

Top Ten Accessibility Tips



1



Word has a text to speech function called **speak** which will read out highlighted text to you.
Add **speak** to the **Quick Access toolbar** using **More Commands**, changing the list to display **all commands**, scroll to **Speak** and **Add**.

2

Windows (or Office, dependent on your version) also has Speech Recognition built in, so can control your computer with your voice.

Search "Speech" in the microsoft support site: www.support.office.com



3

Are your documents accessible to your students?

Run 'accessibility checker' in Word to highlight any issues in the same way as you would check spellings.

Note too - The numbers of this Top Ten complies to WCAG colour contrast guidance.

4



Need to see a part of your screen enlarged?

- Do it quickly with Windows magnifier - find it in 'Ease of Access' or
- Use the **Windows** and **+ or - keys** to zoom in or out

5

Press the Alt key in any Office 2010 program to see tips for keystroke shortcuts - great for easier input for those with reduced fine motor skills.

6

Check out your display settings (windows version dependant) to scale your texts, apps and other items...!?!?

7

Take time to explore Ease of Access in Windows and Accessibility for Apple devices - there's a wealth of setting options that can make a difference for you and your pupils.

A small change can make a big difference.

8

Finding a web page difficult to read?

- All browsers now include zoom options, some allow you to enlarge text only.
- Many browsers also include a reader view, removing potentially distracting elements.

9



For Apple devices: Turn **Speak Selection** and **Speak Screen** on:
Settings > General > Accessibility > Speech

Now hold your finger on some text and the **Speak** option will appear.

Make sure your audio is turned on and up & **hey presto - your text is read out!**

10

Once you have Speak Screen turned on, use the two-finger swipe gesture down a page of text to open control settings, then use the tortoise and hare icons to control the speech to suit your needs.



(You'll see more options including voices in the accessibility settings in point 8).