

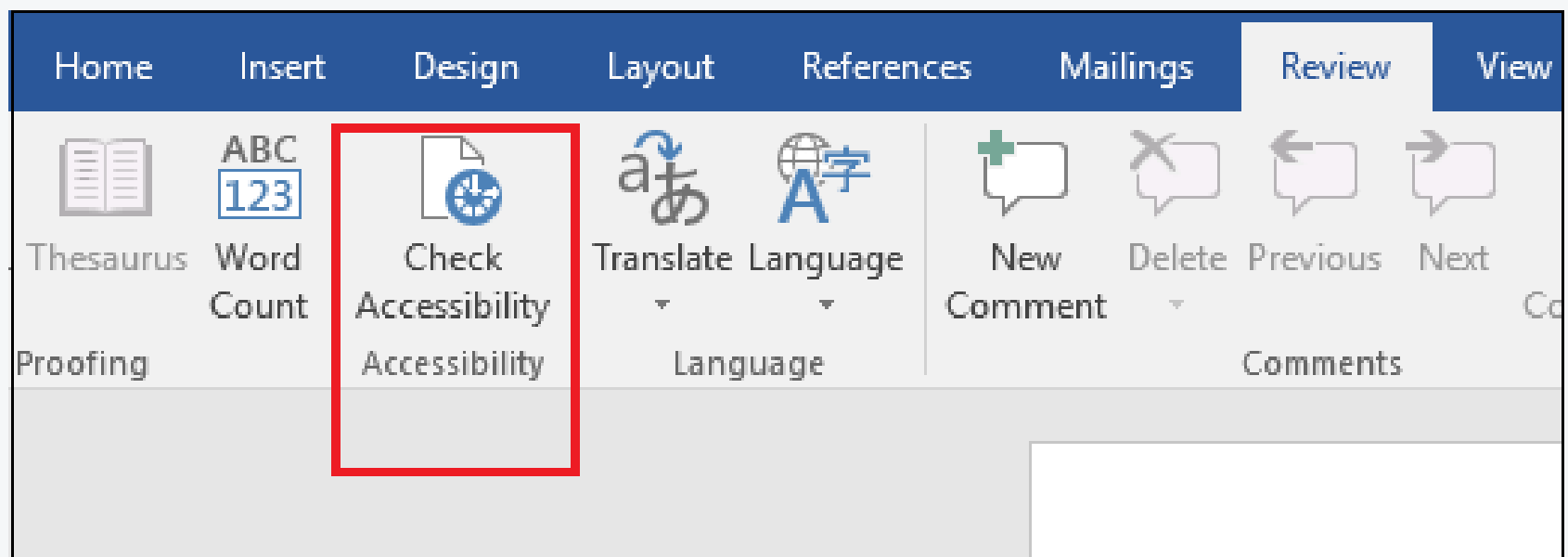


Make your  
documents  
accessible using

**MICROSOFT  
ACCESSIBILITY  
TOOLS**

# Accessibility Checker

- Found under the Review tab!
- It scans your document for common accessibility issues like missing alt text, poor colour contrast, or confusing layouts.
- Fix problems early and make your content more inclusive for all readers.

