



# MICROSOFT ACCESSIBILITY SOLUTIONS

Technology empowers people to achieve more, strengthens their educational opportunities and makes the workplace more inviting and inclusive. More than a billion people in the world live with disabilities, which is why Microsoft believe accessibility to technology is essential for the progress of all people.

This paper brings together the wide range of solutions available from Microsoft to support those users with technology accessibility requirements.



# FOR VISION

Need a larger screen? A brighter screen? A narrator to read text? Find out about accessibility tools and features for people who are blind, colour blind or have low vision.

## MICROSOFT SOUNDSCAPE

### A MAP DELIVERED IN 3D SOUND

<https://www.microsoft.com/en-us/research/product/soundscape/>  
<https://www.microsoft.com/en-us/research/product/soundscape/faq/>  
<https://www.microsoft.com/en-us/research/product/soundscape/tips-tricks/>

### WHAT IS SOUNDSCAPE?

Microsoft Soundscape is a research project that explores the use of innovative audio-based technology to enable people, particularly those with blindness or low vision, to build a richer awareness of their surroundings, thus becoming more confident and empowered to get around. Unlike step-by-step navigation apps, Soundscape uses 3D audio cues to enrich ambient awareness and provide a new way to relate to the environment. It allows you to build a mental map and make personal route choices while being more comfortable within unfamiliar spaces.

### HOW DOES SOUNDSCAPE WORK?

Soundscape provides information about your surroundings with synthesized binaural audio, creating the effect of 3D sound. It can run in the background in conjunction with navigation or other applications to provide you with additional context about the environment. Your phone, in hand or in pocket, tracks movement using location and activity sensors, and lets you move toward a self-set audio beacon. Soundscape runs on iPhone 5S or later and is compatible with most wired or Bluetooth stereo headsets.

## DISTINGUISH COLOURS EASILY

Boost contrast or get rid of colour entirely - whether you have colour blindness, light sensitivity, or a visual preference, with colour filters you can customise your screen's colour palette.

[Get started with colour filters](#)

## TYPE WHAT YOU WANT TO DO

Tell Me lets you quickly access commands in several Office 365 applications 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 Office 365 using everyday language.

[Do things quickly with Tell Me](#)

## WORK WITH ASSISTIVE TECHNOLOGIES

Office 365 applications work seamlessly with screen readers and keyboards on most devices. Step-by-step guidance is available per application to help you get started.

[Use Office 365 with screen readers](#)

## MAKE WINDOWS 10 EASIER TO SEE

Resize icons, adjust text size and colour, customise the mouse cursor, and more—our display and vision settings make it easy to personalise your viewing experience.

[See Windows 10 your way](#)

## USE YOUR DEVICE WITHOUT A SCREEN

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.

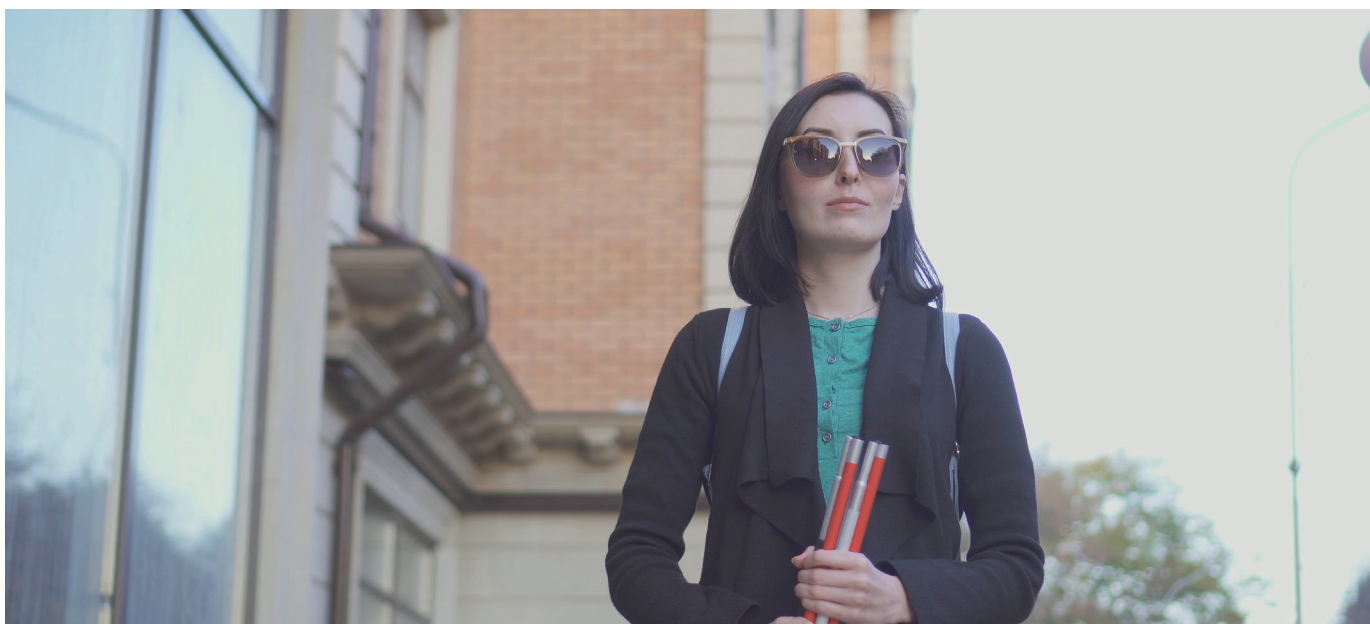
[Get started with Narrator](#)

