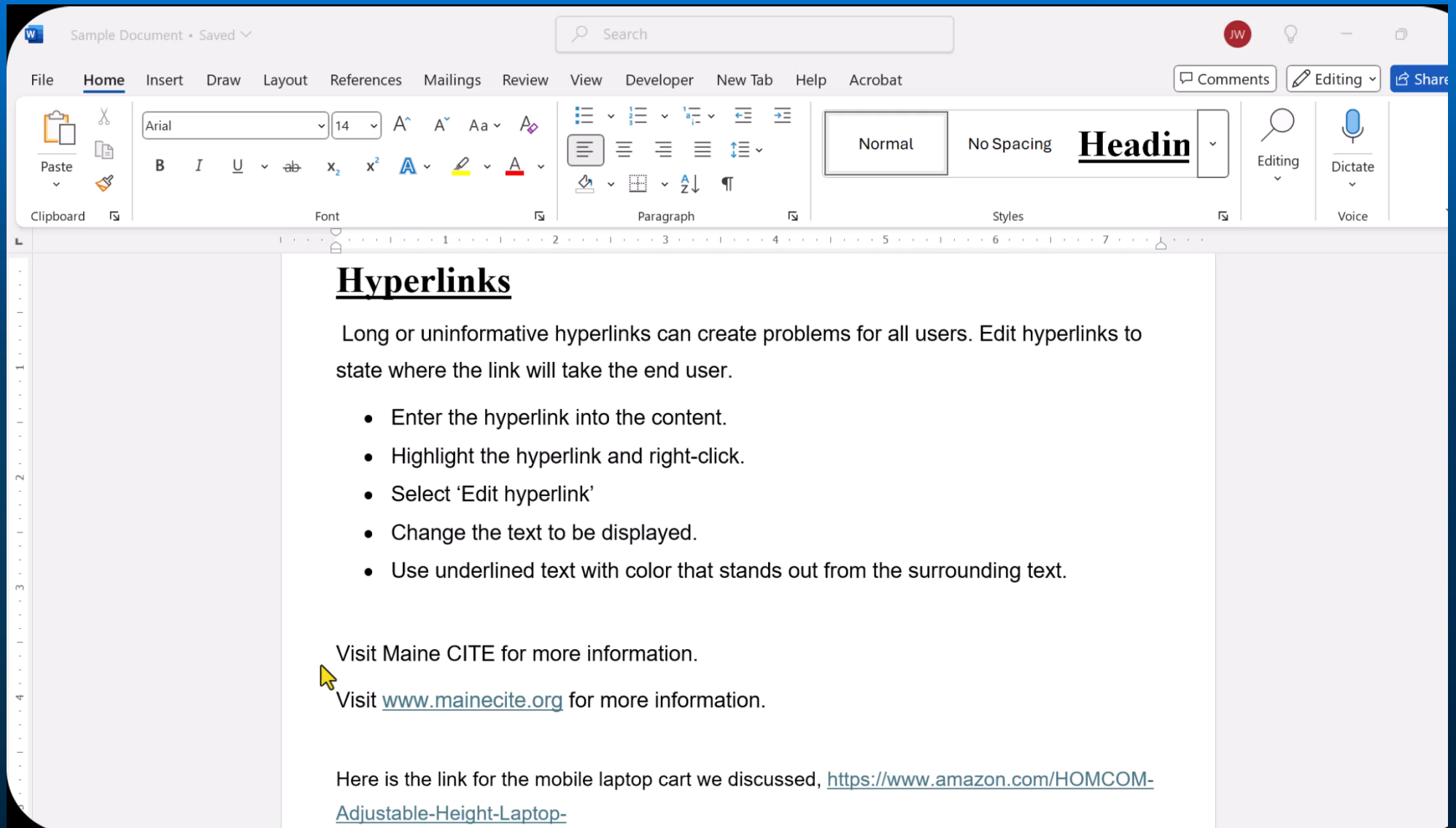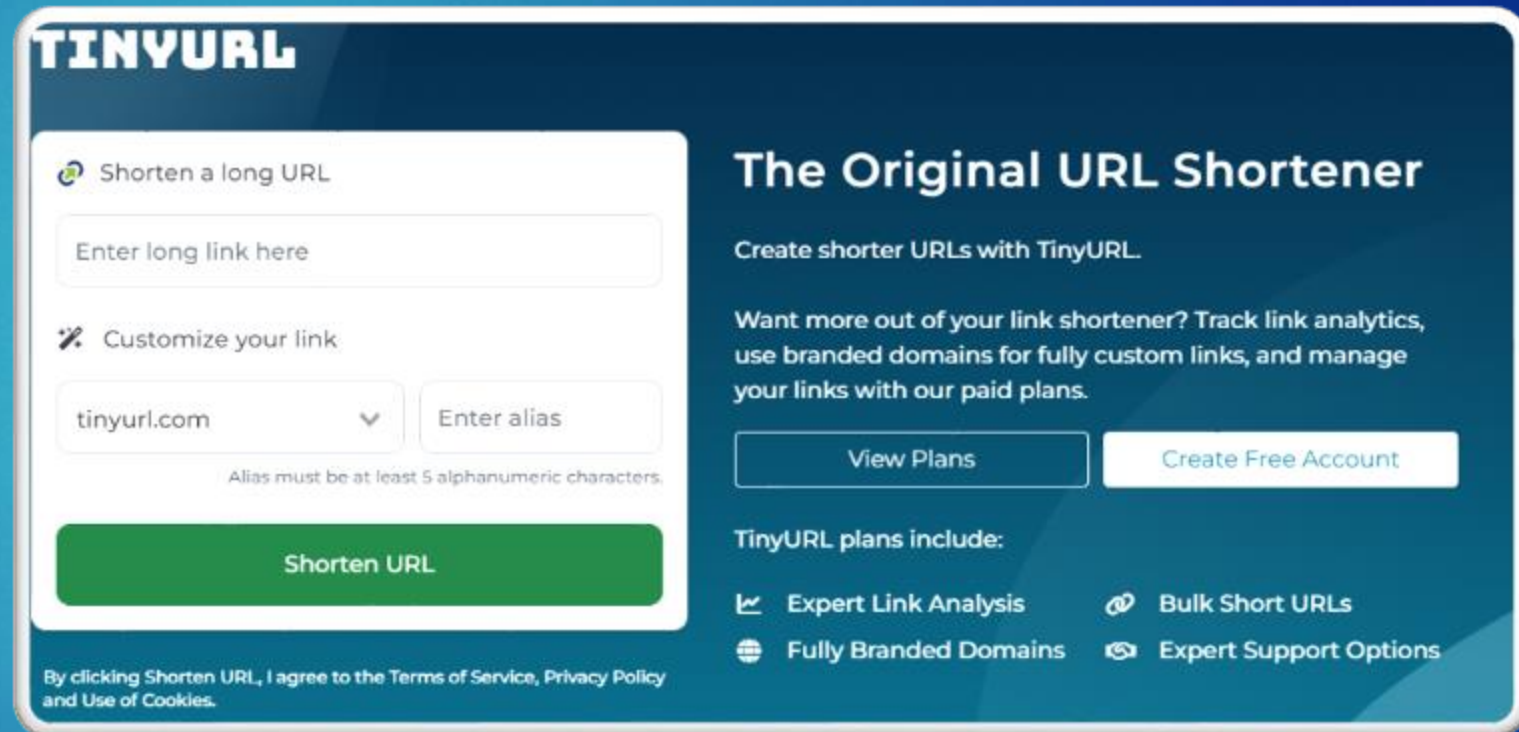
Shorten Hyperlinks