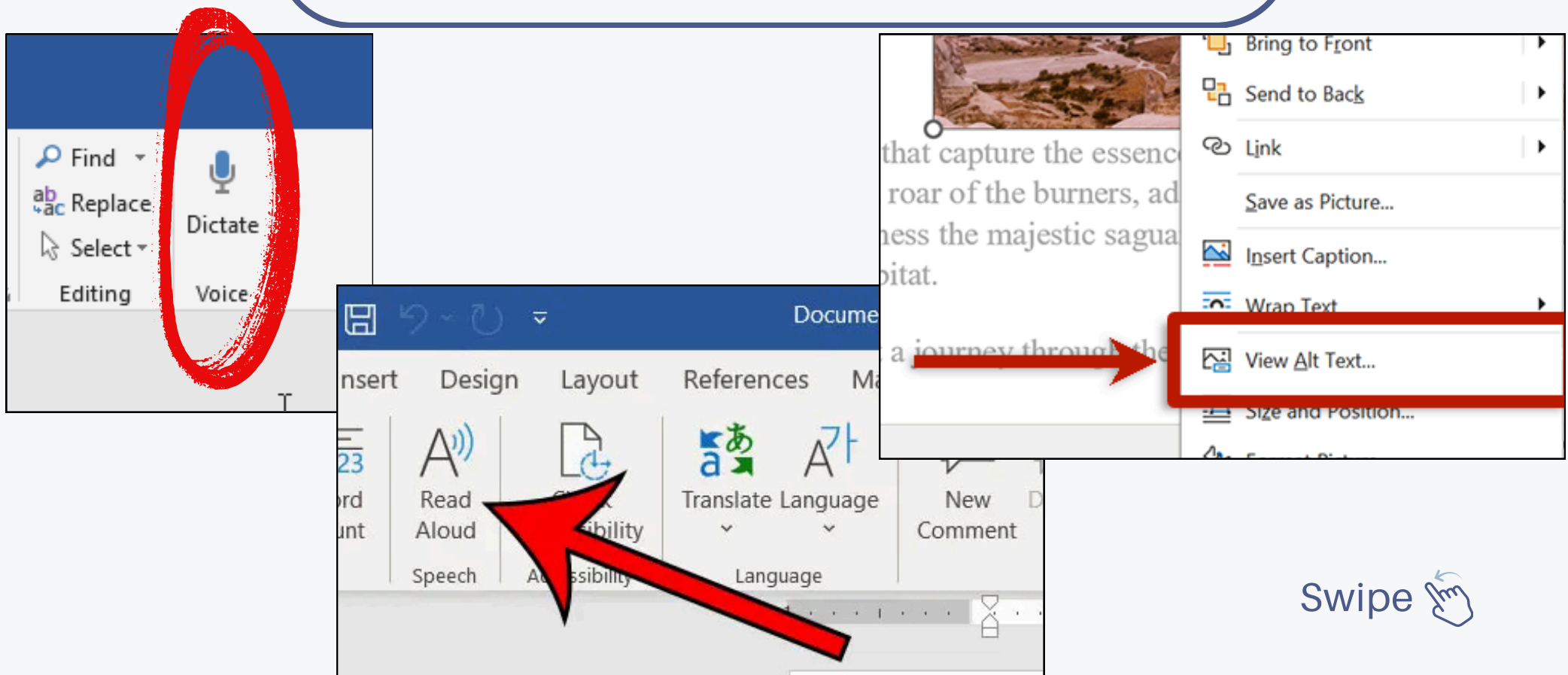


# Smart Features for Accessibility

Boost Accessibility with Smart Features:

- Dictate – Convert speech to text easily.
- Read Aloud – Listen back to written text (great for proofreading and accessibility!).
- Alt Text Editor – Right-click images to add meaningful descriptions.

These tools help you create documents that work for everyone, including users with disabilities.

