Accessibility features in Word

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Microsoft Word includes features that make the software accessible to a wider range of users, including those who have limited dexterity, low vision, or other disabilities.

**What do you want to do?**

[[bookmark link](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#1)Use keyboard shortcuts](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#1)

[[bookmark link](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#2)Set size and zoom options](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#2)

[[bookmark link](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#3)Set color and sound options](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#3)

[[bookmark link](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#4)Add or remove items in the Quick Access Toolbar](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#4)

[[bookmark link](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#5)Collect and paste items among Office programs](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370103.htm#5)

Keyboard shortcuts

You can assign keyboard shortcuts (or shortcut keys) to a command, macro, font, style, or commonly used symbol.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDA5B0AC'))Show or hide some keyboard shortcuts in ScreenTips](javascript:ToggleDiv('divExpCollAsst_IDA5B0AC')%20%20%20%20%20%20%20%20)

Using the keyboard

1. Press ALT+F, I to open the **Word Options** dialog box.
2. Press DOWN ARROW to select **Advanced**, and then press the TAB key to move to the **Advanced options for working with Word** pane.
3. Press the TAB key repeatedly until you select **Show shortcut keys in ScreenTips** under **Display**.
4. Press SPACEBAR to select or clear the check box.

Using the mouse

1. Click the **File** tab.
2. Under **Word**, click **Options**.
3. Click **Advanced**.
4. Under **Display**, clear the **Show shortcut keys in ScreenTips** check box.

Important  Changing this setting will affect all of your Microsoft Office programs.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAWD0AC'))Assign or remove a keyboard shortcut](javascript:ToggleDiv('divExpCollAsst_IDAWD0AC')%20%20%20%20%20%20%20%20)

Using the keyboard

1. Press ALT+F, I to open the **Word Options** dialog box.
2. Press DOWN ARROW to select **Customize Ribbon**.
3. Press the TAB key repeatedly until **Customize** is selected, and then press ENTER.
4. In the **Categories** box, press DOWN ARROW or UP ARROW to highlight the category that contains the command or other item that you want to assign a keyboard shortcut to or remove a keyboard shortcut from.
5. Press the TAB key to move to the **Commands** box.
6. Press DOWN ARROW or UP ARROW to select name of the command or other item that you want to assign a keyboard shortcut to or remove a keyboard shortcut from.

Any keyboard shortcuts that are currently assigned appear in the **Current keys** box.

1. Do one of the following:

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAZE0AC'))Assign a keyboard shortcut](javascript:ToggleDiv('divExpCollAsst_IDAZE0AC')%20%20%20%20%20%20%20%20)

Begin keyboard shortcuts with CTRL or a function key.

* 1. Press the TAB key repeatedly until the cursor is in the **Press new shortcut key** box, and then press the combination of keys that you want to assign. For example, press CTRL plus the key that you want to use.
  2. Look at **Currently assigned to** to see if the combination of keys is already assigned to a command or other item. If so, select a different combination.

Important  Reassigning a combination of keys means that you can no longer use the combination for its original purpose. For example, pressing CTRL+B changes selected text to bold. If you reassign CTRL+B to a new command or other item, you will not be able to make text bold by pressing CTRL+B unless you restore the keyboard shortcut assignments to their original settings by clicking **Reset All**.

* 1. Press the TAB key repeatedly until **Assign** is selected, and then press ENTER.

 Note    If you use a programmable keyboard, the key combination CTRL+ALT+F8 might already be reserved for initiating keyboard programming.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDASF0AC'))Remove a keyboard shortcut](javascript:ToggleDiv('divExpCollAsst_IDASF0AC')%20%20%20%20%20%20%20%20)

* 1. Press the TAB key repeatedly until the cursor is in the **Current keys** box.
  2. Press DOWN ARROW or UP ARROW to select the keyboard shortcut that you want to remove, and then press SPACEBAR.
  3. Press the TAB key repeatedly until **Remove** is selected, and then press ENTER.

1. Press the TAB key repeatedly until the **Save changes in** box is selected.
2. Press DOWN ARROW or UP ARROW to highlight the current document name or template in which you want to save the keyboard shortcut changes, and then press ENTER.

