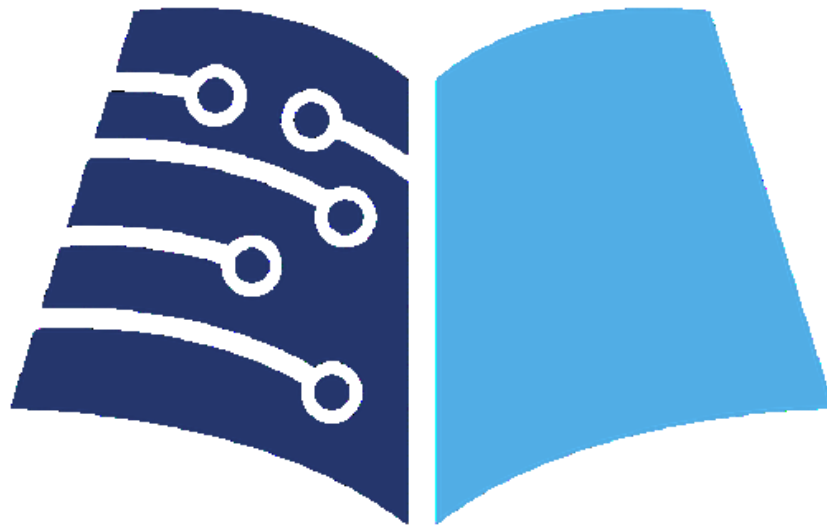




DIGITABILITY

Promoting people with disabilities' employment by enhancing their digital skills and competencies to support a remote working scheme.

Creating Content



Co-funded by
the European Union

This project has been funded with support from the European commission.

This publication reflects the views of the author, and the Commission cannot be held responsible for any use which may be made of the information therein.

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1 Introduction

In completing this Topic You will learn how to make use of the accessibility features in various Office tools (open source and proprietary) and how to create accessible files. Topic is for people with Cognitive Impairments.

1.1 The Learning Objectives Covered by the Topic

In completing this topic, the learner will be able to:

- Use Office tools to create and access accessible content.
- Use the accessibility features of MAC OS and use them to create content.
- Know some examples of resources for the preparation of accessible educational materials, based on the reference guide.
- Apply theoretical knowledge in practical exercises.
- Test theoretical knowledge and practical skills with tests.

2 MS Office

2.1 Summary of the Sub Subtopic and the Learning Objectives Covered

By the end of the unit, you will have learned:

- To create accessible documents in Word, Power Point and Excel.
- To incorporate the latest updates in Microsoft Office accessibility
- To review the accessibility of the generated documents and solve problems.

The contents of the unit are presented:

- Accessibility in Word.
- Accessibility in Power Point.
- Accessibility in Excel.
- Accessibility in Paint.
- How to write alternative texts, or make images accessible.

-Other tools that will be useful to know: Accessible Templates, How to run the Microsoft Accessibility Checker.

2.2 Accessibility for People with Cognitive Impairments

2.2.1 Dictate your documents in MS Word

Dictation lets you use speech-to-text to author content in Office with a microphone and reliable internet connection. Use your voice to quickly create documents, emails, notes, presentations, or even slide notes.

Open a new or existing document and go to Home > Dictate  while signed into Microsoft 365 on a mic-enabled device.

Wait for the **Dictate** button to turn on and start listening.

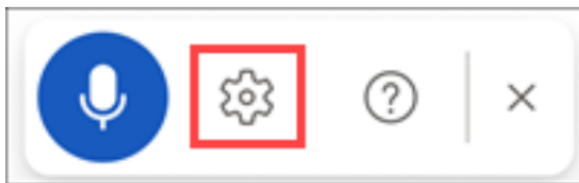


Figure 1. Dictate your documents in MS Word

Start speaking to see text appear on the screen.

If you can't see the button to start dictation:

- Make sure you're signed in with an active Microsoft 365 subscription.
- Dictate is not available in Office 2016 or 2019 for Windows without Microsoft 365.

2.2.2 Design slides for people with dyslexia in MS Power Point

The elements that make presentations clearer and easier to comprehend for people with dyslexia also make them better in general.

Fonts:

- Use simple, sans serif fonts with adequate spacing between letters. Use at least an 18-point font size. Good sans serif font examples include: Calibri, Franklin Gothic Book, Lucida Sans, Segoe UI.
- Avoid compressed, fancy, italic, or underlined fonts or fonts with uneven line weights.

Text: To keep your text easily readable, leave some space in your slides. Ideally, limit the number of lines on each slide to 7. Ideally, limit the number of words on each line to 6. Leave plenty of space above and below each line.

Speaker notes:

- Instead of adding all the content on a slide, use speaker notes to provide more in-depth information. By default, speaker notes are formatted in a readable, sans serif font.
- Distribute your slides after your presentation, so your audience can refer to the slides and notes later to recall the verbal presentation delivery.

Layout and design: Thought-out slide design and layout can make your content more accessible to all audiences.

