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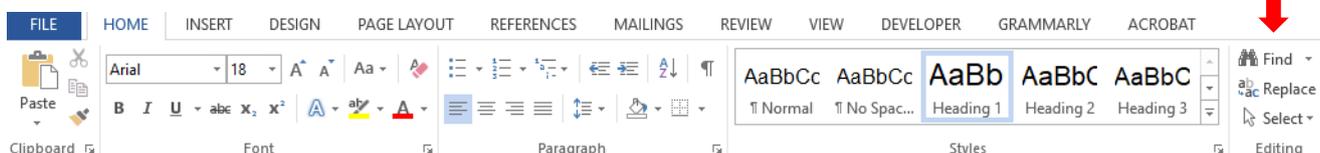


Factsheet 3: Finding and identifying useful information within digital documents.

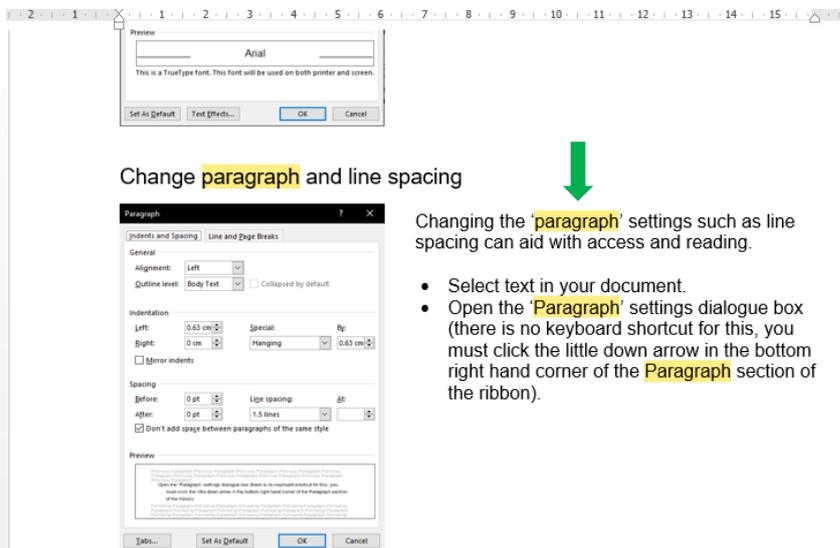
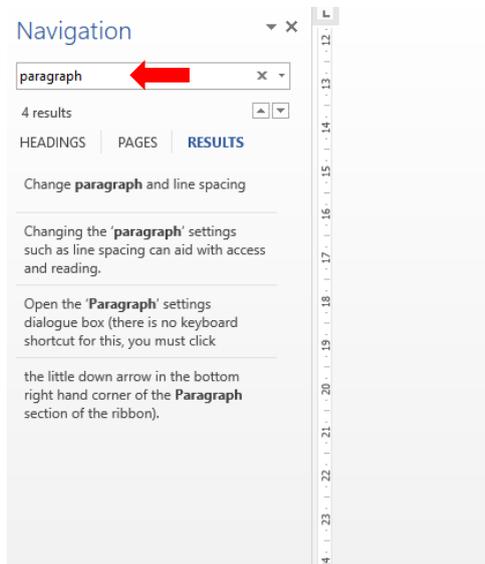
Microsoft Word (Office 365)

Use the 'Find' tool to search for keywords.

- Select the 'Find' icon (red arrow) or use the keyboard shortcut 'Ctrl' and 'F'.



- Type the word you would like to find into the search box - in this example 'paragraph' (red arrow below).
- Your word will be highlighted throughout your text (green arrow below).



Changing the 'paragraph' settings such as line spacing can aid with access and reading.

- Select text in your document.
- Open the 'Paragraph' settings dialogue box (there is no keyboard shortcut for this, you must click the little down arrow in the bottom right hand corner of the Paragraph section of the ribbon).

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Use the 'Navigation Pane' for an overview of your document

Note: This will only work with documents that have been formatted with headings as per the example below.

- Select the 'View' tab (red arrow).
- Ensure the 'Navigation Pane' checkbox is ticked (green arrow).
- Document headings will be listed on the left (yellow arrow).
- Click on a heading to navigate to it immediately.

