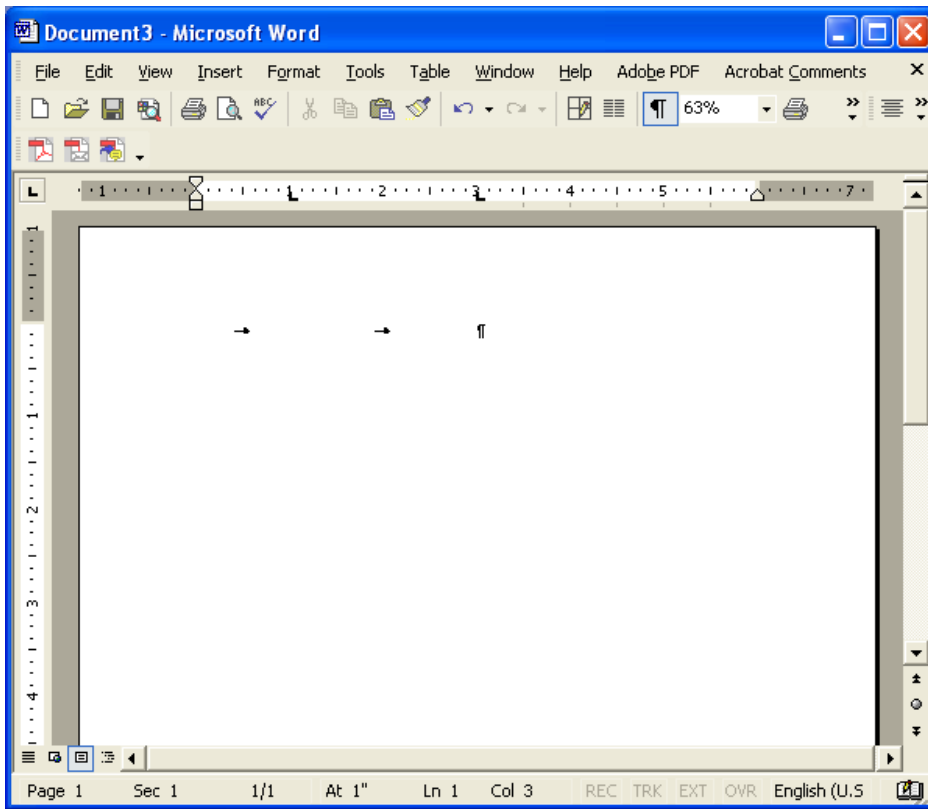# Formatting for Layout

Formatting with the Ruler

You can use the ruler to change the spacing for the tabs, as well as the indent for the paragraph.
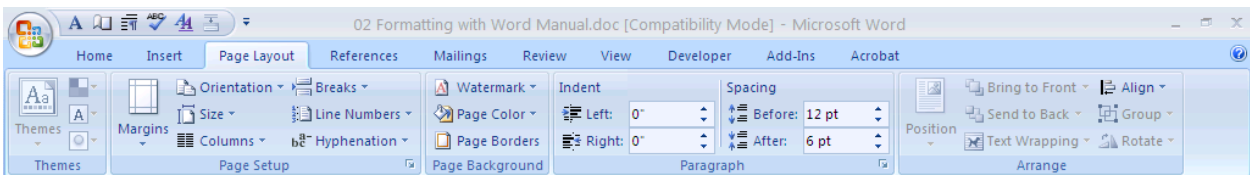