- Background.
 - Bright white slide backgrounds can make text harder to read. Choose an off-white or cream background. Text should be dark, with lots of space around the letters. A dark background and white text also work.
 - To set the background colour, select Design > Format Background > Colour. Then pick a colour that suits your purposes.
- Images. Images are a great way to break up blocks of text and make your slide easier to scan. Add alt text to every image in your presentation.
- Layout. A colourful, high-contrast graphic layout, combined with pictures and text, creates a structured design. Structured layouts are easier for people with dyslexia to understand.



Figure 2. Design slides in MS Power Point

2.2.3 Exercises

Task 1

Please correct the editing and make the content accessible in ppt!

Grades

Grades will be assigned on a ten-point scale (90 to 100 is an A, 80 to 89 is a B, etc.). Homework, exams, and projects will be weighted as follows:

Homework	Exams		
	1	2	Final
15%	15%	15%	20%

Welcome to the course!



2.2.4 Resources

1. Dictate your documents in Word: [Dictate your documents in Word - Microsoft Support](#)
2. Dictate your presentations and slide notes in PowerPoint: [Dictate your presentations and slide notes in PowerPoint - Microsoft Support](#)
3. Design slides for people with dyslexia video training: [Video: Design slides for people with dyslexia - Microsoft Support](#)

2.3 Brief repository of online tools for the development of accessible materials

Logo	Link
	European standards to facilitate reading and understanding European standards for making information easy to read and understand – Easy-to-Read
	This page allows you to translate a Word document to speech (audio) Convert a File - RoboBraille
	To go from speech to text on the computer TalkTyper - Speech Recognition in a Browser
	PowerTalk 1.2.14 is speech-enabled software for PowerPoint presentations; it's free and automatically speaks any presentation or slideshow. It runs in Microsoft PowerPoint for Windows. PREVENIR LA CEGUERA

Logo	Link
	Virtual keyboard robotica.udl.cat
	Automatic video captioning Subly: Accessibility, Subtitles, Captions (CC), Translation, Audio Description & Transcription (getsubly.com)
	Catalog of ICT solutions for students with NEAE Catalogue of ICT Solutions for students with SESN (ticne.es)
	How to generate information accessible to all people Making information accessible for all European Blind Union (euroblind.org)
	Accessibility by disability: Find products and tools based on your needs: Accessibility help & learning (microsoft.com)

3 Desktop Office. Mac OS Office Apps Accessibility Management

3.1 Accessibility features on Mac

Some Office Program's accessibility features are common for each Software installed on MacOS. All of them will be reviewed below.

Get started with accessibility features on Mac

macOS accessibility features can help you with vision, hearing, physical motor activities, speech and more. If you didn't turn on accessibility features when you set up your Mac, you can do so at any time in Accessibility settings.

3.1.1 MacOS General Accessibility Features

Mac OS includes accessibility features to make it easier to turn various accessibility features on or off and to type your Siri requests.

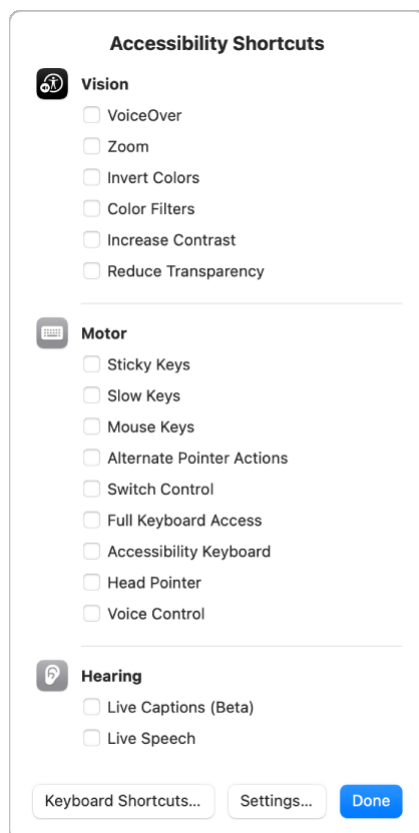


Figure 3. Accessibility Shortcuts on Mac Computers

3.1.1.1 Siri

Type your Siri requests instead of saying them. See [Change Siri settings for accessibility](#).

Change Siri Settings for Accessibility on Mac

On your Mac, use Siri settings for accessibility to type your requests to Siri instead of saying them. This feature can be useful if speech is difficult or you do not want others to hear your Siri requests.

To change these settings, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Siri on the right. (You may need to scroll down.)

Option	Description
Type to Siri	Type your requests to Siri instead of saying them. If a headset with a microphone is connected to your Mac, Siri speaks your typed command.
Siri Settings	Additional options, such as setting a keyboard shortcut to activate Siri and showing what Siri says on screen, are available in Siri & Spotlight settings .

3.1.1.2 Shortcut

Quickly turn various accessibility features on or off using Accessibility Shortcuts. See [Quickly turn accessibility features on or off](#).

