

# Using Microsoft Word to Produce Large Print Books

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## Overview

This document provides considerations and techniques for producing large print materials using MS Word (Microsoft Word) from source files such as converted NIMAS (National Instructional Materials Access Standard) file or from documents created by scanning. The techniques show here will vary depending on the version of MS Word being used. Examples shown in this document are taken from MS Word 2002 but similar keystrokes and menus are found in versions from MS Word 97 through MS Word 2003.

## Know your student

Contrary to popular belief, large print may not be just an enlarged version of the original text (such as an enlarged photo copy). Depending on student needs, unique combinations of font, font sizes, letter spacing, line spacing and paragraph spacing may be need. Using a high quality word processor such as MS Word allows all of these parameters to be manipulated independently to produce a one-of-kind document which meets the exact accessibility needs of the student.

In order to achieve that end, a simple document with sample text with a variety of the previously mentioned parameters can be used to provide evaluation information to assist the developer in producing the book.

## Setting the paper size, margins and page numbers

Before any work with the content of the large print book the size of the paper and the margin settings for the eventual printing must be completed. Use File/Page Setup to accomplish this task. and use the View/Header and footer to put page numbers on the bottom of the page.

## Fonts

Most computers have a variety of fonts installed. Most common fonts can be divided into two groups: serified (characters with sharp points or serifs) and san-serif (characters without serifs).

Times New Roman is an example of a serified font.

Arial is an example of a san-serif font.

In addition to these standard fonts a specialized font for large print has been developed by the American Printing House for the Blind. This font is called APHont and is available download free from the APH website:

<http://www.aph.org/products/aphont.html>

This is an example of APHont

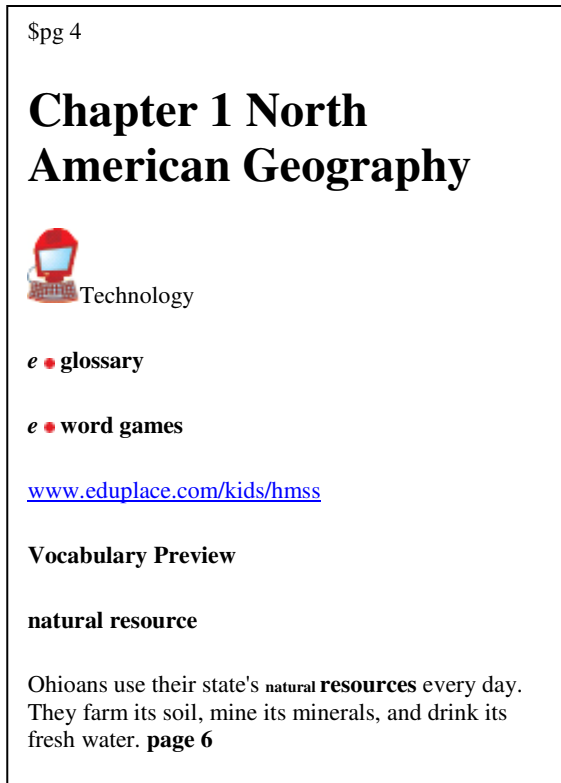
## APHont Features:

- More even spacing between letters.
- Higher crossbars.
- No serifs.

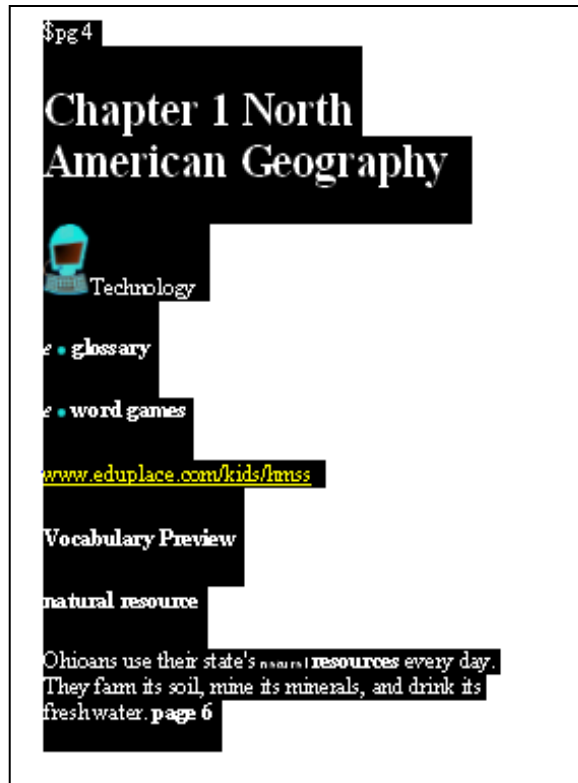
- Wider letters.
- Heavier letters.
- Underslung "j" and "q".
- Letters more open.
- Larger punctuation marks.