To open the ruler in Word 2007, click on the icon at the top of the scroll bars.
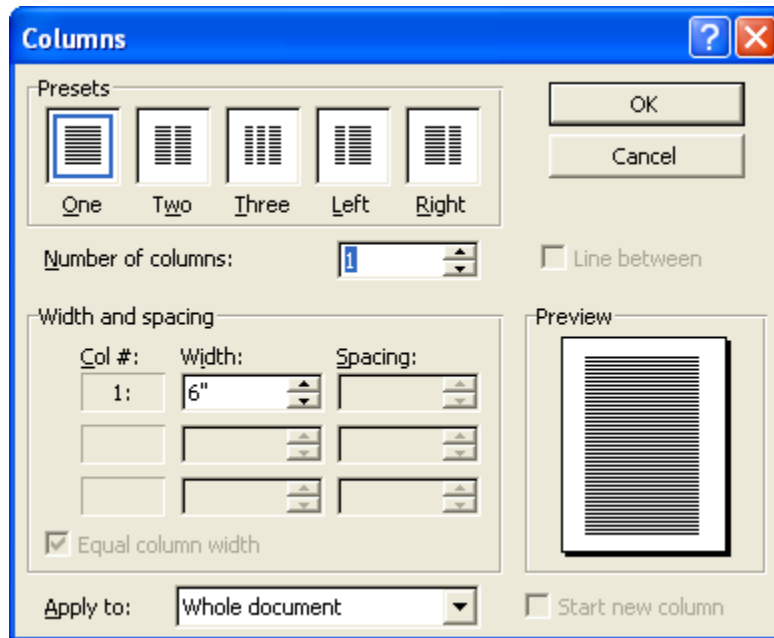
Columns

If you need to use columns, it is crucial that you work with either tables or the column setting. Do not, under any circumstances, use tabs or spaces to get columns.

Word 2007/2010: Go under Page Layout and look on the Page Setup group.

Word 2003: Go under the menu to Format > Columns and choose the number of columns you wish.

Columns look better if the text is justified, a setting that you can select for the alignment of the paragraph.
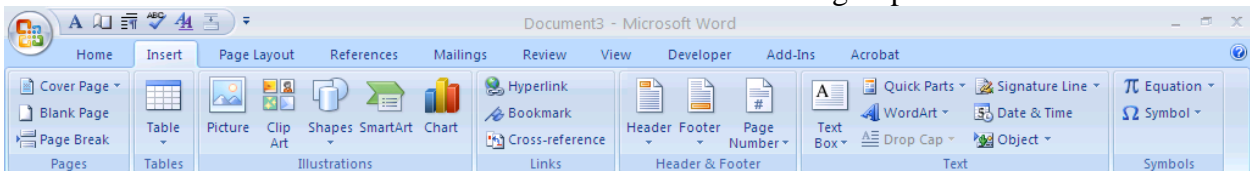
Tables

Simple tables have become a very convenient option in e-text. JAWS now reads them quite well, Duxbury can handle them, and you can convert them easily into PDF or HTML. With a little planning, they're not even too bad going into ASCII.
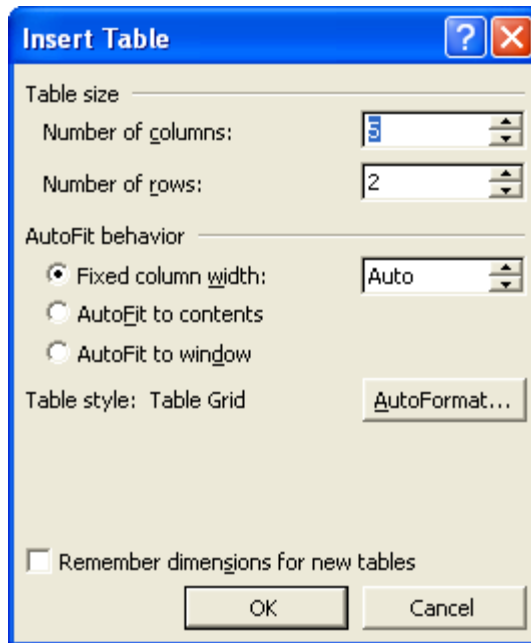
Inserting Tables

If you know how many rows and columns you want in your table, you can insert a table directly. Please note:

Word 2007/2010: Go to the Insert Tab and look under the Table group.