The screenshot shows the Microsoft Word interface with the 'VIEW' tab selected in the ribbon. A red arrow points to the 'VIEW' tab. A green arrow points to the 'Navigation Pane' checkbox, which is checked. A yellow arrow points to the 'HEADINGS' tab in the Navigation Pane. The Navigation Pane shows a list of headings: 'Microsoft Word (Office 365)' and 'Change Font Settings'. Below the Navigation Pane, there are three dialog boxes: 'Font' (Advanced), 'Paragraph' (Indents and Spacing), and 'Paragraph' (Line and Page Breaks). The 'Font' dialog box shows 'Arial' selected as the font. The 'Paragraph' dialog boxes show 'Left' alignment and '1' line spacing.

Use a 'Sans Serif' font such as Arial

- Select text in your document.
- Hold down the 'Ctrl' key and press 'F' to open the Font dialog box.

Changing the 'paragraph' settings spacing can aid with access and

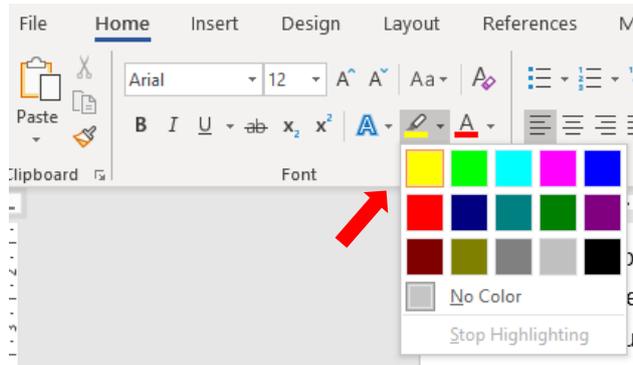
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Use 'Highlighting' to identify useful information within your Microsoft Word document.



- Select useful text with the cursor.
- Use the highlighting tool to identify it (red arrow).

- Use different colours to indicate different information types (see below).

changed. **Although the breeze had now utterly ceased, we had made a great deal of way during the night and were now lying becalmed about half a mile to the south-east of the low eastern coast.** Grey-coloured woods covered a large part of the surface. This even tint was indeed broken up by streaks of yellow sand-break in the lower lands, and by many tall trees of the pine family, out-topping the others—some singly, some in clumps; **but the general colouring was uniform and sad.** The hills ran up clear above the vegetation in spires of naked rock. All were strangely shaped, and the Spy-glass, which was by three or four hundred feet the tallest on the island, was likewise the strangest in configuration, running up sheer from almost every side and then suddenly cut off at the top like a pedestal to put a statue on.

The Hispaniola was rolling scuppers under in the ocean swell. The booms were tearing at the blocks, the rudder was banging to and fro, and the whole ship creaking, groaning, and jumping like a manufactory. I had to cling tight to the backstay, and the world turned giddily before my eyes, for though **I was a good enough sailor when there was way on,** this standing still and being rolled about like a bottle was a thing I never learned to stand without a qualm or so, above all in the

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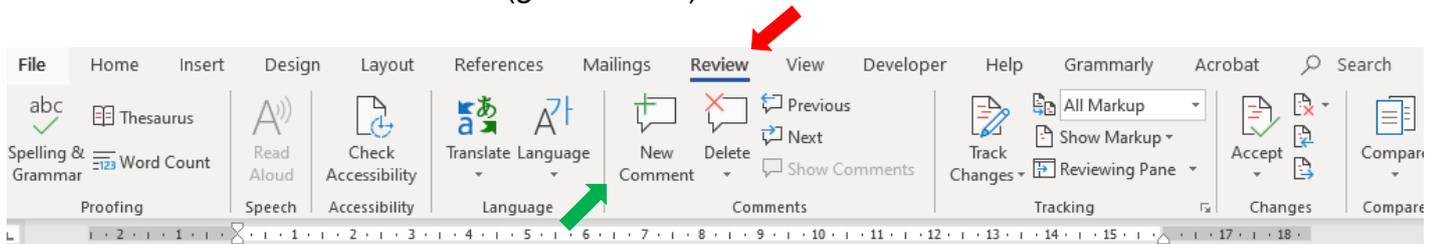


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Use 'Comment' to add a note to text indicating a view, summary or comment that is relevant to your assignment question or study task.

- Select the 'Review' tab (red arrow).
- Select the text within your document that you would like to add a comment to.
- Select 'New Comment' (green arrow).