## Changing font characteristics

In order to efficiently change font characteristic in a document, all of the text should be highlighted so that a single change will effect all of the text in the document. To do this press Ctrl+A (select all).



Page view before pressing Ctrl+A



Page view after pressing Ctrl+A

## Changing the font

It may be desirable to retain the relative sizes of the fonts... for example the chapter title is larger and in bold and the normal text is smaller and is not bold. This procedure will change the font without changing the relative size of the text.

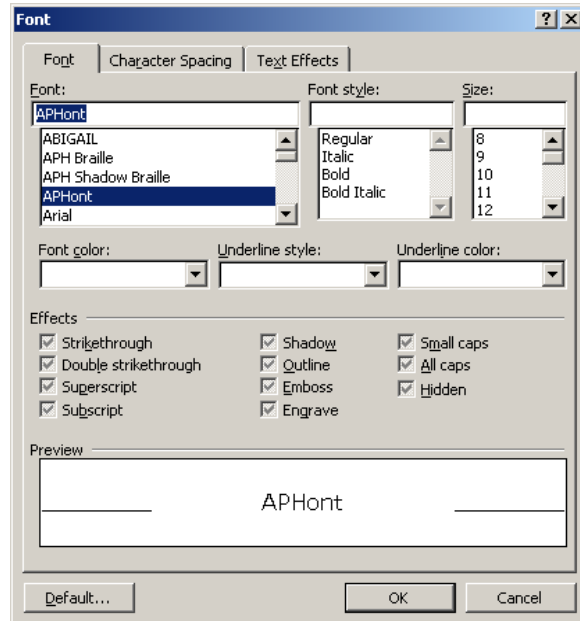
To change the font, select the desired font from the formatting menu toolbar. Do not select a font size as all fonts will be changed to that size. All fonts will be changed to the new font... relative size and characteristics such as bold, italic, underlined etc will not be changed.

The font may also be changed by selecting Format/Font from the top menu. Select the font tab and change the font. Change the font name but do not select a font style (bold, italic etc.) or font size.



↑ Font selection from the editing menu bar.

Font selection from the Format menu. →



## Changing font size

In order to maintain the relative sizes of the font use the font size enlarge or font size reduce command. With all text selected (Ctrl+A), all font sizes can be changed with the Grow Font or Shrink Font icons on the formatting tool bar.



These icons may or may not be on the formatting menu. They can be optionally made to be included in the menu. Font growing or shrinking can also be accomplish with key strokes as follows:

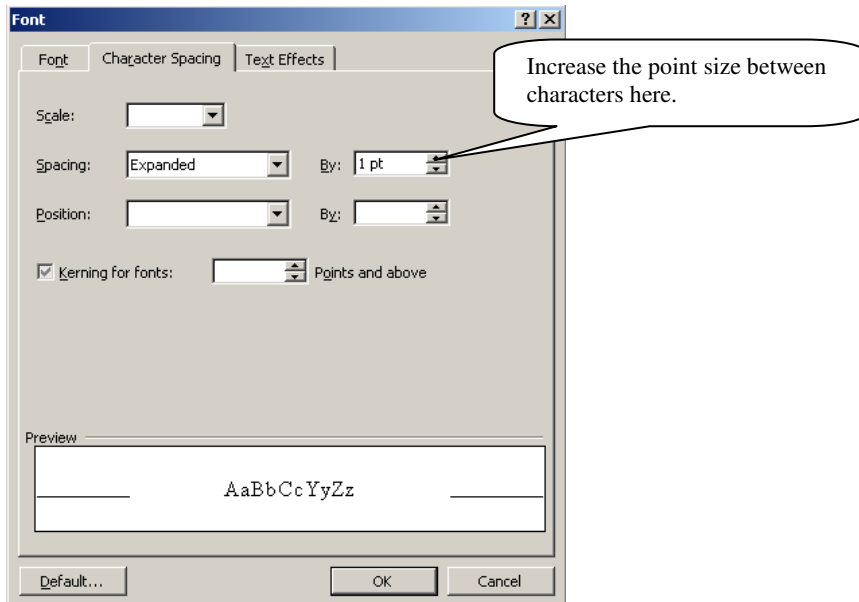
Grow Font	Shrink Font
Ctrl+> (Ctrl+Shift+>)	Ctrl+< (Ctrl+Shift+<)

## Changing character spacing

The space between characters can be expanded to accommodate student needs. Again, with all of the text highlighted (Ctrl+A), select Format/Font from the main menu. Select the Character Spacing tab and roll up the Spacing By: count to the desired amount. A preview of the character spacing will appear in the preview box below.

