

# Formatting Word Documents Specifically for Students with Learning Disabilities

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Some students with learning disabilities find that adjusting the font can make reading easier. Different students will find different adjustments helpful, so it is good to have a few samples to try and to teach students to experiment on their own.

Typical adjustments include the following:

- Using a sans serif font (APFont, Arial, Avant Garde, Helvetica, etc.)
- Increasing the font size
- Increasing the spacing between lines (aka leading)
- Increasing the spacing between letters (expanding the font)
- Increasing the page margin (thereby decreasing the words in a line)

## **Sample: Standard Font and Spacing**

Each holon, or unit of reality that is both a whole and a part of a larger whole, has an interior and an exterior. It also exists as an individual and (assuming more than one of these entities exists) as a collective. Observing the holon from the outside constitutes an exterior perspective on that holon. Observing it from the inside is the interior perspective, and so forth. If you map these four perspectives into quadrants, you have four quadrants, or dimensions (these are unrelated to the three spatial dimensions).

—Ken Wilber (from his discussion on *Integral Theory*)

## **Sample: Modified Font and Spacing**

Each holon, or unit of reality that is both a whole and a part of a larger whole, has an interior and an exterior. It also exists as an individual and (assuming more than one of these entities exists) as a collective. Observing the holon from the outside constitutes an exterior perspective on that holon. Observing it from the inside is the interior perspective, and so forth. If you map these four perspectives into quadrants, you have four quadrants, or

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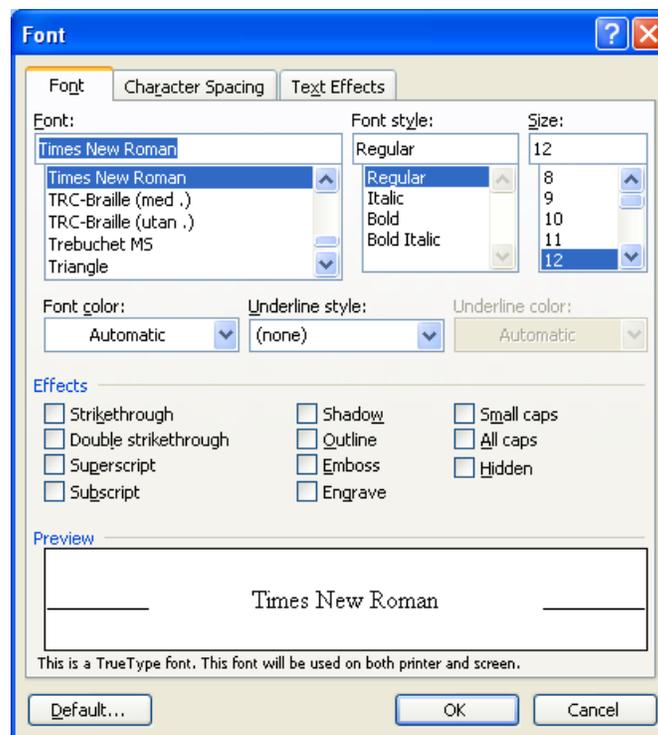
—*Ken Wilber (from his discussion on Integral Theory)*

## Adjusting Fonts

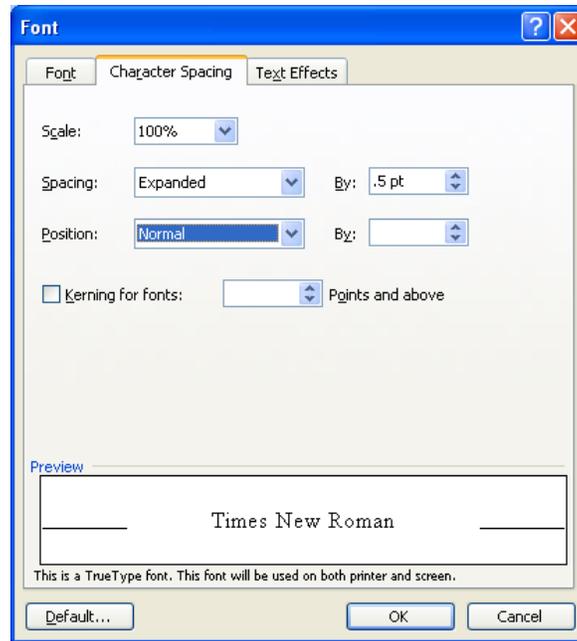
To adjust a font in an individual instance, go to the Font Dialogue box.

Word 2007: Home Tab > Font group (or use the Quick Access Tools).

Word 2003: Format > Font or use the shortcut Ctrl + D. (Note that you can adjust the font for a style through the Modify choice in the Styles and Formatting pane.)



The font, font style, and size are set under the Font tab. To adjust the spacing between letters, go to the Character Spacing tab.



To increase the spacing between letters, choose Expanded in the Spacing drop-down box and adjust the number of points by which to expand the font.

Increase the spacing between lines by adjusting the line spacing of the paragraph.

Word 2007: Home tab > Paragraph group (or use the Quick Access Tools)

Word 2003: Format > Paragraph.

## Adjusting Background Color

Under Page Layout, look for the Page Background group.



Choose Page Color and pick the background color that is most effective.



Note that you can adjust the margin for an individual paragraph by changing the left and right indent. You can adjust the margins for an entire document under File > Page Setup > Margins.

