

## Getting the most out of Microsoft Word:

### *Supporting learners with reading and writing difficulties*

#### Tools to support reading

|                |  |
|----------------|--|
| Typeface       | Font (Format>Font)<br>font size (Format>Font)<br>font colour (Format>Font)<br>justification (Format>Paragraph)<br>line spacing (Format>Paragraph)<br>character spacing (Format>Font>Character Spacing) |
| Views          | Print Layout (View>Print Layout)<br>Web layout (View>Web layout)<br>Reading Layout (View>Reading Layout)<br>Background colour (Format>Background Colour)<br>Themes (Format>Theme)                      |
| Navigation     | Document Map (View>Document Map)   |
| Text to speech | WordTalk or other text-to-speech program<br><a href="http://www.wordtalk.org.uk/Home/">http://www.wordtalk.org.uk/Home/</a>  |
| Voice Comments | Audio recordings of instructions or information<br>(Insert>Object>Wave Sound)  |
| Study          | Research tools (Tools>Research)<br>Highlighters (<br>Comments (Insert>Comment)   |

#### Tools to support writing

|                         |   |
|-------------------------|---|
| Writing & Spelling      | Word spellchecker (F7, Tools>Spelling and Grammar)<br>Autocorrect (Tools>AutoCorrect)<br>Custom word bars<br>WordTalk spellchecker<br>Voice recording |
| Planning and organising | Outline view (View>Outline)<br>Diagram tool (Insert>Diagram)<br>Voice recording (Insert>Object>Wave Sound)<br>Digital Jotters                         |

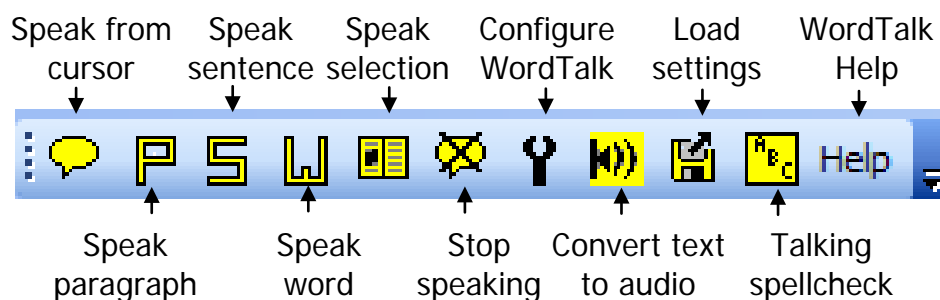
#### Converting to different formats

|                  |  |
|------------------|--|
| Microsoft Reader | eBook format with built-in text-to-speech<br><a href="http://www.microsoft.com/Reader/">http://www.microsoft.com/Reader/</a>     |
| Audio            | Save as MP3 audio file using WordTalk  |
| PDF              | Free PDF converter from<br><a href="http://sourceforge.net/projects/pdfcreator/">http://sourceforge.net/projects/pdfcreator/</a> |

## Microsoft Word Voice Magic

### WordTalk

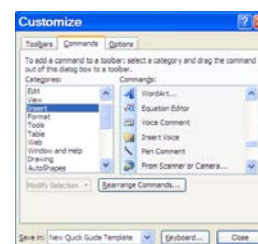
WordTalk is a free text reader for Microsoft Windows. Download it from [www.WordTalk.org.uk](http://www.WordTalk.org.uk).



### Voice Notes

#### To add the Voice Note button to the Toolbar:

1. Click on View > Toolbars > Customize
2. Select the Commands tab, Insert from the Categories list and Voice Comment from the Commands list.
3. Drag the Voice Comment icon into one of the toolbars on display under the menu line.
4. Click on Close.



#### Recording a Voice note

5. Click on the Voice Comment button on the Toolbar
6. Click on the red Record button and start talking
7. Click the Stop button to stop and Play to play back your recording. Close the box and your voice note will be inserted into the Word document with a Speaker icon.
8. Double click on the Speaker icon to hear the note.
9. Drag your voice notes around the page and delete and re-record as many times as you want.
10. The voice notes are saved when you save the Word document.