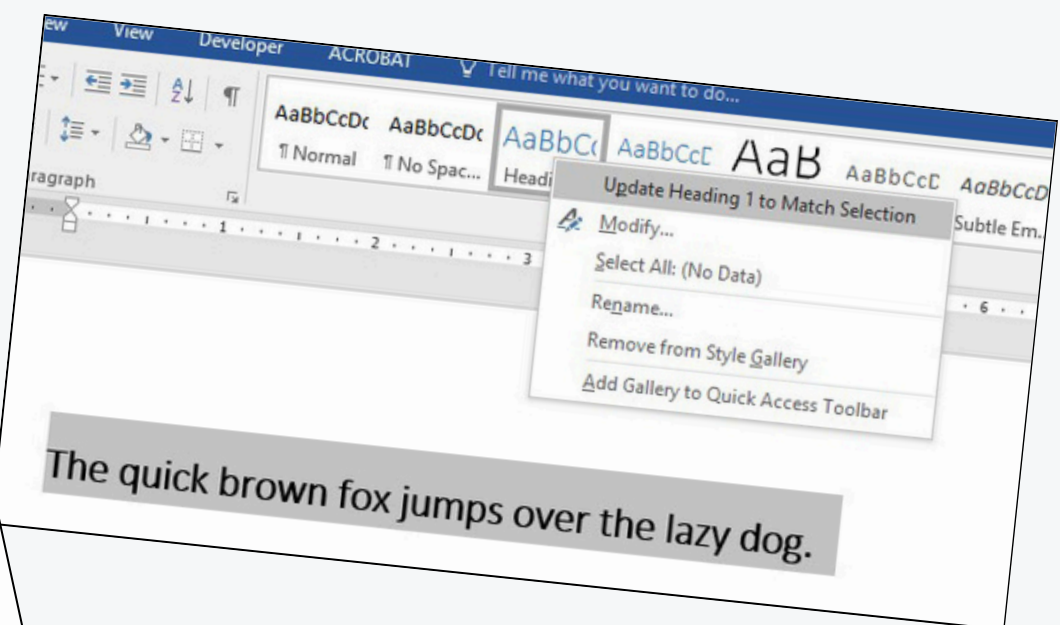
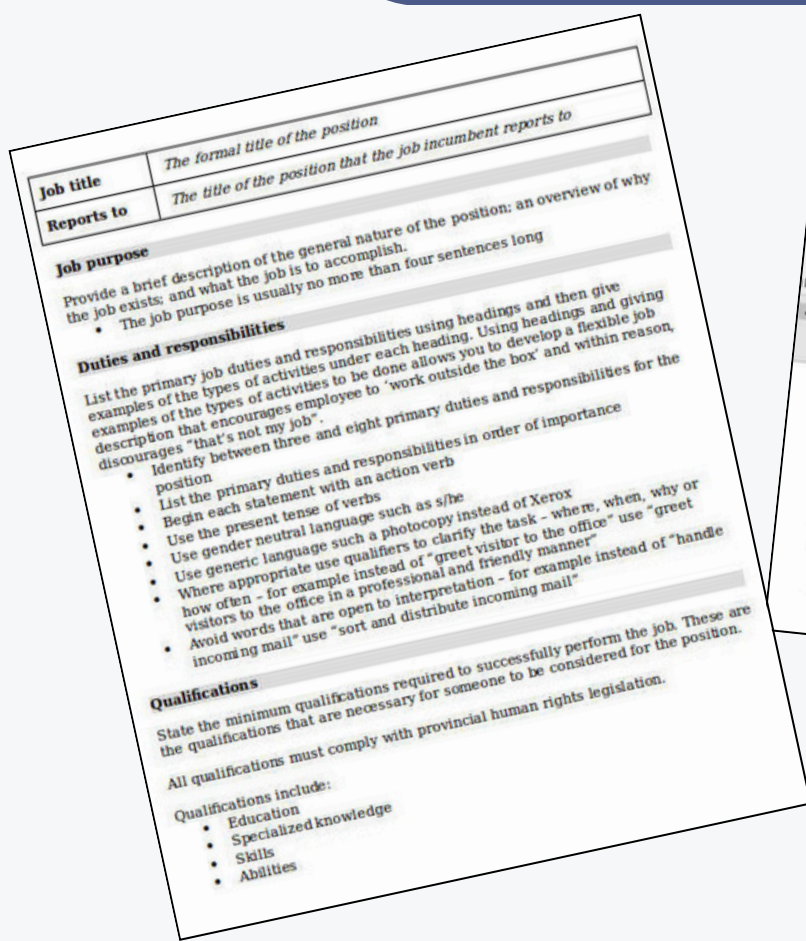


# Pro Formatting Tips

Format Like a Pro for Accessibility:

- Use headings (instead of just increasing font size - this makes navigation easier for screen readers).
- Keep your layout linear and logical- avoid confusing designs that can trap or disorient users.
- Choose contrast-friendly colours, ensure text stands out clearly against backgrounds.

Small changes make a big difference!



**Accessibility isn't an add-on, it's built-in! Take control. Personalise your workflow.**

LOVED THESE TIPS?