A variety of websites are available to help you create shortened hyperlinks.

Reduce the gibberish and make it meaningful.

- Ow.ly
- Bit.ly
- Tiny URL

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Layout Ribbon - Columns

- Do not create columns using your Tab key.

- Before you use columns, consider if your content would be better represented in a table.

- Create by selecting the content you would like to put in columns and select the Columns tool in the Layout Ribbon.

- Let's see this in action!

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Columns

This page is a presentation slide showing a Microsoft Word document titled "Columns."

Columns

The earliest known inhabitants of the territory that is now Maine were Algonquian-speaking Wabanaki peoples, including the Passamaquoddy, Maliseet, Penobscot, Androscoggin, and Kennebec. During the later King Philip's War, many of these peoples would merge in one form or another to become the Wabanaki Confederacy, aiding the Wampanoag of Massachusetts and the Mahican of New York.

Maine Counties

Androscoggin

Aroostook

Cumberland

Franklin

Hancock

Kennebec

Knox

Lincoln

Oxford

Reference Ribbon
Let's make a table of contents!

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Check it out!

AutoSave On

AT4Maine ResourceManual.practice doc - Compatibility Mode • Saved

Search

File   Home   Insert   Draw   Layout   References   Mailings   Review   View   New Tab   Help   Acrobat

Comments   Editing   Share

Cambria (Headings)   16

Normal   Body Text   List Paragraph

Editing

Dictate

Clipboard   Font   Paragraph   Styles   Voice

AT4ALL Resource Manual

◢ INTRODUCTION

AT4ALL.com is an online assis0ve technology (AT) distribu0on service. The purpose of this document is to serve as a resource for all general AT4ALL func0ons and the appropriate use of the site. Therefore, the document format will follow the format of the site. In addi0on, as each agency/program may use the site for different purposes, some func0ons may not apply to all users. Also, if an agency has developed specialized custom func0ons on their site, they may not be included in this manual. The resource manual is to be updated when features are added or site func0ons are changed. The site is evaluated on an annual basis, upgrades are suggested, voted on, and then implemented. The Resource Manual will be updated to coincide with the annual upgrades.

