# Productivity / Accessibility Ribbon: Word 2010 Quick Accessibility Reference



## File Tools



* **New Doc** – Creates a new document in the default template.
* **Open** – Opens an existing document
* **Save** – Saves the document with the current file name.
* **Save as** – Saves the document and prompts you for a new file name
* **Print** – prints the document
* **Accessibility** – Checks for common accessibility mistakes.
* **Properties** – Define meta data about the document to aid in searching.

## Zoom



* **Zoom** – Set the magnification level
* **100%** - Set magnification to 100%
* **One Page** – Display one page of the document.
* **Two Pages** – Display two pages side by side.
* **Page Width** – Display the document so that the width of the document matches the width of the window.

## Structure



* **Doc Nav** – Opens an outline view of the document and allows heading navigation**.**
* **Templates** – Select or change the template for the document.
* **Styles** – Select headings, lists, and other styles to provide semantic structure for your document.
* **TOC** – Insert a table of contents
* **Update TOC** – Update the table of contents
* **Show all** – Show paragraph marks & breaks.

## Lists



* **Bullets** – Create a bulleted list
* **Numbers** Create a numbered list
* **Promote** – Move the selected item(s) to the next higher level in a nested list.
* **Demote** – Move the selected item(s) to the next lower level in a nested list
* **Restart #** - Restart the numbering.

## Layout



* **Page Setup** – Set up page size, orientation and margins.
* **Breaks** – Insert section breaks, column breaks, and page breaks.
* **Columns** – choose the number of columns for the page or the section

## Tables



* **Insert Table** – Create a table at the cursor location.
* **Text to table** – Convert selected text to a table
* **Table to tex**t - Convert a table to text (left to right top to bottom).
* **Caption** – add a caption to a table, picture or other image
* **Properties** – Set the header row on a table, column size, row height, etc.

## Language and Links



* **Language drop down** – set the language of the document or section.
* **Bookmark** – add linked bookmarks to a document.
* **Hyperlink** – add a hyperlink to a document and create meaningful link text

## Forms



* **Protect document** – lock the document. Accessible forms (only allow filling in forms)
* **Check Box** – add a checkbox (does not work with all assistive technologies)
* **Combo Box** – add a combo box (does not work with all assistive technologies.
* **ab|Edit Box** – add an edit form field (works with all assistive technologies)

## Pictures



* **Picture** – insert a picture or diagram in a document.
* **Alt Text** – add alternative text to the description field in a document
* **Layout** – set the picture layout to in-line for maximum accessibility.