Using the mouse

1. Click the **File** tab.
2. Under **Word**, click **Options**.
3. Click **Customize Ribbon**, and then click **Customize**.
4. In the **Save changes in** box, click the current document name or template that you want to save the keyboard shortcut changes in.
5. In the **Categories** box, click the category that contains the command or other item that you want to assign a keyboard shortcut to or remove a keyboard shortcut from.
6. In the **Commands** box, click the name of the command or other item that you want to assign a keyboard shortcut to or remove a keyboard shortcut from.

Any keyboard shortcuts that are currently assigned appear in the **Current keys** box.

1. Do one of the following:

[[Show](javascript:ToggleDiv('divExpCollAsst_IDATH0AC'))Assign a keyboard shortcut](javascript:ToggleDiv('divExpCollAsst_IDATH0AC')%20%20%20%20%20%20%20%20)

Begin keyboard shortcuts with CTRL or a function key.

* 1. In the **Press new shortcut key** box, press the combination of keys that you want to assign. For example, press CTRL plus the key that you want to use.
  2. Look at **Currently assigned to** to see if the combination of keys is already assigned to a command or other item. If so, select a different combination.

Important  Reassigning a combination of keys means that you can no longer use the combination for its original purpose. For example, pressing CTRL+B changes selected text to bold. If you reassign CTRL+B to a new command or other item, you will not be able to make text bold by pressing CTRL+B unless you restore the keyboard shortcut assignments to their original settings by clicking **Reset All**.

* 1. Click **Assign**.

 Note    If you use a programmable keyboard, the key combination CTRL+ALT+F8 might already be reserved for initiating keyboard programming.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAPQ0AC'))Remove a keyboard shortcut](javascript:ToggleDiv('divExpCollAsst_IDAPQ0AC')%20%20%20%20%20%20%20%20)

* 1. In the **Commands** list, select the command for which you want to delete a keyboard shortcut.
  2. In the **Current keys** box, click the keyboard shortcut that you want to delete.
  3. Click **Remove**.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAHR0AC'))Print a list of keyboard shortcuts](javascript:ToggleDiv('divExpCollAsst_IDAHR0AC')%20%20%20%20%20%20%20%20)

Using the keyboard

1. Show the **Developer** tab.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAVR0AC'))How?](javascript:ToggleDiv('divExpCollAsst_IDAVR0AC')%20%20%20%20%20%20%20%20)

* 1. Press ALT+F, I to open the **Word Options** dialog box.
  2. Press DOWN ARROW to select **Customize Ribbon**.
  3. Press the TAB key repeatedly until the **Customize the Ribbon** box is selected, press DOWN ARROW to select **Main Tabs**, and then press ENTER.
  4. Press the TAB key to select the **Customize the Ribbon** list.
  5. Press DOWN ARROW to select **Developer**, and then press SPACEBAR to select the check box.
  6. Press the TAB key repeatedly until the **OK** button is selected, and press ENTER.

1. Press ALT+L.
2. Press P, M to open the **Macros** dialog box.
3. Press the TAB key repeatedly until the **Macros in** box is selected, press DOWN ARROW to select **Word commands**, and then press ENTER.
4. In the **Macro name** box, type ListCommands, and then press ENTER.
5. In the **ListCommands** dialog box, confirm that **Current keyboard settings** is selected, and then press ENTER.
6. Press ALT+F, P, P.

Using the mouse

1. Show the **Developer** tab.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAOT0AC'))How?](javascript:ToggleDiv('divExpCollAsst_IDAOT0AC')%20%20%20%20%20%20%20%20)

* 1. Click the **File** tab.
  2. Under **Word**, click **Options**.
  3. Click **Customize Ribbon**.
  4. In the **Customize the Ribbon** box, select **Main Tabs**.
  5. Under **Main Tabs**, select the **Developer** check box.

1. On the **Developer** tab, in the **Code** group, click **Macros**.
2. In the **Macros in** box, click **Word commands**.
3. In the **Macro name** box, click **ListCommands**.
4. Click **Run**.
5. In the **List Commands** dialog box, click **Current keyboard settings**.
6. Click **OK**.
7. Click the **File** tab.
8. Click **Print**.
9. Click the **Print** button at the top of the gallery.