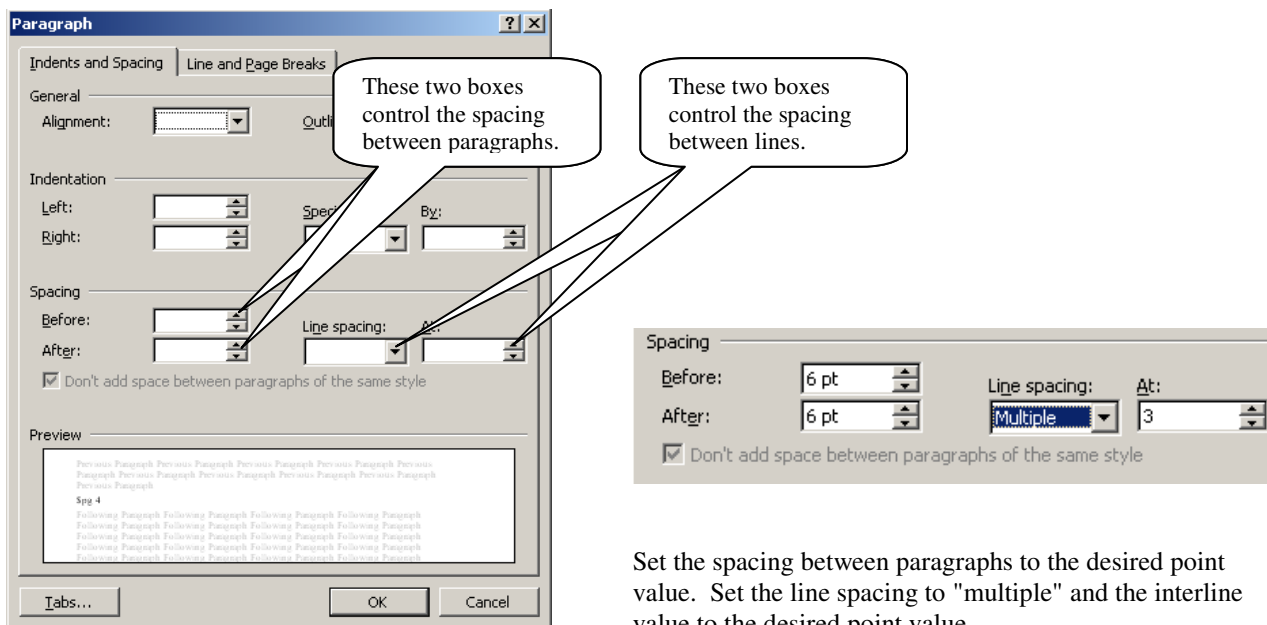
The amount of space between characters can be in incremented in one-tenth of a point to nearly any size desired. Keep in mind that there are 72 points to an inch.

As the space between characters is incremented the Spacing box will have the word "Expanded". If the spacing is less than 0 (zero) the Spacing box will show the word "Condensed".



## Changing paragraph and line spacing

Again with all text select (Ctrl+A), select Format/Paragraph... from the main menu. Then select the Indents and Spacing tab. Follow the suggestions below... it will take some time to get used to these controls.



Set the spacing between paragraphs to the desired point value. Set the line spacing to "multiple" and the interline value to the desired point value.

## Miscellaneous text changes

No text is in perfect form so it will be necessary to reformat some of the text in order for it to fit nicely on the page. Items such as titles which have been forced to two or more lines are one example. Tables which are too wide may need to be split into two parts or placed on facing pages.

## Resizing pictures

If the book contains pictures, some may need to be resized or moved to fit the page. To resize a picture, single click on the picture and hover the mouse pointer on one of the little squares which appear in the corners. The little squares are handles... when the mouse is hovered over the handle a double headed arrow will appear. Click and drag the corner handle to resize the picture. The corner handles only allow for diagonal resizing and will maintain the width to height ratio of the picture. Do NOT use the handles which appear on any of the sides of the picture or the movement will distort the width to height ratio.

