

@qmultelt



Make your
documents
accessible using

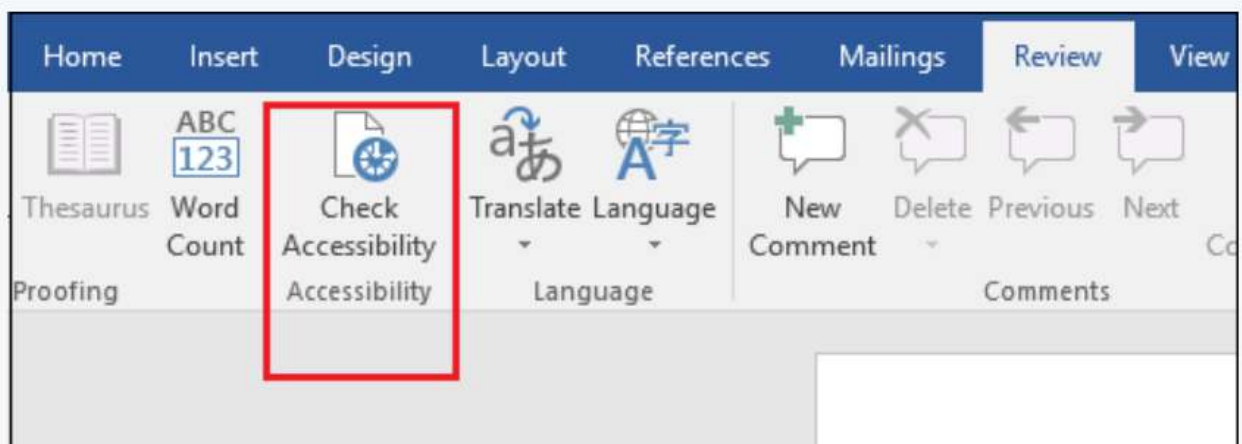
**MICROSOFT
ACCESSIBILITY
TOOLS**

Swipe 

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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.



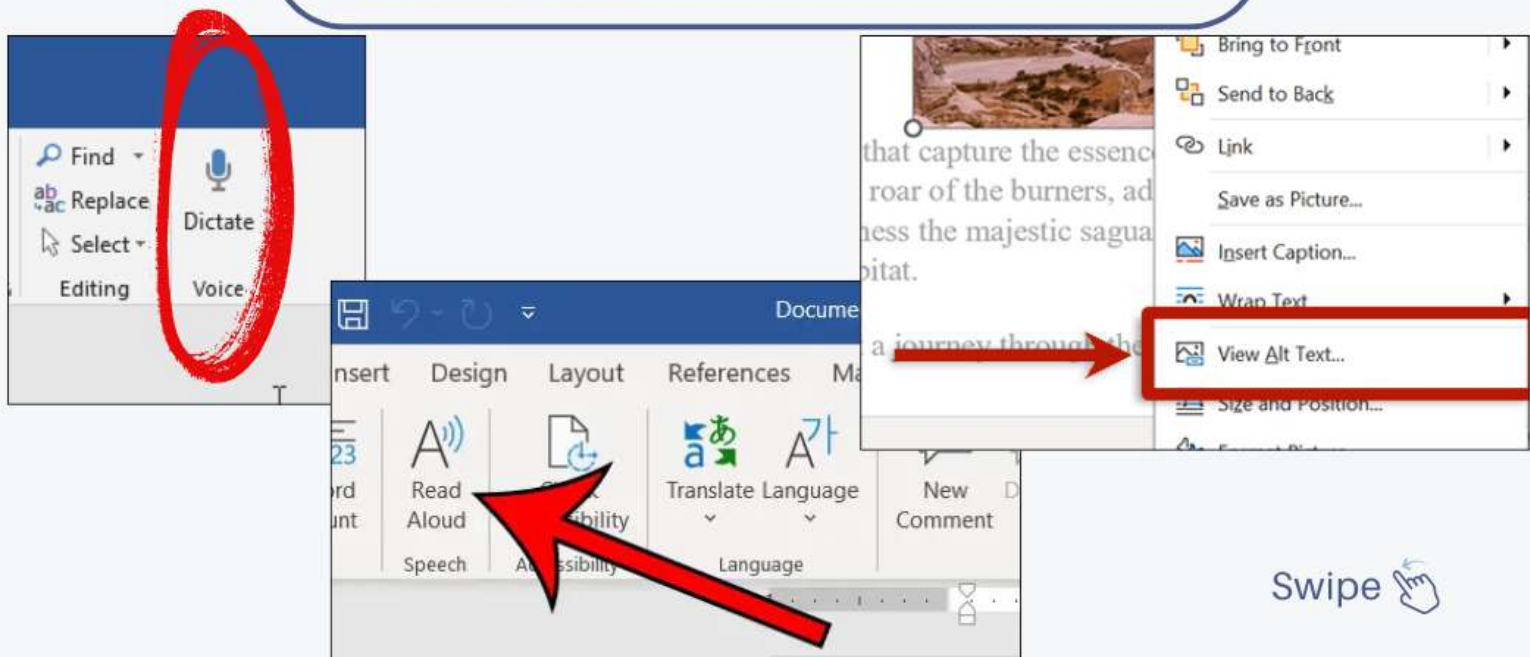
Swipe 

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.



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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!

Job title	The formal title of the position
Reports to	The title of the position that the job incumbent reports to
Job purpose	Provide a brief description of the general nature of the position: an overview of why the job exists; and what the job is to accomplish. • The job purpose is usually no more than four sentences long
Duties and responsibilities	List the primary job duties and responsibilities using headings and then give examples of the types of activities to be done allows you to develop a flexible job description that encourages employee to "work outside the box" and within reason, discourages "that's not my job". • Identify between three and eight primary duties and responsibilities for the position • List the primary duties and responsibilities in order of importance • Begin each statement with an action verb • Use the present tense of verbs • Use generic neutral language such as s/he • Use generic language such as photocopy instead of Xerox • Where appropriate use qualifiers to clarify the task - where, when, why or how often - for example instead of "greet visitor to the office" use "greet visitors to the office in a professional and friendly manner" • Avoid words that are open to interpretation - for example instead of "handle incoming mail" use "sort and distribute incoming mail"
Qualifications	State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position. All qualifications must comply with provincial human rights legislation. Qualifications include: • Education • Specialized knowledge • Skills • Abilities



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

LOVED THESE TIPS?

