



University Information  
Technology Services

# Microsoft Office Word 2013

## Accessibility

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

## Microsoft Office Word 2013 Accessibility

### Table of Contents

Introduction .....	4
Learning Objectives.....	4
Accessibility Checker.....	5
Inserting Sound Files.....	7
Text to Speech.....	9
Keyboard Shortcuts.....	12
Additional Keyboard Shortcuts .....	14
Using the Keyboard to Navigate the Ribbon .....	15
Increasing Spaces between Words .....	16
Zoom .....	17
Read Mode.....	19
Best Practices .....	20
Page Layout.....	20
Alternative Text.....	20
Font Size and Color Schemes .....	23
Headings.....	23
Tables .....	25
Hyperlinks .....	25
Additional Help .....	26

## **Introduction**

This document has been developed to provide you with information about accessibility and Microsoft Word 2013. In this document, you will learn about the tools available for accessibility. You will also learn how to control the visual appearance of your document. Additionally, best practices and document structure are also covered to help you when developing a document.

## **Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Understand the tools available in Word 2013.
- Apply keyboard shortcuts.
- Control the visual appearance of the document.
- Insert sound files
- Enable and use the text-to-speech tool.
- Understand best practices when creating a document.
- Effectively structure the document.
- Use the accessibility checker.
- How to obtain additional assistance.

## Accessibility Checker

The *Accessibility Checker* will scan your document to check for potential accessibility problems, so that someone with a disability can read and get to your content. The following explains how to use the *Accessibility Checker*.

1. Click the **File** tab (See Figure 1).

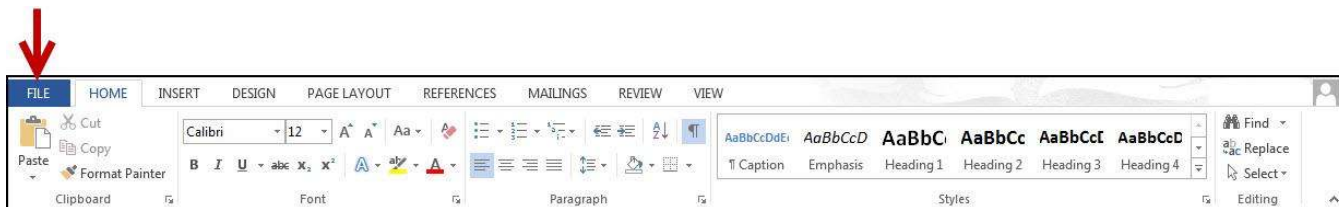


Figure 1 - File Tab

2. The *Backstage* view will appear. Click on **Check for Issues** (See Figure 2).

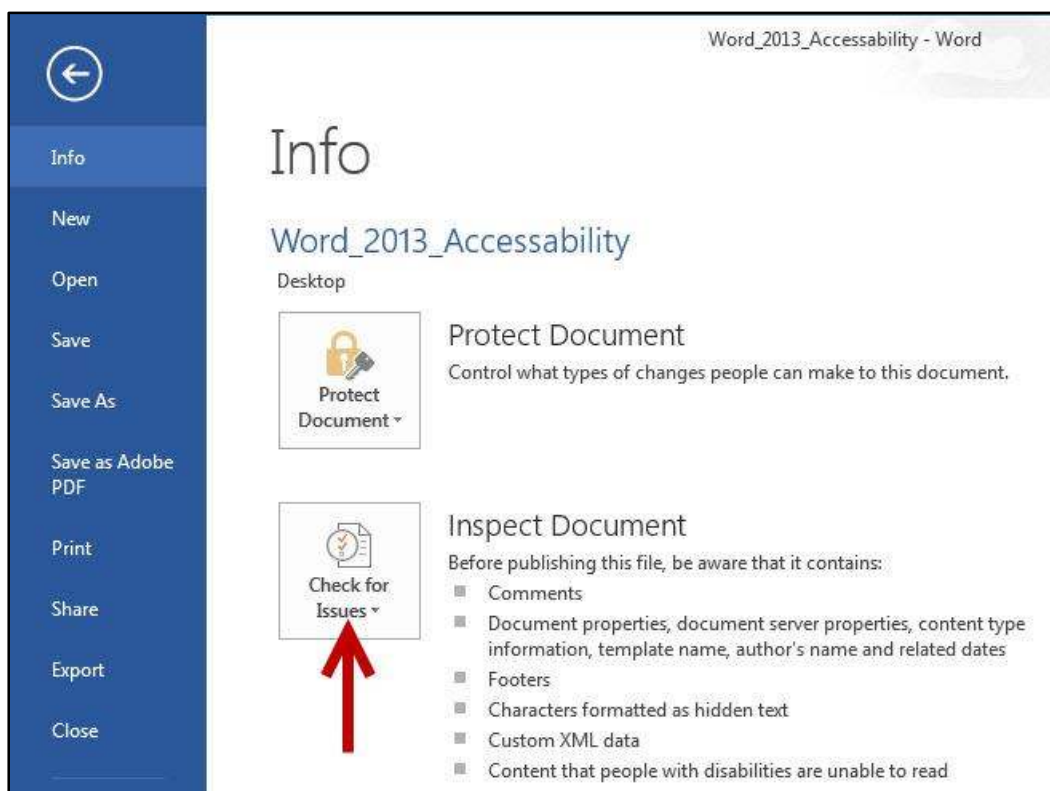


Figure 2 - Check for Issues

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