To view a list of all of the keyboard shortcuts in Word, see [Keyboard shortcuts for Microsoft Office Word](ms-help://MS.WINWORD.14.1033/WINWORD/content/HP10370109.htm).

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Set size and zoom options

[[Show](javascript:ToggleDiv('divExpCollAsst_IDARW0AC'))Zoom in on, or out of a document](javascript:ToggleDiv('divExpCollAsst_IDARW0AC')%20%20%20%20%20%20%20%20)

You can zoom in to get a close-up view of your document or zoom out to see more of the page at a reduced size.

Using the keyboard

1. Press ALT+W, and then press Q.
2. Press the TAB key repeatedly until the **Percent** box is selected, and then type a percentage or press UP ARROW or DOWN ARROW to select a percentage.

Using the mouse

1. On the **View** tab, in the **Zoom** group, click **Zoom**.
2. Click the zoom setting that you want or type a percentage in the **Percent** box.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAXX0AC'))Zoom by using the Microsoft IntelliMouse pointing device or other pointing device](javascript:ToggleDiv('divExpCollAsst_IDAXX0AC')%20%20%20%20%20%20%20%20)

1. Click the document.
2. Press and hold CTRL while you rotate the wheel button to zoom in or out.

For more information, see the instructions for your pointing device.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAGY0AC'))Use Full Screen Reading](javascript:ToggleDiv('divExpCollAsst_IDAGY0AC')%20%20%20%20%20%20%20%20)

Using the keyboard

Full Screen Reading view improves the resolution and display of text for reading on the screen.

1. Press ALT+W, and then press F.
2. If you want to increase the size of the text, press F6, press the TAB key repeatedly until **View Options** is selected, and then press ENTER.
3. Press DOWN ARROW to select **Increase Text Size**, and then press ENTER.

Using the mouse

Full Screen Reading view improves the resolution and display of text for reading on the screen.

1. On the **View** tab, in the **Document Views** group, click **Full Screen Reading**.
2. If you want to increase the size of the text, click **View Options**, and then click **Increase Text Size**.

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Set color and sound options

[[Show](javascript:ToggleDiv('divExpCollAsst_IDA2Z0AC'))Change the color of text](javascript:ToggleDiv('divExpCollAsst_IDA2Z0AC')%20%20%20%20%20%20%20%20)

Using the keyboard

1. Select the text that you want to change.
2. Press ALT+H, F, C.
3. Use the arrow keys to select the color that you want, and then press ENTER.

Using the mouse

1. Select the text that you want to change.
2. On the **Home** tab, in the **Font** group, do one of the following:
   * To apply the color most recently used for text, click **Font Color**.
   * To apply a different color, click the arrow next to the **Font Color** button, and then select the color that you want.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAM10AC'))Turn sound on or off](javascript:ToggleDiv('divExpCollAsst_IDAM10AC')%20%20%20%20%20%20%20%20)

Using the keyboard

1. Press ALT+F, I to open the **Word Options** dialog box.
2. Press DOWN ARROW to select **Advanced**, and then press the TAB key to move to the **Advanced options for working with Word** pane.
3. Press the TAB key repeatedly until you select **Provide feedback with sound** under **General**, and then press SPACEBAR to select or clear the check box.

Important  Changing this setting will affect all of your Microsoft Office programs.

Using the mouse

1. Click the **File** tab.
2. Click **Options**.
3. Click **Advanced**.
4. Under **General**, select or clear the **Provide feedback with sound** check box.

Important  Changing this setting will affect all of your Microsoft Office programs.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAA30AC'))Change sounds](javascript:ToggleDiv('divExpCollAsst_IDAA30AC')%20%20%20%20%20%20%20%20)

Using the keyboard

Do one of the following.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAJ30AC'))Change sounds in Windows Vista](javascript:ToggleDiv('divExpCollAsst_IDAJ30AC')%20%20%20%20%20%20%20%20)