Word 2003: Go to Table > Insert > Table and select the options for the number of rows and columns you want.

Ensuring Table Accessibility

The simpler the table, the easier it will be for someone to read using a screen reader. Tables where cells are combined or "nested" become increasingly difficult for a screen reader user to follow. In addition, to allow the screen reader software to understand which row is used for the column headers, it needs to be marked in the table.

Please note: The keyboard shortcut for accessing table properties is Alt + A, R. Select the table (or area of the table) first, and then use the keyboard shortcut.

Word 2007/2010: With the first row of the table selected, look under the Table tools > Layout > Properties. Choose the Row tab and check "Repeat as header row at the top of each page."
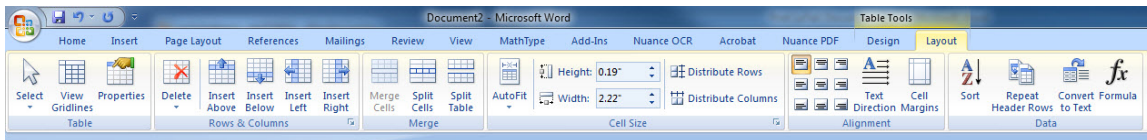

Word 2003: Go to Table > Table Properties > Row and check "Repeat as header row at the top of each page."
.
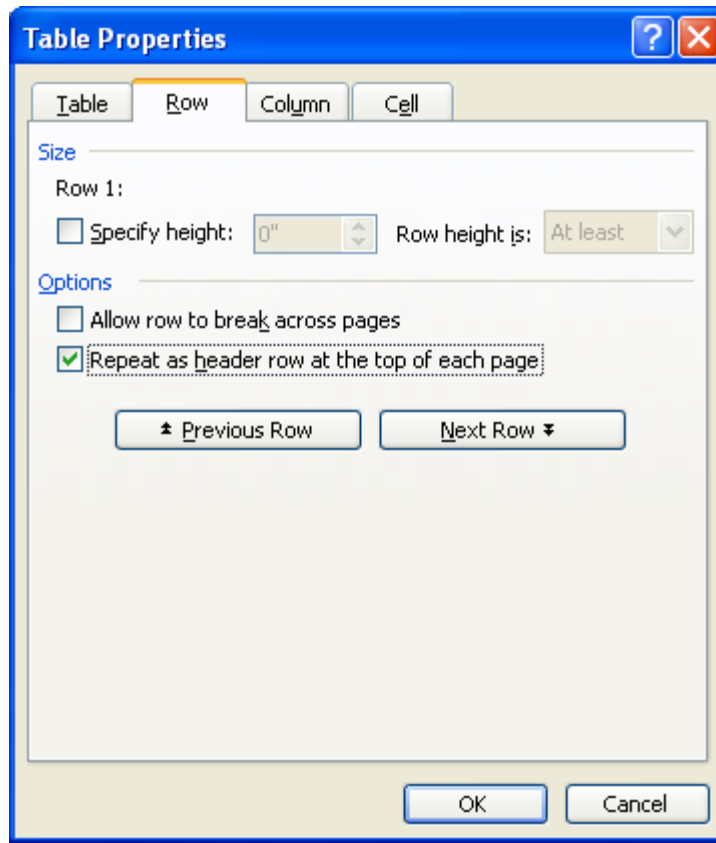
Converting Text to Table

You can also create a table from existing text. Make sure to use tabs, commas, or some other standard symbol between columns; for example, enter the text for the first column, hit the tab key, and enter the text for the next column, etc. The keyboard shortcut to insert a table is Alt + A, V, X. Select the text you wish to convert before using the keyboard shortcut.

