

Formatting Resources Using MS Word

The online resources listed below provide answers to many common questions about the mechanics of formatting in Microsoft Word. For more information on the university's thesis, project and dissertation format, please see *A Guide to Graduate Studies*, available online and in the Graduate Studies office.

Pagination

How to change page numbers for different sections of the document: <https://support.microsoft.com/en-us/office/add-different-page-numbers-or-number-formats-to-different-sections-bb4da2bd-1597-4b0c-9e91-620615ed8c05>

How to make the page numbering start on the abstract page (title, signature and copyright pages are not numbered; abstract should be numbered page iii): <https://support.microsoft.com/en-us/office/start-page-numbering-later-in-your-document-c73e3d55-d722-4bd0-886e-0b0bd0eb3f02>

Create Headings using Styles

Using Styles in Word will help make formatting easier and make your document more accessible/ADA compliant:

Introduction to using Styles: <https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109>

How to customize heading styles to conform to CSUSB format: <https://support.microsoft.com/en-us/office/add-a-heading-3eb8b917-56dc-4a17-891a-a026b2c790f2>

<https://support.microsoft.com/en-us/office/customize-or-create-new-styles-d38d6e47-f6fc-48eb-a607-1eb120dec563>

Table of Contents

How to create and customize the table of contents: <https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0#:~:text=On%20the%20toolbar%20ribbon%2C%20select,page%20numbering%20in%20your%20document.>

Alternative Text

To insert alternative text in images, right-click on the image, click "format" then click "alternative text". Type a short title in the "title" field. You do not need to provide a full description since your manuscript should explain the significance of the image.

Accessibility

CSUSB is committed to making information accessible to all students. In order to achieve this goal, documents posted on the internet need to be ADA compliant. Below is a list of tips to help make your thesis, project or dissertation more accessible:

- Use Arial typeface
- Use the “Styles” function in Microsoft Word to create headings in your document. This automatically creates a reading order on the page that is used by screen readers.
- When you create the table of contents, use MS Word’s automated table of contents functions to automatically create links from the headings in your table to the document. This creates an easy way for readers to navigate your document and improves accessibility.
- When creating tables, use the “Insert, Table” function in MS Word. Explain the content of tables and figures in the text.
- Most images, such as figures and photos, require alternative text in order to be interpreted correctly by a screen reader. This is usually a short description of three to five words that becomes apparent when users mouse over the image or use assistive technology. The caption or figure title also helps to identify the image.
- When using color in tables and figures, use high-contrast colors. Also, stay away from red: this color is difficult for some people to see.
- When you create the table of contents, use MS Word’s automated table of contents functions to automatically create links from the headings in your table to the document. This creates an easy way for readers to navigate your document and improves accessibility.

If you would like more information on accessibility, CSUSB’s Teaching Resource Center provides an online tutorial <https://www.csusb.edu/ats/accessibility>. Please keep in mind that the resources here were created for faculty developing curriculum for students.

Word Documents

Using the appropriate formatting and following a few important guidelines can ensure that students using accessible technologies (e.g. screen readers) can access and navigate through the content.

- Word Accessibility Checklist
- Use styles and formatting function to convey semantic structure.
- Include Alternative Text tags on all images.
- Complex images include descriptions, captions, and summaries.
- Tables and Charts contain proper headings, captions, and summaries.
- Use descriptive links for websites or internet resources.
- Form elements include descriptions.
- Color contrast is sufficient.

Portable Document Format (PDF)

Portable Document Format files require little or no resources from the user as content can be accessed through a free reader. Similar to formatting in Word documents, PDF uses a tag method to create structure within the document which is very similar to Hypertext Markup Language (HTML). Please note that most PDF's are not created by a single program such as Acrobat Pro 9, but rather content created in Word, PowerPoint, and other sources can be converted to PDF.

PDF Accessibility Checklist

- Use property tags to convey semantic structure
- Specify language in Document Property Tags
- Document has logical reading order
- Bookmarks are functioning correctly
- Use descriptive links for websites or internet sources
- Remove comments and turn off formatting marks
- Added Accessibility Tags
- Run full Accessibility Check
- Include Alternative Text for all images
- Complex images include descriptions, captions, and summaries.
- Tables and Charts contain proper headings, captions, and summaries.