There are several terms, which will be used con0nuously throughout this document. In order to ensure consistent understanding, these terms will be defined in this sec0on. There are several types of individuals who may use the site. Every effort is made to make the site accessible and

Page 1 of 31   7610 words   Text Predictions: On   Accessibility: Good to go   Display Settings   Focus   98%

12:25 PM
11/12/202

Did You Know?!?!

The Review Ribbon has a <u>Read Aloud tool</u>!

Not sure if what you said made sense?

Have it read aloud to you!

Want to dig deeper?
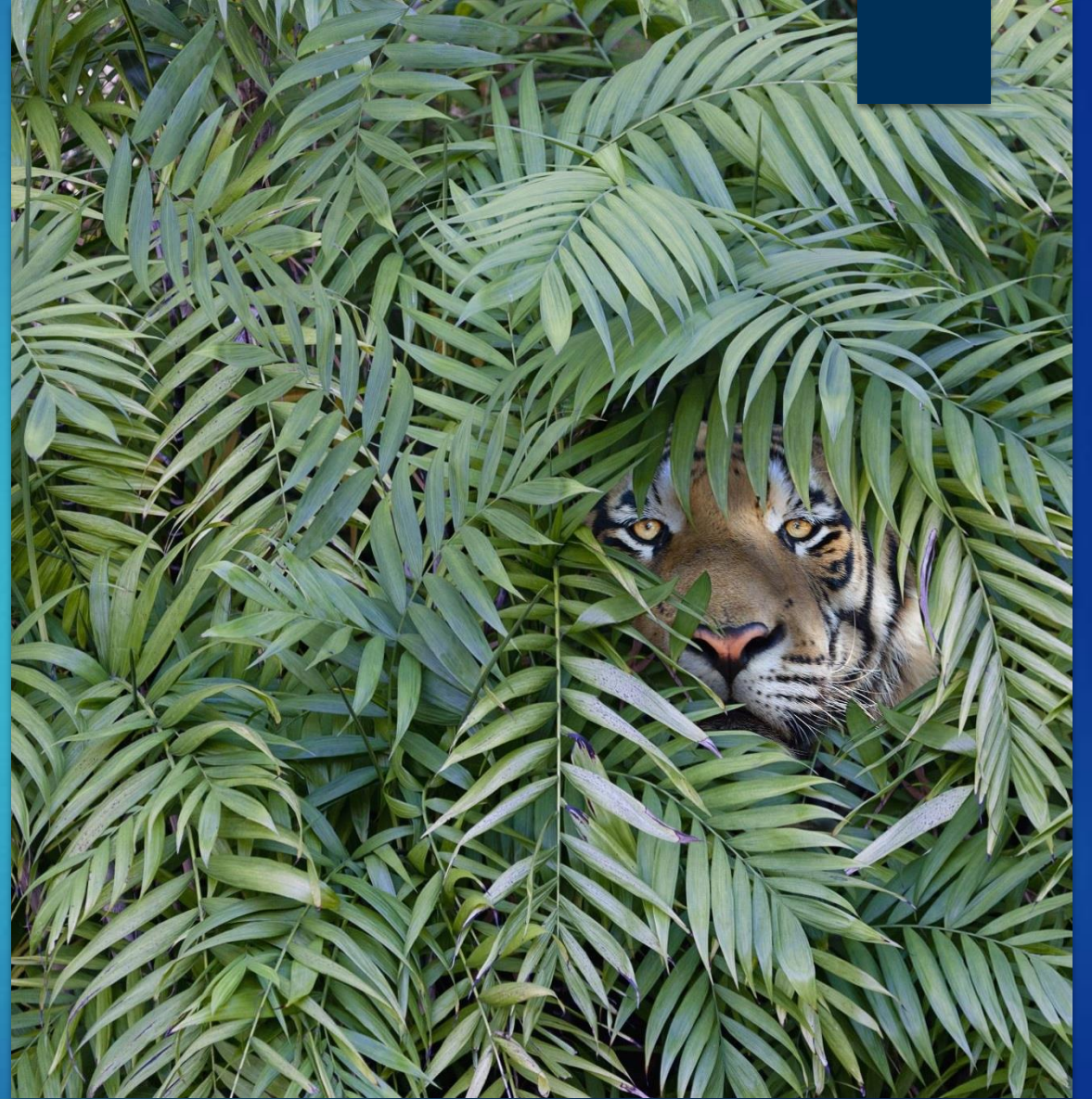Check out **Immersive Reader** on the <u>View Ribbon</u>!
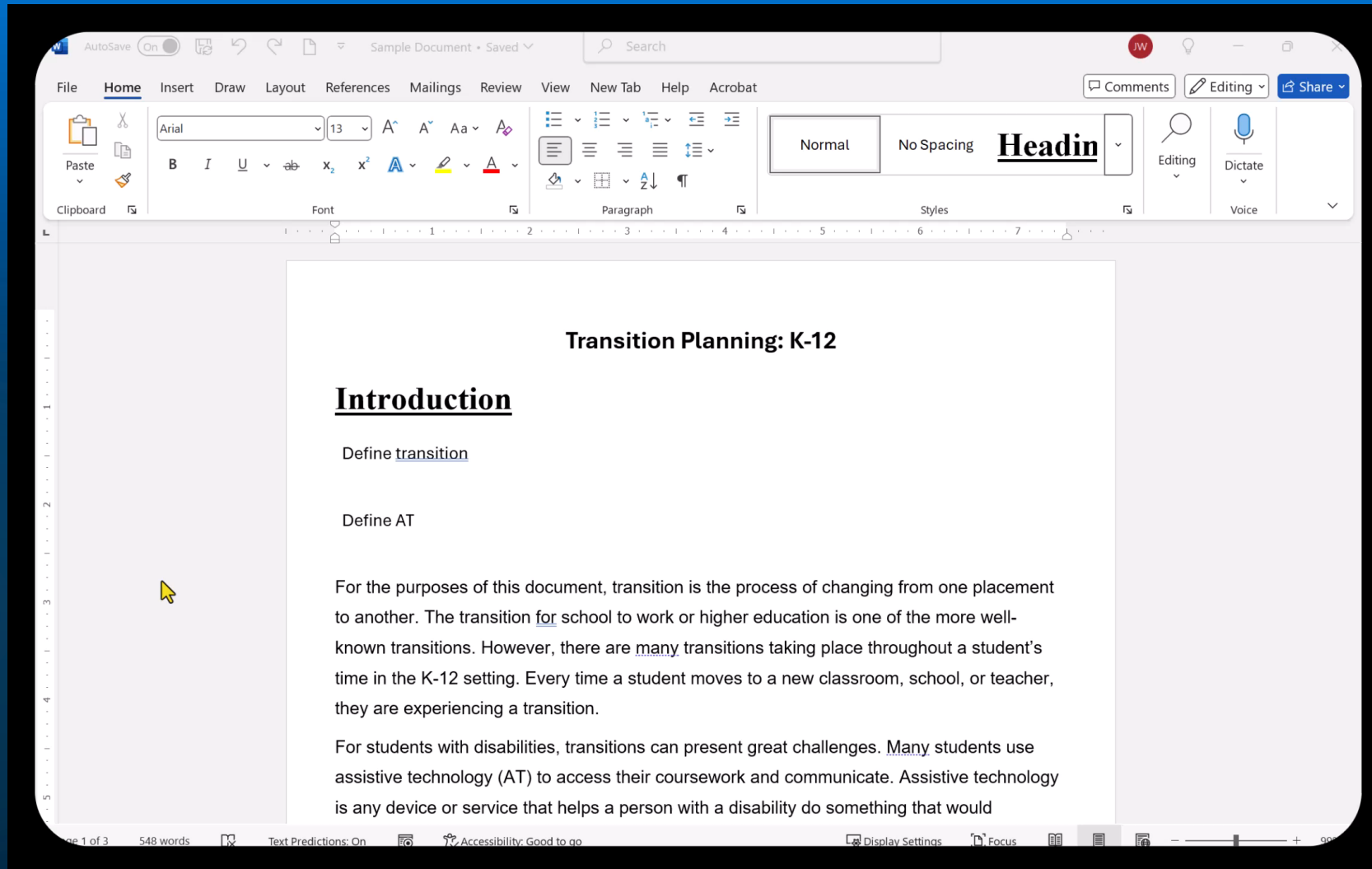
Fixing Documents

Finding hidden problems

You can…

- View the formatting symbols in the document to identify hidden problems

- Clear all formatting

Let's see how it's done.

One Last Thing

If you use the tools we discussed today, not only will your life be easier, but the document will also be **accessible**!

The Last, Last Thing

If you add images, illustrations, shapes, charts, etc.

- ALL images in a document MUST have alt text.

- Provides a non-visual means of representing the CONTENT or FUNCTION of the image.

`<img src="pizza.png" alt="slice of pizza on a plate">`

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Reach out! We are here to help!

Maine CITE
Assistive Technology for all ages and all abilities

www.mainecite.org
info@mainecite.org
207-621-3195

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