Word 2007/2010: Go to the Insert Tab > Tables > Table > Convert Text to Table
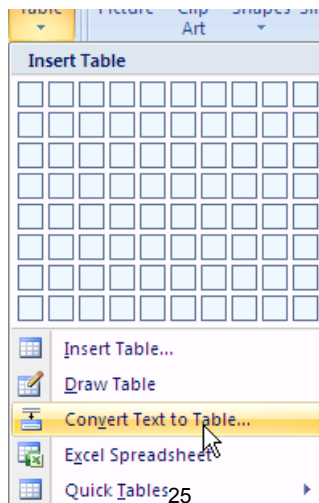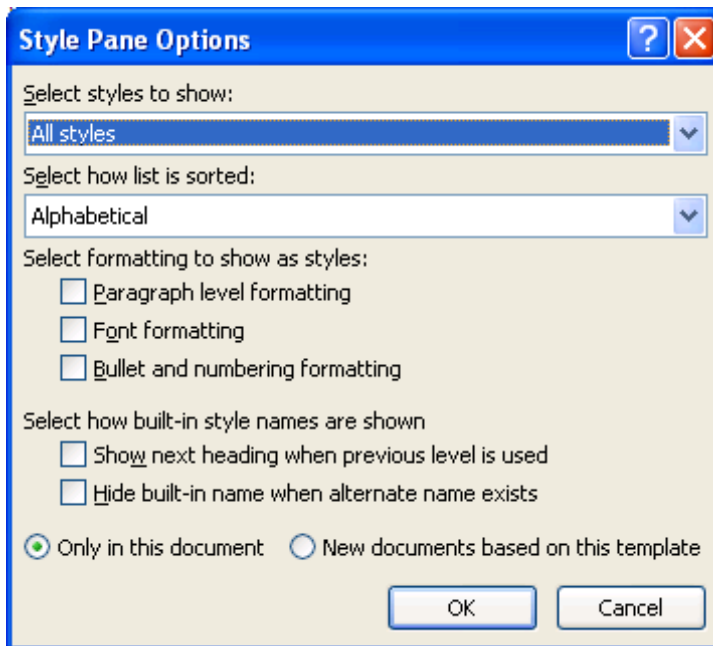
Word 2003: Select the text and choose Table > Convert > Text to Table.
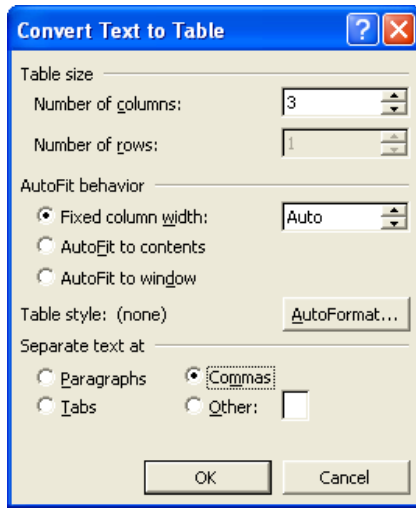
A handy trick for converting a table into text that is easier for some TTS (text-to-speech) engines to read is to use index styles to format the table and then convert the table to text.

Word 2007/2010: In the Styles Pane, choose Options and set the styles to select to All Styles.

Word 2003: In order to use the Index style, you have to first add it to the styles list. Open the Styles and Formatting pane. At the bottom, under Show, select Custom.

