

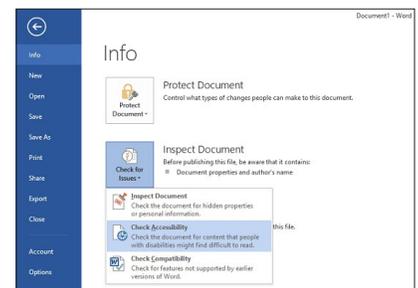
Accessibility in Microsoft Office 2013



The accessibility features and options in the programs of Microsoft Office 2013 make it easier for people with disabilities to use these programs, and for content creators to make more accessible documents, presentations, and spreadsheets. Following are brief descriptions of some of the important features in Office 2013 programs. To find out more about accessibility features and options in Office 2013, visit www.microsoft.com/enable/products/office2013/

Check documents for accessibility

With the click of a button in Word 2013, Excel 2013, and PowerPoint 2013 you can scan a document, spreadsheet, or presentation to identify areas that may be problematic for users with disabilities. The feature, called Accessibility Checker, helps you create more accessible content by flagging accessibility issues and suggesting remedies, so you can fix them before the content is finalized.



Check Accessibility option in the Info area of the Office 2013 Backstage view

Use Read Mode for a clearer view

The new Read Mode in Word 2013 offers a distraction-free reading experience. Read Mode hides most of the buttons and tools so you can get absorbed in your reading without distractions. Press ALT+W, and then press F to open Read Mode. Also while in Read Mode you can double-click a picture to get an enlarged view. Click outside the image to return to reading.



Document in Read Mode of Word 2013

Use the keyboard to move around the ribbon

You can quickly access all commands in Microsoft Office programs by using the keyboard. To move through the ribbon (the strip of tabs which appears, by default, at the top of your Office 2013 program) just press F10 and then press Ctrl+Right Arrow or Ctrl+Left Arrow to move to the ribbon tab you want. You can also press Alt to show KeyTips, then press the letter shown in the KeyTip over the feature that you want to use to initiate the command. For more information on Office 2013 keyboard shortcuts visit www.microsoft.com/enable/products/office2013/



Office 2013 ribbon with access key numbers and letters displayed

Zoom in or out of a document, presentation, or worksheet

You can zoom in to get a close-up view of your file or zoom out to see more of the page at a reduced size. You can zoom either by selecting the slider bar in the zoom area of the status bar at the bottom of your document; or, on the **View** tab, in the **Zoom** group, click **Zoom**, and then enter a percentage.



Zoom slider bar in the status area at the bottom of the screen

Backstage view: quick access to frequently used commands

When you want to do things to a whole file like print, save, or open a different file, click the **File** tab (Alt+F) to go to the Microsoft Office Backstage view. This large view provides more detail about available commands and how to use them. This organization reduces keystrokes and searching time, and makes navigation easier.

Use spelling and grammar checker to verify your work

All Microsoft Office programs can check the spelling and grammar of your files. In Microsoft Word 2013, start the Spelling and Grammar checker by clicking **Review > Spelling and Grammar**.

Automatically correct spelling errors

Correct typos and misspelled words as you compose by using the AutoCorrect feature in Office 2013. You can insert symbols and other pieces of text automatically as well. AutoCorrect automatically includes a list of typical misspellings and symbols, but you can modify the list to suit your needs.

Hear written text read aloud

The ability of your computer to play back written text as spoken word is a text-to-speech or TTS function. Depending upon your configuration and installed TTS engines, you can hear most text that appears on your screen in Word 2013, Outlook 2013, PowerPoint 2013 and OneNote 2013. Just highlight the text you want to hear and then click the **Speak selected text** icon (or, press Alt+the access key number).

Hear foreign text read aloud with Mini Translator

For those who receive email messages or documents that contain words in different languages, Microsoft Office 2013 features a Mini Translator that lets you point to a word or selected phrase with your mouse to display a translation in a small window. The Mini Translator also includes a Play button so you can hear an audio pronunciation of the word or phrase, and a Copy button so you can paste the translation into another document.

Use the keyboard to work with SmartArt graphics

A SmartArt graphic is a visual representation of information—like a diagram—that you can use to enhance your documents and presentations. You can create SmartArt graphics in Excel, Outlook, PowerPoint, and Word, and you can copy and paste SmartArt graphics as images into other Office programs.

For More Information

Accessibility in Office 2013

www.microsoft.com/enable/products/office2013/

Office 2013 Tutorials

www.microsoft.com/enable/training/office2013/

Microsoft Office Online

<http://office.microsoft.com/en-us/>

Assistive technology products

Assistive technology products are specialty hardware and software products that provide essential accessibility to computers for those with significant vision, hearing, dexterity, language, or learning needs. Many assistive technology products are compatible with Windows and Office. Find more information about selecting and shopping for assistive technology products at www.microsoft.com/enable/at/

Learn more about Accessibility in Office 2013

www.microsoft.com/enable/products/office2013/

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