



# How to create accessible documents



## Top 10 Takeaways:

1. 70% of disabilities are invisible to the eye and can be permanent, temporary, or situational.
2. Use the Ease of Access (WIN + U) settings on your Windows 10 to adjust it to your own preferences. The settings are divided into three categories: Vision, Hearing & Interaction and allow you to customise your system to suit your individual needs.
3. When creating content make sure to choose readable font styles and pay attention to colour contrast, size, fluency, and visual crowding. When in doubt, use the fonts Calibri or Sitka. Use numbering and bullet points to create more accessible lists. Add text to overwrite the hyperlinks for easier context, and make sure to add alternative text to all the pictures.
4. Windows Dictate (WIN + H) transcribes speech into any application selected and allows you to insert punctuation, edit and format text, add symbols or even emojis! For more information visit: [Dictate your documents in Word - Office Support \(microsoft.com\)](#)
5. Accessibility Checker - Before sending your email message, sharing your document or spreadsheet, run the Accessibility Checker to make sure your Microsoft Office content is easy for people of all abilities to read and edit. The Accessibility Checker can be found in the Review tab of the Office suite, once ran, it will provide you with recommended action, such as 'Hard-to-read-contrast' which have to be fixed in order to make the file accessible to all. More information:

Improve accessibility with the Accessibility Checker - Office Support  
(microsoft.com)

6. Templates are a great way to create accessible files quickly. The Office suite (Word, PowerPoint, Excel) have multiple accessible templates to choose from. To use accessible templates simply select the 'More templates' section from your starting screen or go to File->'More templates' and type in 'Accessible' within the search bar. Recreate rooms: the organizer has the option to recreate the rooms to start from scratch
7. Designing a PowerPoint deck to be accessible is a great start, but it's just as important to bring in inclusive presenting practices. One important step is to use Closed Captions or subtitles.
8. Windows lets you convert stereo sound into a single channel so you can hear everything, even if you're using just one headphone. Select the Start button, then select Settings > Ease of Access > Audio, and then switch on the toggle under Turn on mono audio.
9. Tell Me lets you quickly access commands in several Office apps without navigating the command ribbon. You can use Tell Me to assist with formatting, discover the difficult-to-find capabilities and even get scoped help in the Office apps using everyday language.
10. The screen-reading app, Narrator, offers simplified navigation and intelligent image description, making it easy to explore a page without missing a thing on the screen.

# Frequently Asked Questions:

Q. What colour filters are recommended for colour blind users?

Ans. Depends on the kind of colour blindness, Windows supports 3 kinds: red-green (green weak, deuteranopia), red-green (red weak, protanopia), blue-yellow (tritanopia).

Q. Are the accessible templates also available in Word?

Ans. Yes - accessible templates are available in each of the office apps, just by searching for the term it will tell you on any templates whether they are accessible or not!

Q. Can you train Dictate to improve accuracy?

Ans. Not as individual user, this is something that Microsoft is doing, if you agree to sharing your information during your Windows set up.

Q. Can we use SRT files for captions?

Ans. PowerPoint only supports the .VTT format for captions.

Q. Are there any recommended font types and size to use for documents? Or those that we should avoid? Is comic sans ok or bad?

Ans. I'd say that comic sans are accessible, although the recommended fonts are Calibri, or Sitka. The recommended text size is 14, not lower than 12. Comic sans is a dyslexia-friendly font due to the quirky characterisations it allows readers to see letters more distinctly and keep graphemes from running together.

Q. Is it possible to create closed captions VTT files automatically by converting existing video files?

Ans. Yes, if you have access to Microsoft Stream, you can upload video to MS Stream, it will automatically generate captions for it. You can download the captions for that video from the settings options of that video on stream. More info:

<https://docs.microsoft.com/en-us/stream/portal-add-subtitles-captions>

Q. Is this feature for using Immersive Reader in Edge searches already available? I am not able to access it.

Ans. Yes this feature is publicly accessible - it will not be visible on all web pages in the address bar. Tip: If you don't see the Immersive Reader Icon in the address bar, you can still view the text in Immersive Reader. Just select the text you want to read, right-click, and select Open in Immersive Reader from the context menu.

# Useful Resources:

- [Accessibility Features | Microsoft Accessibility](#)
- [Microsoft Accessibility Cheat Sheet \(office.com\)](#)
- [Accessibility Stories | Microsoft Accessibility](#)
- [Microsoft Accessibility Blog - Making technology easier to see, hear and use!](#)
- [Accessibility Technology & Tools | Microsoft Accessibility](#)
- [Microsoft Office Accessibility | Microsoft Accessibility](#)