You will launch the Format Settings window.
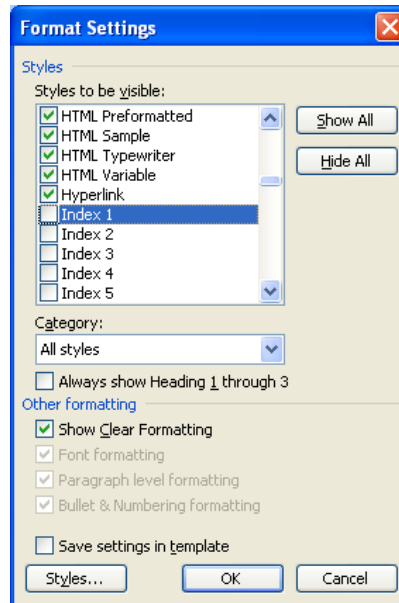
Make sure the Category (middle of the window) is set to All styles. Click in the "Styles to be visible" list and tap the letter "I" on the keyboard. This will take you to the Index styles. Check the same number of Index styles as your table has columns (i.e., for a three-column table, you will need Index 1, 2, and 3; max 7), and say OK. Change the setting in the Styles and Formatting pane back to Available Styles. The Index styles will now show on the list.
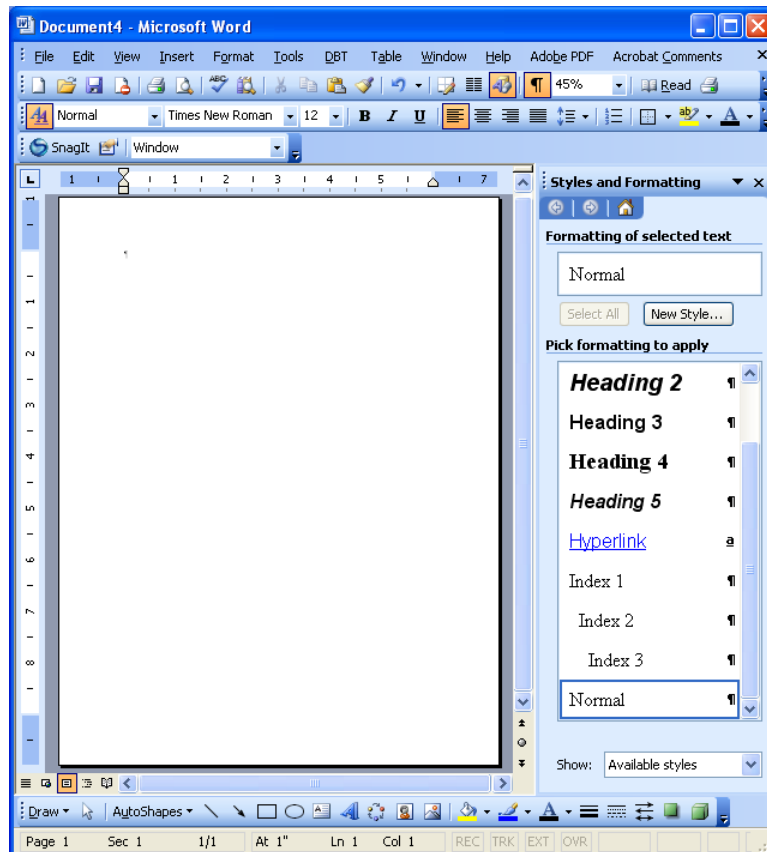
The table below has Index 1 applied to column one; Index 2 applied to column two, etc.

Law	Application	Mandates
Section 504	Anyone receiving federal funds	Opportunity for disabled students to participate must be as effective as that provided to others
Title II	Public entities	Equal information access, including print and computer-based information
Section 508	Federal entities	Provide access to electronic and information technology
Title 5	Anyone receiving California state funds	Distance education courses must be accessible
SB 105	California state entities	Applies section 508 guidelines to state
AB 422	Postsecondary- textbook publishers	Must provide print-disabled students with e-text of textbooks

After selecting the table, we go under Table > Convert > Table to text. We get a window asking how to separate the text, and in this case, we separate it by paragraph marks.

This process results in the table changing to the style shown below.

Law
  Application
    Mandates
Section 504
  Anyone receiving federal funds
    Opportunity for disabled students to participate must be as effective as that provided to
      others
Title II
  Public entities
    Equal information access, including print and computer-based information
Section 508
  Federal entities
    Provide access to electronic and information technology
Title 5
  Anyone receiving California state funds
    Distance education courses must be accessible
SB 105
  California state entities
    Applies section 508 guidelines to state
AB 422
  Postsecondary-textbook publishers
    Must provide print-disabled students with e-text of textbooks