**WORD\_ Changing the page colour**

**Meg:** [00:00:08] Hello, I'm Meg from Diversity and Ability and in this quick video, I'm going to talk you through some of the features that we can use in Microsoft Word, to support us with writing. There are lots of different tools that you can use, and there's several different ways to access them. I'm going to cover the key ways here. You can choose and play around with whichever features, work best for you.

The first thing I always do when I look at a document I need to type into is to change the colour of the page. There are a few ways to do this in word. The first way is to click on the design tab. So our tabs are these buttons at the top. You'll see, you've got file home insert, and then design; clicking into design will open lots of different features on a big tool bar

and you want to go all the way to the right hand side and click on page colour, clicking on page color will then let you change your color to any colour that you'd like to. I often find that light blue or a light orange, or even a cream color work quite well for me. Now, this is a great way to change the page colour really quickly.

But if I wanted to print out this document, I'd be using lots and lots of ink because the page colour would print is orange as well. There is another way that we can do this, which is using the immersive reader. I'm going to go ahead and change our page colour back to the standard, no colour at the moment.

And then click into view. And in our view tab, we've got lots more options, but the two we're going to look at other focus mode and crucially the immersive reader. If we click on our immersive reader, you can see it's opened already with a blue page or blue background that wasn't on our, our printing document.

And this is because this is a space for you to use, to read the word document in a much easier and more comfortable way. Once you're inside the, immersive reader. You've got several different features that you can choose from. If you click on the second option along, which is the page colour, you can change the page colour to something that's much more comfortable for you.

Often, for many neurodiverse people changing the page colour can reduce the words jumping around and also for me, it reduces headaches. I've chosen a creamy colour here, but choose whatever works best for you or play around if you've not tried it before.

The next tool I'm going to show you is called focus mode and this is a great tool to use if you're distracted often by things around the page, or if you've got to look at your document for a long time and the light or brightness of the screen can be a bit challenging. I'm going to click back into that view button that we looked at to find the immersive reader.

Once we're in there, it's as simple as just clicking on the focus mode. You can see now that it's changed how the whole screen looks, it's removed all of the icons at the top. Although we can still access those if we hover over this little bar at the top,

but it's also removed those side panels and the whole screen now feels, a little bit easier to look at, a little bit less distracting and we can type in here as we normally would.

Once you're finished, just press the escape button on your keypad and it will take you back to your main word screen.

The next tool to try in Microsoft Word to support you with writing is the dictate tool. You can find this tool in the home tab at the top and on the right-hand side, you'll have an icon called dictate. dictation is a way for us to speak to the computer for it, to write up what we're saying. So as we speak, it will type onto the screen.

You'll sometimes see that as I'm speaking, it will show the wrong word and then maybe , correct it to the right one going forward. Sometimes it doesn't know exactly what you're saying. So it will take a guess and you might need to correct this afterwards. So it's as simple as clicking on the dictate button.

And once you've clicked on this, a new pop-up will appear. Now it's listening to me.

Hello. My name is Meghan full-stop.

This is a demo of how dictate works in Microsoft Word. Full Stop.

So I've now paused it from listening and you can see that it caught the end of my sentence at the beginning. So I'm going to go ahead and just delete that as I would, if I type this in using my keyboard, it's also spelled my name wrong. So I'm going to go in and add my H and I think that's all I want to dictate for now.

If I wanted to carry on, I could click on the microphone and it would start listening to me again.