



University Information
Technology Services

Microsoft Office Word 2016 for Windows

Accessibility

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

Copyright © 2016 KSU Division of University Information Technology Services

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Division is expressly prohibited.

Published by Kennesaw State University – UITs 2016

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITs use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft Word are trademarks of the Microsoft Corporation.

University Information Technology Services

Microsoft Office: Word 2016 for Windows Accessibility

Table of Contents

Introduction	4
Learning Objectives.....	4
Accessibility Checker.....	5
Inserting Sound Files.....	7
Text to Speech.....	9
Speak Tool.....	10
Keyboard Shortcuts.....	10
Additional Keyboard Shortcuts.....	12
Using the Keyboard to Navigate the Ribbon	13
Increasing Spaces between Words	14
Zoom	15
Zoom Tool via View Tab	15
Zoom Tool via Status Bar	16
Read Mode.....	16
Best Practices	17
Page Layout.....	17
Alternative Text.....	18
Font Size and Color Schemes	19
Headings.....	20
Navigation Pane	20
Tables	21
Hyperlinks	21
Additional Help	22

Introduction

This document has been developed to provide you with information about accessibility and Microsoft Word 2016. 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 2016.
- 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*:

 **Note:** Accessibility Checkers *always* use the software's built-in Accessibility Checker (Word, Open Office, Adobe Acrobat, Excel, PowerPoint, etc.). Follow the Repair recommendations provided by the Accessibility Checker to fix errors.

1. Click the **File** tab.

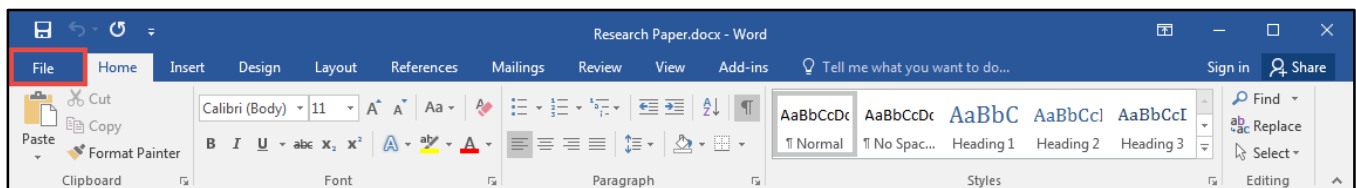


Figure 1 - File Tab

2. The *Backstage view* will appear, click on **Info** (See Figure 2).
3. Click the **Check for Issues** button (See Figure 2).
4. A drop-down menu will appear. Click on **Check Accessibility** (See Figure 2).

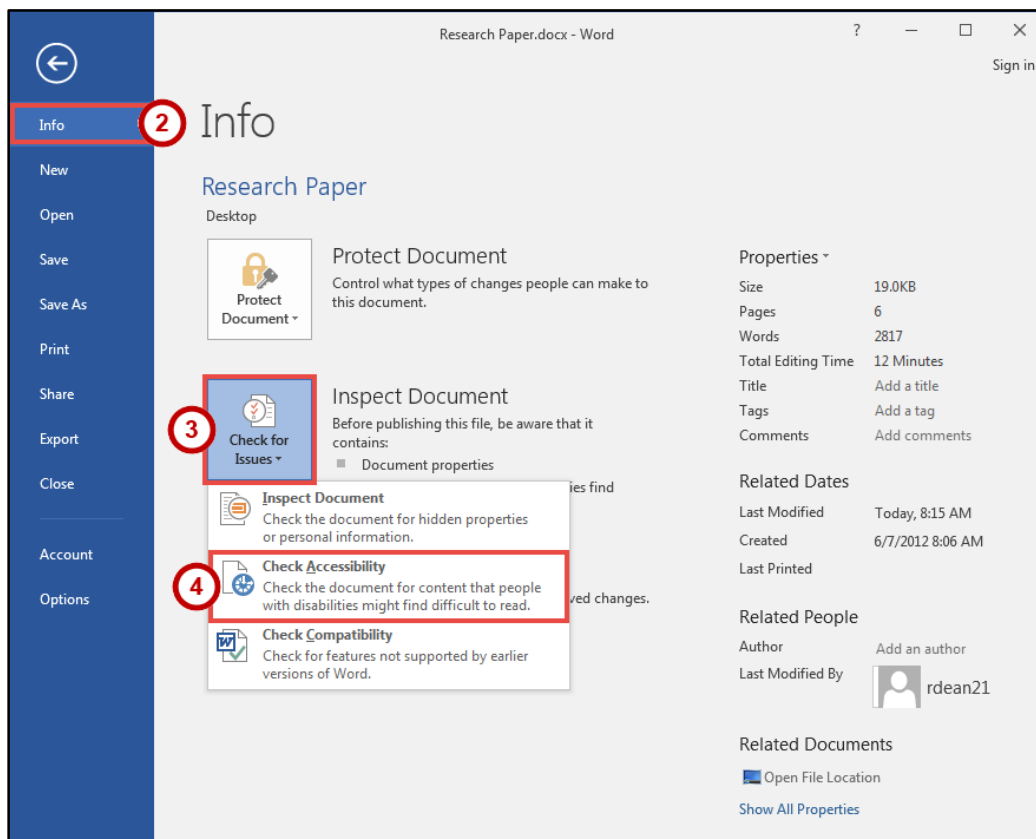


Figure 2 - Check for Issues

[Click here to download full PDF material](#)