- Type your comment in the text box that appears (yellow arrow).

d were now lying becalmed about half a mile to the south-coast. Grey-coloured woods covered a large part of the vas indeed broken up by streaks of yellow sand-break in the ny tall trees of the pine family, out-topping the others—some but the general colouring was uniform and sad. The hills ran station in spires of naked rock. All were strangely shaped,

PG Paul Guyver 3 minutes ago
This is my comment about the text. I can add any information I feel to be relevant to the assignment question or study task.
I can also summarise my own understanding of points covered within the text. |
[Reply](#) [Resolve](#)

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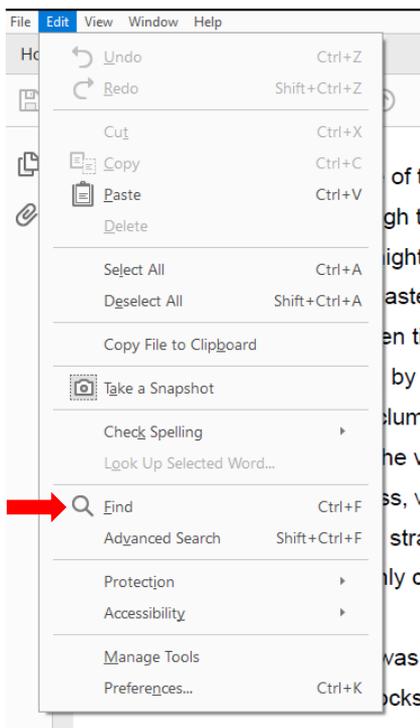


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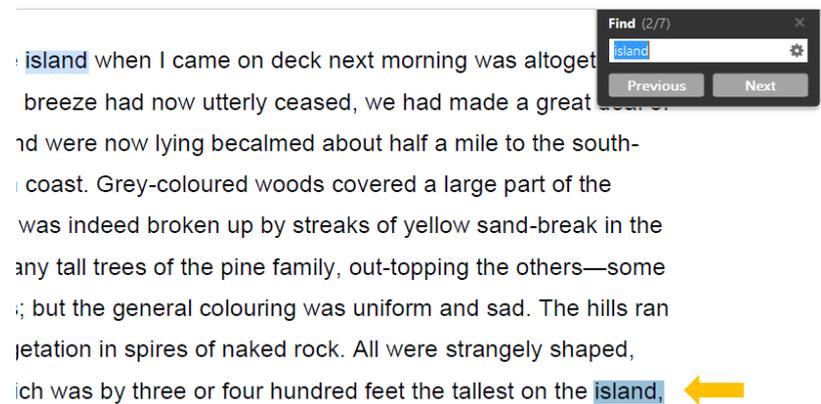


Adobe Reader

Use the 'Find' tool to search for keywords.



- Select the 'Edit' menu and then 'Find'.
- Alternatively hold the 'Ctrl' key and press 'F' (red arrow).
- Type the word you would like to find into the search box (green arrow).
- All instances of your word will be highlighted (yellow arrow).



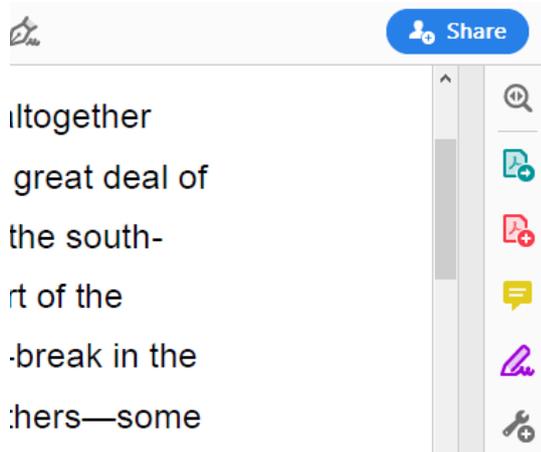
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Use 'Highlighting' to identify useful information within your PDF document.



- Double click on the yellow 'Comment' icon which can be found on the right-hand side of the Adobe Reader application window (red arrow).

- Select the 'Highlighting' icon and choose a colour (green arrows).
- Use different colours to indicate different information types.



The appearance of the island when I came on deck next morning was altogether changed. Although the breeze had now utterly ceased, we had made a great deal of way during the night and were now lying becalmed about half a mile to the south-east of the low eastern coast. Grey-coloured woods covered a large part of the surface. This even tint was indeed broken up by streaks of yellow sand-break in the lower lands, and by many tall trees of the pine family, out-topping the others—some singly, some in clumps; but the general colouring was uniform and sad. The hills ran up clear above the vegetation in spires of naked rock. All were strangely shaped, and the Spy-glass, which was by three or four hundred feet the tallest on the island, was likewise the strangest in configuration, running up sheer from almost every side and then suddenly cut off at the top like a pedestal to put a statue on.