Quickly Turn Accessibility Features On or Off on Mac

You can quickly turn many accessibility features on or off using a keyboard shortcut, the [menu bar](#), [Control Centre](#) or Siri.

- Use a keyboard shortcut

You can use a keyboard shortcut to open the Accessibility Shortcuts panel, where you can turn accessibility features on or off.

- ✓ Press Option-Command-F5.

Or, if your Mac or Magic Keyboard has [Touch ID](#), quickly press Touch ID three times.

- ✓ In the panel, select the features you want to turn on or off, then click Done. Or, click anywhere outside the panel to close it.

Additional accessibility shortcuts you can use and customise can be found in Keyboard settings.

On your Mac, choose Apple menu  > System Settings, then click Keyboard  in the

sidebar. (You may need to scroll down.) Click Keyboard Shortcuts on the right, then in the dialogue that appears, click Accessibility in the sidebar. See [Use macOS keyboard shortcuts](#).

- Use the menu bar or Control Centre

To turn accessibility features on or off right from the desktop, add the Accessibility Shortcuts or module to the menu bar or Control Centre.

- ✓ On your Mac, choose Apple menu  > System Settings, then click Control Centre  in the sidebar. (You may need to scroll down.)
- ✓ Go to Accessibility Shortcuts on the right, then turn on Show in Menu Bar or Show in Control Centre.

You can also add the Hearing module to play calming sounds right from the desktop. See [Play background sounds](#).

- Add or remove features from Accessibility Shortcuts

You can change which features appear when you use the Accessibility Shortcuts panel or the Accessibility Shortcuts module in the menu bar or Control Centre.

- ✓ On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Shortcut on the right. (You may need to scroll down.)
- ✓ Select or deselect the tickbox next to a feature to show or hide it when you use Accessibility Shortcuts.

If you select only one feature, the Accessibility Shortcuts panel is not displayed when you press the keyboard shortcut; instead, the feature is immediately turned on or off.

3.1.2 Exercises (Mac OS General Accessibility Features)

Using Siri please do one of the exercises for Pages, Numbers or Keynote, optionally.

3.2 Resources

1. Use VoiceOver to create a Pages document on Mac. [Use VoiceOver to create a Pages document on Mac – Apple Support \(UK\)](#);
2. Use VoiceOver to preview comments and track changes in Pages on Mac. [Use VoiceOver to preview comments and track changes in Pages on Mac – Apple Support \(UK\)](#);

3. Use VoiceOver to create a Numbers spreadsheet on Mac. [Use VoiceOver to create a Numbers spreadsheet on Mac – Apple Support \(UK\)](#);
4. Use VoiceOver to create formulas and autofill cells in Numbers on Mac. [Use VoiceOver to create formulas and autofill cells in Numbers on Mac – Apple Support \(UK\)](#);
5. VoiceOver User Guide. [VoiceOver User Guide for Mac – Apple Support \(UK\)](#);
6. Use VoiceOver to create a Keynote presentation on Mac. [Use VoiceOver to create a Keynote presentation on Mac – Apple Support \(UK\)](#);
7. VoiceOver modifier. [VoiceOver modifier – Apple Support \(UK\)](#);
8. MacOS accessibility features for vision. [macOS accessibility features for vision – Apple Support \(UK\)](#);
9. Use Voice Control commands to interact with your Mac. [Use Voice Control commands to interact with your Mac – Apple Support \(UK\)](#);
10. AirPods User Guide (for Using Spatial Audio). [Control Spatial Audio and head tracking – Apple Support \(UK\)](#);
11. MacOS accessibility features for hearing. [macOS accessibility features for hearing – Apple Support \(UK\)](#);
12. Use Voice Control commands to interact with your Mac. [Use Voice Control commands to interact with your Mac – Apple Support \(UK\)](#);
13. Customise Voice Control on Mac. [Customise Voice Control on Mac – Apple Support \(UK\)](#);
14. Navigate your Mac using Full Keyboard Access. [Navigate your Mac using Full Keyboard Access – Apple Support \(UK\)](#);
15. Use the Accessibility Keyboard on Mac. [Use the Accessibility Keyboard on Mac – Apple Support \(UK\)](#);
16. Change Keyboard settings for accessibility on Mac. [Change Keyboard settings for accessibility on Mac – Apple Support \(UK\)](#);
17. Control the pointer using Dwell on Mac. [Control the pointer using Dwell on Mac – Apple Support \(UK\)](#);
18. Change Pointer Control settings for accessibility on Mac. [Change Pointer Control settings for accessibility on Mac – Apple Support \(UK\)](#);
19. Use Switch Control on Mac. [Use Switch Control on Mac – Apple Support \(UK\)](#);

20. Have what you type spoken out loud on Mac. [Have what you type spoken out loud on Mac – Apple Support \(UK\)](#);
21. Mac OS general accessibility features. [macOS general accessibility features – Apple Support \(UK\)](#);