

# Setting Up Quick Styles

MISA AODA Web Accessibility Toolkit



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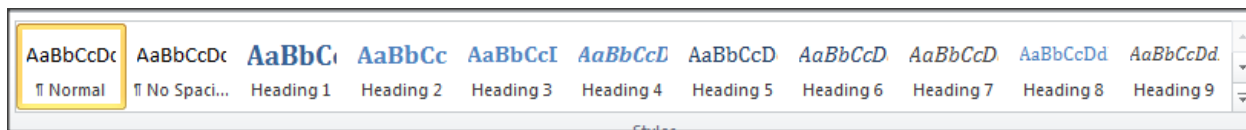
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## Setting Up Quick Styles

All documents are required to have headings. Headings organize your content for individuals who use assistive devices such as screen readers and help readers to quickly skim and scan your content.

Determine what colours you want to be using for your documents. Keep them simple and consider colour contrast.

When you open Microsoft Word on your computer, the default Styles looks something like this:



You can install quick styles on each person's computer to make it as easy as possible for them to create accessible documents. Different departments may require different formatting.

Generally, you want to create specific headings for your organization. Using headings will also help to make your documents consistent across the organization.

### Normal Text and Exporting to PDF

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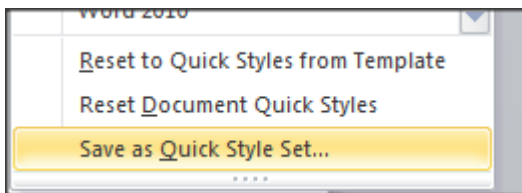
In Microsoft Word, if you were to place your cursor inside the heading above, "Heading 3" would be selected. If you were to place your cursor into this paragraph, "normal" should be selected. These tags are exported into Adobe Acrobat Pro when creating an accessible PDF.

Headings can have borders, paragraph spacing etc. associated with them. This heading above has a page border for style.

## Saving Quick Styles

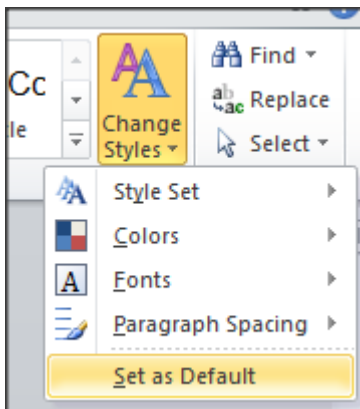
You can save quick styles and modify them for individual departments. Planning for these quick styles will save you time and make it as easy as possible for you and your team to create accessible documents.

Choose “Change Styles > Style Set > Save as Quick Style Set.



Now, every time you open your document, this quick style will be available (Change Styles > Style Set > “Your-Style-Here”).

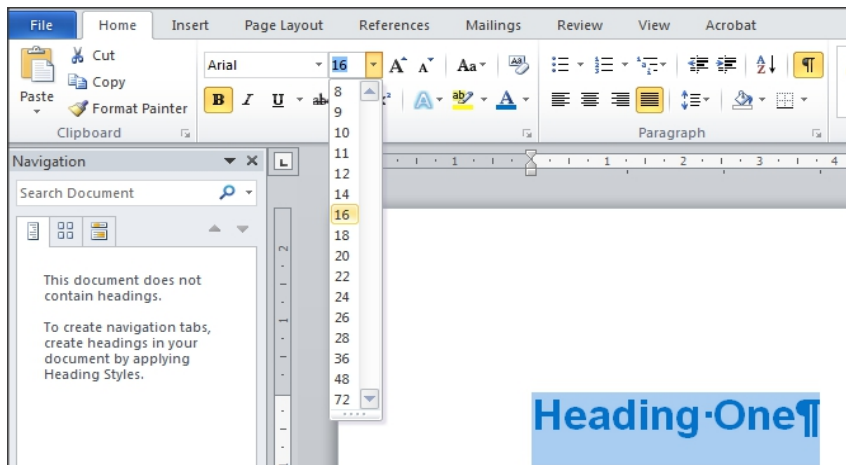
Always using the same style? Set it as your default style (Change Styles > Set as Default).



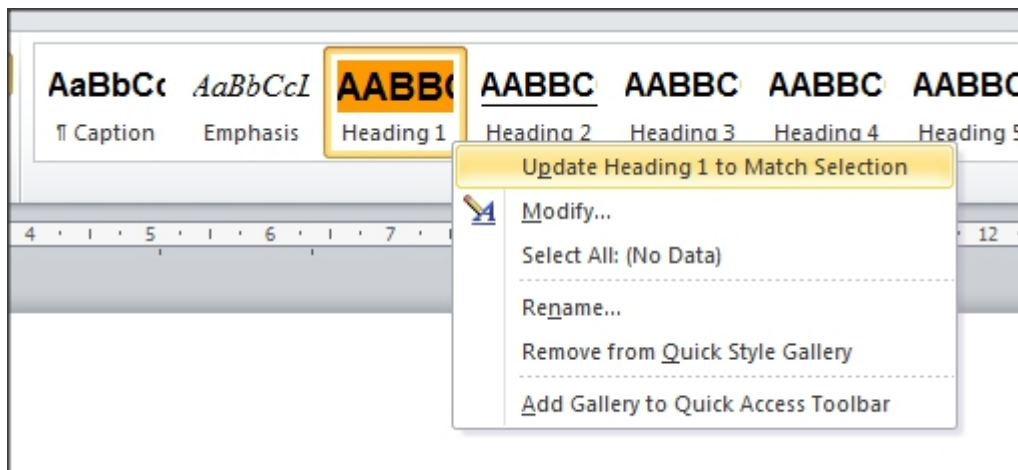
Once you save these styles, you can open up a new document and quickly start working on the document using the headings. Not only is this important for accessibility, but it will save you time when creating new documents.

## Change What the Heading Looks Like

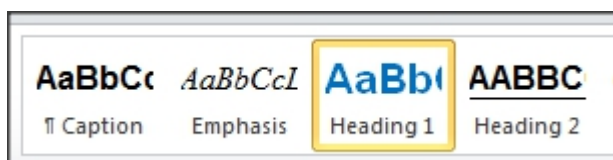
Change the font just as you normally would using the tools in the Home Ribbon in Microsoft Word.



Update the Heading by selecting "Update to Match Selection."



The heading has now been updated.



Alternate Method: Headings can also be changed by right clicking on the heading and selecting: “Modify”

