

CUSTOMIZING MS WORD TO MEET INDIVIDUAL NEEDS

1. Decreasing Distractions and/or Simplifying Visual Presentation

Hide Toolbars

View menu

Select *Toolbars*

Select toolbar with check in front of it. This will hide the toolbar.

Repeat to hide additional toolbars.

Customize Toolbars

Tools menu

Select *Customize*

Select *Commands* tab

Select *Rearrange Commands*

Select *Toolbars*

Highlight item in *Controls* window

Select *Delete*

Eliminate Red and Green Underlining (spellchecker and grammar check markings)

Tools menu

Select *Options*

Select *Spelling & Grammar* tab

Uncheck *Check spelling as you type* and *Check Grammar as you type*

2. Adjusting Appearance

Large Toolbar Icons

Tools menu

Select *Customize*

Options tab

Select *Large icons*

Format Background

Format menu

Select *Background*

Select desired color

Format Font

Use formatting toolbar or *Format* menu

Select *Font*

Select *Font* tab or *Text Effects* tab

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Adding Extra Space Between Words

Edit menu

Select *Find*

Click on *Replace* tab

With cursor in the *Find* textbox press the spacebar one time

Put the cursor in the *Replace* textbox and press the space bar several times (e.g., 3 times)

Select *Replace All*

3. Supporting Academic Success

Modify Grammar Checker

Tools menu

Select *Options*

Select *Spelling & Grammar* tab

Uncheck *Check spelling as you type* and *Check Grammar as you Type*

Select *Settings*.

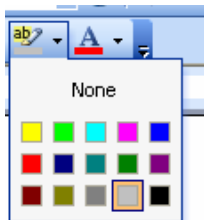
Highlighting



Click on the highlighter icon on the format toolbar

Select the text you want to highlight

When you are finished highlighting click on the highlighter icon again



To select a highlighter color click on the drop-down arrow to the right of the highlighter icon
Click on the color of your choice.

If you make a mistake and want to erase highlighting select *None* for the highlighter color
Select the mistake and the highlighting will disappear.

Click on the highlighter icon if you are done or select a color to continue highlighting

Identifying important ideas in large documents

Tools menu

Select *AutoSummarize*

Select the *Type of Summary* desired

Select the *Length of Summary* (if appropriate)

Select *OK*

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Using AutoCorrect

Tools menu

Select *AutoCorrect Options*

Select *AutoCorrect* tab

Fill in *Replace* and *With* textboxes

Select *Add*

Checking Readability Level

Tools menu

Select *Spelling and Grammar*

Select *Options*

Select *Show Readability Statistics* under *Grammar*

Select *OK*

Readability statistics will be displayed when spelling and grammar check is complete