While all pictures will be resizable, keep in mind that there may be a limit to the amount of resizing which can be accommodated. Small pictures which are made too large will begin to alias... a stair step appearance similar to the grow font shrink font icons shown on page 3 of this document.

## Marking print page numbers

Print page numbers will usually be included in the text of the book to be converted to large print. Since large print will typically use more than one page to print a single page as it appeared in the original book. Print page numbers are important in assisting students to get the correct print page number. Imagine how difficult it would be to locate a specific print page number if it were not available in the text... much random flipping of pages looking for a paragraph which begins with a certain sentence. Further, many textbooks have internal references to print page numbers which tell the reader to reference information on a certain page. For this reason it is important to locate the print page numbers in the text.

In some text the print page numbers will be preceded by a prefix such as "ppn" or "\$pg" or by the word "page". The prefix provides a unique signature which can be used by MS Word's Find and Replace operation.

The find and replace operation for marking print page numbers should be the last operation performed on the text. Changes of font, font size, or other text characteristics after the print page signature find and replace will often result in unwanted changes to the print page reference numbers.

The procedure replaces the signature of the print page with a series of dashes and spaces to force the print page number to the right margin. This provides a line which is easily recognizable when moving through a page. It is analogous to the like of dots preceding a print page change in braille.

**\$pg 5**  
Reading Strategy

### **Predict and Infer**

As you read each lesson, use this strategy.

### **Quick Tip**

Look at the pictures in a lesson to predict what it will be about. What will you read about?

### **region**

People think of canyons as a feature of the **region** called the West. Landforms are one feature that can define regions.

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Reading Strategy

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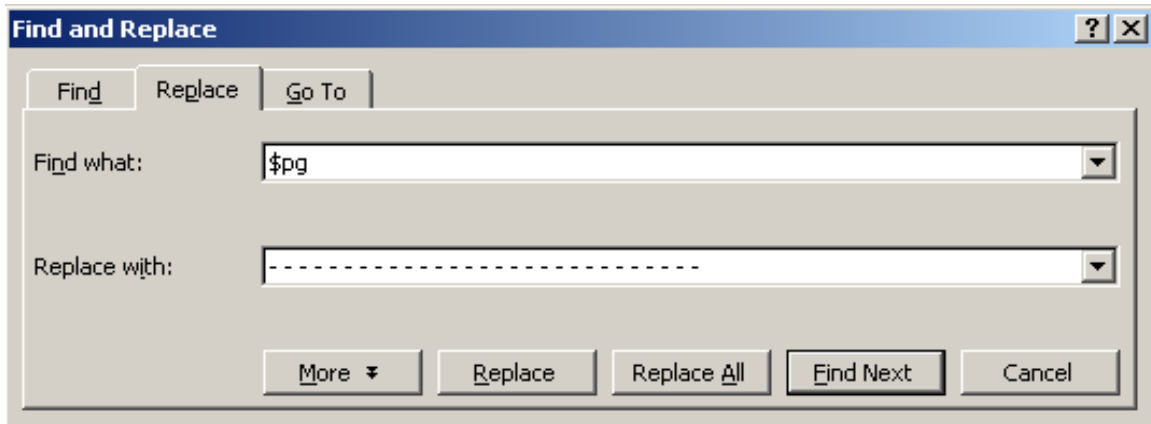
Look at the pictures in a lesson to predict what it will be about. What will you read about?

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In the example pages above, the one on the left shows the prefix "\$pg" (in red) and the one on the right shows the series of dashes and spaces used in the find and replace procedure in order to make a highly visible line and to move the print page number to the right margin.

Here is how the search and replace was executed: on the Edit menu select Replace or press Ctrl+H. In the Find what box enter the text to be found. In the Replace with box enter the number of dashes and spaces necessary to move the number to the left side of the page. Lastly, click Replace All.



This procedure is not perfect as the length of the number will have an effect on the number of dashes and spaces which can be used. If the print page number is large, the dashes and spaces may cause the number to wrap to the next line on the page.

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 -- 5  
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The only way to identify this problem is to carefully examine the print page breaks and the only way to correct the problem is by manual editing.

\*\*\*\*\* End of Document \*\*\*\*\*