Microsoft Office 365 Accessibility Features

Summer 2019
Contents List

Speak ......................................................................................................................... 3
Dictate ..................................................................................................................... 4
Learning Tools ......................................................................................................... 6
Automatic subtitles in PowerPoint ........................................................................... 8
Alt Text .................................................................................................................... 10
Accessibility Checker ............................................................................................... 11
Speak

Speak is a built-in feature of Word, Outlook, PowerPoint, and OneNote. You can use Speak to have text read aloud in the language of your version of Office.

Add Speak to the Quick Access Toolbar

You can add the Speak command to your Quick Access Toolbar by doing the following in Word, Outlook, PowerPoint, and OneNote:

1. Next to the Quick Access Toolbar, click Customize Quick Access Toolbar.

2. Click More Commands.

3. In the Choose commands from list, select All Commands.

4. Scroll down to the Speak command, select it, and then click Add.

5. Click OK.

Use Speak to read text aloud

After you have added the Speak command to your Quick Access Toolbar, you can hear single words or blocks of text read aloud by selecting the text you want to hear and then clicking the Speak icon on the Quick Access Toolbar.
Dictate

With Dictate you can use your voice to speak your ideas, and the software will type this into the Word document for you. You just need a good quality microphone.

Use Dictate in a document

1. When you're signed in to your Office 365 account, turn on your microphone and make sure it works.

2. Go to Home > Dictate.

3. Wait for the red dot to appear on the Dictate button and a quick sound let you know that dictation has begun.

4. Start talking. As you talk, text appears on your screen.
5. Speak clearly and conversationally. Insert punctuation by saying the name of the punctuation mark you want to add.

6. If you make a mistake while dictating, move your cursor to the mistake and fix it with your keyboard. No need to turn off the microphone.

7. When finished, select Dictate again to stop typing.

**Which punctuation to say?**

- Period .
- Comma ,
- Question mark ?
- Exclamation mark !
- New line
- New paragraph
- Semicolon ;
- Colon :
- Open quote ( 
- Close quote )
Learning Tools

Microsoft Learning Tools are free tools that implement proven techniques to improve reading and writing for people regardless of their age or ability.

The idea with these tools is to remove distractions and offer proven techniques to improve reading fluency and comprehension. For example, using Learning Tools, you can add spacing to reduce visual crowding. You can change the colour of the background to make it easier to see the letters. It's also possible to break down words into syllables and highlight part of the speech, and you can use the narration feature to hear the text aloud and see the words highlighted to follow along.

These features are in office 365, but more features can also be found on Office Online.

How to use Learning Tools?

Open Word

Click the View tab.

Click the Immersive—Learning Tools tab
Features of Learning Tools?

**Column Width** - This changes the width of the column of text you are viewing.

**Page Colour** - This changes the background colour of the page to any chosen colour.

**Line Focus** - This blanks out the rest of the page and allows you to focus on one or three lines at a time.

**Text Spacing** - This increases or decreases the spaces between the letters.

**Syllables** - This breaks the words down into their individual syllables.

**Read Aloud** - This reads the information aloud. There are 3 voices to choose from and the speed can be altered.
Automatic subtitles in PowerPoint

PowerPoint for Office 365 can transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language. This can help accommodate individuals in the audience who may be deaf or hard of hearing, or more familiar with another language, respectively.

There are also position, size, colour, and other appearance options for the captions and subtitles to accommodate different environments and audience needs.

You have to be connected to the internet and for the best results, we highly recommend using a headset microphone connected to the device running PowerPoint.

Set up captions and subtitles

On the Slide Show ribbon tab, select Subtitle Settings. Or, you can adjust the settings without leaving your presentation through the context menu, Slide Show or Presenter View menus > Subtitle Settings > More Settings.
In the Subtitle Settings menu, set the desired position of the captions or subtitles. They can appear over the top or bottom margin of the slide (overlaid), or they can appear above the top or below the bottom of the slide (docked). The default setting is Below Slide.

More appearance settings are available by clicking Subtitle Settings > More Settings (Windows).

You can change the colour, size, transparency, and font style of the subtitles. You can change the background to improve contrast and make text easier to read.

Turn the feature on or off while presenting

If you're in the middle of giving a presentation and want to turn the feature on or off, click the Toggle Subtitles button from Slide Show View or Presenter View, on the toolbar below the main slide:
Automatic alt text

In Office 365, alt text can be generated automatically. When you insert a picture, you may see a bar show up at the bottom of the picture with automatically generated alt text. Depending on the content of the image, sometimes the feature gives you descriptive tags and sometimes you get full sentences.

If automatic alt text is generated, remember to review and edit it in the Alt Text pane and remove any comments added there such as "Description generated with high confidence."

Turn automatic alt text on

1. Before you can use automatic alt text, you must enable Office Intelligent Services in any Office product.
2. Select File > Options > General and check that Enable services is selected under Office intelligent services.
3. Select the Ease of Access tab and check that Automatically generate alt text for me is selected under Automatic Alt Text.
Accessibility Checker

You can quickly check accessibility in Word documents by using the “Accessibility Checker” tool. This tool scans your document and shows “Errors,” “Warnings” and “Tips” about your document.

How:

1. In the document, click the “File” tab in the Ribbon.

2. In the “Info” section, click the “Check for Issues” drop-down button in the “Inspect Document” area. Then click the “Check Accessibility” command to launch the task pane.

3. A list of “Errors” and/or “Warnings” may appear. If these appear, these indicate serious document accessibility issues for people with disabilities.

4. Below this you may also see a list of “Tips.” These are issues that may cause problems, but aren’t as serious as the issues shown in the “Errors” or “Warnings” list.

5. Then click an item shown in the list to select it in the document, so you can correct it.