1. Press CTRL+ESC to open the Start menu.
2. Press the TAB key, press DOWN ARROW repeatedly until **Control Panel** is selected, and then press ENTER.
3. Press the TAB key repeatedly until **Hardware and Sound** is selected, and then press ENTER.
4. Press the TAB key repeatedly until you select **Change system sounds** under **Sounds**, and then press ENTER.
5. On the **Sounds** tab, in the **Program** list, use the arrow keys to select the event that you want, and then press the TAB key.
6. In the **Sounds** box, press DOWN ARROW to select the sound that you want, and then press ENTER.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAH40AC'))Change sounds in Microsoft Windows XP or Microsoft Windows Server 2003](javascript:ToggleDiv('divExpCollAsst_IDAH40AC')%20%20%20%20%20%20%20%20)

1. Press CTRL+ESC to open the Start menu.
2. Press SHIFT+C to open the **Control Panel**.
3. Be sure you are in **Category View**.
4. If not, under **Control Panel** in the left pane, select **Switch to Category View** by pressing TAB.
5. Press ENTER.
6. Press the TAB key repeatedly until **Sounds and Audio Devices** is selected, and then press ENTER.
7. If necessary, press the TAB key repeatedly until the current tab name is selected, and then press LEFT ARROW or RIGHT ARROW to move to the **Sounds** tab.
8. Press the TAB key repeatedly until the **Program Events** list is selected, and then select the event that you want.
9. Press the TAB key repeatedly until **Browse** is selected, and then press ENTER.
10. Press the TAB key repeatedly until you select the first sound file in the dialog box.
11. Press the appropriate arrow key to select the sound that you want, and then press ENTER.
12. Press the TAB key repeatedly until **OK** is selected, and then press ENTER.

Using the mouse

Do one of the following.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAS50AC'))Change sounds in Windows Vista](javascript:ToggleDiv('divExpCollAsst_IDAS50AC')%20%20%20%20%20%20%20%20)

1. Click the **Start** button Button image, and then click **Control Panel**.
2. Click **Hardware and Sound**, and then click **Change system sounds**.
3. On the **Sounds** tab, in the **Program** list, select the event that you want.
4. In the **Sounds** list, select the sound that you want.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAZILRB'))Change sounds in Microsoft Windows XP or Microsoft Windows Server 2003](javascript:ToggleDiv('divExpCollAsst_IDAZILRB')%20%20%20%20%20%20%20%20)

1. Click **Start**, and then click **Control Panel**.
2. Click **Sounds, Speech, and Audio Devices**, and then click **Sounds and Audio Devices**.
3. On the **Sounds** tab, in the **Program Events** list, select the event that you want.
4. In the **Sounds** list, select the sound that you want.

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Add or remove items in the Quick Access Toolbar

[[Show](javascript:ToggleDiv('divExpCollAsst_IDA4JLRB'))Add items to the Quick Access Toolbar](javascript:ToggleDiv('divExpCollAsst_IDA4JLRB')%20%20%20%20%20%20%20%20)

Using the keyboard

1. Press ALT+F, I to open the **Word Options** dialog box.
2. Press DOWN ARROW repeatedly until **Quick Access Toolbar** is selected, and then press the TAB key.
3. Press the TAB key repeatedly until the **Customize Quick Access Toolbar** list is selected, press DOWN ARROW to select the document or documents that you want the changes to apply to, and then press ENTER.
4. Press the TAB key repeatedly until the **Choose commands from** list is selected, press DOWN ARROW to select the area that contains the item that you want to add, and then press the TAB key.
5. Press DOWN ARROW to select the item that you want to add.
6. Press the TAB key to select **Add**, and then press ENTER to add the item to the **Customize Quick Access Toolbar** box.
7. When you have added all of the items that you want, press the TAB key repeatedly until **OK** is selected, and then press ENTER.

Using the mouse

1. Click the **File** tab.
2. Click **Options**.
3. Click **Quick Access Toolbar**.
4. In the **Customize Quick Access Toolbar** list, select the document or documents that you want the changes to apply to.
5. In the **Choose commands from** list, select the area that contains the item that you want to add.
6. Select the item that you want to add.
7. Click **Add** to add the item to the **Customize Quick Access Toolbar** box.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAIMLRB'))Remove items from the Quick Access Toolbar](javascript:ToggleDiv('divExpCollAsst_IDAIMLRB')%20%20%20%20%20%20%20%20)

Using the keyboard

1. Press ALT+F, I to open the **Word Options** dialog box.
2. Press DOWN ARROW repeatedly until **Quick Access Toolbar** is selected, and then press the TAB key.
3. Press the TAB key repeatedly until the **Customize Quick Access Toolbar** list is selected, press DOWN ARROW to select the document or documents that you want the changes to apply to, and then press the TAB key.
4. In the **Customize Quick Access Toolbar** box, press DOWN ARROW to select the item that you want to remove from the **Quick Access Toolbar**.
5. Press the TAB key repeatedly until **Remove** is selected, and then press ENTER.

Using the mouse

1. Click the **File** tab.
2. Under **Word**, click **Options**.
3. Click **Quick Access Toolbar**.
4. In the **Customize Quick Access Toolbar** list, select the document or documents that you want the changes to apply to.
5. In the **Customize Quick Access Toolbar** box, select the item that you want to remove from the **Quick Access Toolbar**.
6. Click **Remove**.

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Collect and paste items among Office programs

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAUOLRB'))Collect items to paste](javascript:ToggleDiv('divExpCollAsst_IDAUOLRB')%20%20%20%20%20%20%20%20)

Using the keyboard

1. Make sure that the Microsoft Office Clipboard task pane is open.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDA4OLRB'))How?](javascript:ToggleDiv('divExpCollAsst_IDA4OLRB')%20%20%20%20%20%20%20%20)

* + Press ALT+H, and then press F, O.

1. Press F6 repeatedly until you have moved to the document, and then select the first item that you want to copy.
2. Press CTRL+C to copy the item.
3. Continue copying items from documents in any Office program until you collect all of the items that you want (up to 24).

Using the mouse

1. Make sure that the Microsoft Office Clipboard task pane is open.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDASPLRB'))How?](javascript:ToggleDiv('divExpCollAsst_IDASPLRB')%20%20%20%20%20%20%20%20)

* + On the **Home** tab, in the **Clipboard** group, click the **Clipboard** Dialog Box Launcher.

1. Select the first item that you want to copy.
2. On the **Home** tab, in the **Clipboard** group, click **Copy**.
3. Continue copying items from documents in any Office program until you collect all of the items that you want (up to 24).

[[Show](javascript:ToggleDiv('divExpCollAsst_IDANQLRB'))Paste collected items in another Office program](javascript:ToggleDiv('divExpCollAsst_IDANQLRB')%20%20%20%20%20%20%20%20)

Using the keyboard

1. Open the Office program in which you want to paste the items.
2. Make sure that the Microsoft Office Clipboard task pane is open.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDAYQLRB'))How?](javascript:ToggleDiv('divExpCollAsst_IDAYQLRB')%20%20%20%20%20%20%20%20)

To open the Microsoft Office Clipboard task pane, do one of the following for these Office programs.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDA2QLRB'))Access, Excel, Outlook, or PowerPoint](javascript:ToggleDiv('divExpCollAsst_IDA2QLRB')%20%20%20%20%20%20%20%20)

* + Press ALT+H, and then press F, O.

1. Press F6 repeatedly until you have moved to the document, and then place the cursor where you want to paste the items.
2. Press F6 to move to the Microsoft Office Clipboard task pane.
3. Do one of the following:
   * To paste items one at a time, on the Microsoft Office Clipboard task pane, press DOWN ARROW to highlight the item that you want to paste, and then press ENTER.
   * To paste all the items that you copied, press the TAB key repeatedly until **Paste All** is selected, and then press ENTER.
   * Press ESC to return to the document.

Using the mouse

1. Open the Office program in which you want to paste the items.
2. Make sure that the Microsoft Office Clipboard task pane is open.

[[Show](javascript:ToggleDiv('divExpCollAsst_IDACSLRB'))How?](javascript:ToggleDiv('divExpCollAsst_IDACSLRB')%20%20%20%20%20%20%20%20)

* + On the **Home** tab, in the **Clipboard** group, click the **Clipboard** Dialog Box Launcher.

1. Click where you want to paste the items.
2. Do one of the following:
   * To paste items one at a time, on the Office Clipboard, click the item that you want to paste, and then press ENTER.
   * To paste all the items that you copied, click **Paste All**.

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