[Access braille in Narrator](#)

## REMIND ALL TO CHECK ACCESSIBILITY

Office 365 offers a MailTip in Outlook on the web to inform co-workers of your preference for accessible content. This prompt reminds them to run Accessibility Checker before sending an email to you and fix any issues that might make the content difficult for people with disabilities to consume.

[Request Accessible Content](#)



## GET A CLOSER LOOK

Enlarge words and images with Magnifier. And with the customised settings you can use it on all or part of the screen—whatever way suits you best.

[Get started using Magnifier](#)

## SAVE TIME WITH SHORTCUTS

Get the most out of Windows 10 using just your keyboard. With only a few keystrokes, you can quickly navigate Windows and enable accessibility settings.

[Get started with Shortcuts](#)

## KNOW WHERE YOU ARE

Make your mouse as big or small as you want or make it black if that's best for you. Windows 10 offers many ways to customise your mouse and cursor size.

[Find cursor and pointer adjustments](#)

## SEE EVERY DETAIL

Increase the colour contrast of text and images on your screen, making them easier to identify. Each high contrast theme can be customised to suit your needs and tastes.

[Explore high contrast themes](#)

## HEAR DESCRIPTIVE AUDIO EVERYWHERE

Seeing AI brings together the power of the cloud and AI to deliver an intelligent app that helps you navigate your day with the help of narration describing people, text, and objects.

A free app that narrates the world around you. Designed for the low vision community, this research project harnesses the power of AI to describe people, text and objects.

[Discover seeing AI narration](#)

## SIGN IN WITHOUT A PASSWORD

With just a look or touch, you can quickly sign in to your Windows device using facial recognition or a fingerprint - no password needed. Commonly used accessibility settings are also available from the sign-in screen.

[Set up Windows Hello](#)

## VISION ACCESSIBILITY GUIDE

Learn more about Narrator, Magnifier, Colour Filters and other assistive technology tools that can assist people with vision disabilities in Windows 10. In addition, you can better understand how to provide alternative text and use keyboard shortcuts in Office 365 programs.

[Explore the vision accessibility guide](#)

[Download the vision accessibility guide](#)



# FOR HEARING

For those who are hard of hearing, have hearing loss or deafness, Microsoft's specialised features can provide solutions including closed captioning, mono sound and live call transcription.

## PRESENT WITH REAL-TIME SUBTITLES

Display auto-generated subtitles on a presentation in any of 60+ supported languages with the Presentation Translator add-in for PowerPoint on PCs. Plus, let each audience member follow along with captions displayed in their chosen language on any device with Microsoft Translator.

[Get Presentation Translator](#)  
[Try Microsoft Translator](#)

## AUTO-GENERATE CAPTIONS FOR VIDEOS

Share videos securely across your organisation in an accessible format with Microsoft Stream. Select a simple option, and you'll get captions and searchable transcripts in English and Spanish auto-generated while uploading videos.

[Get Microsoft Stream](#)  
[Auto-generate your own captions.](#)

## DON'T MISS A BEAT

If you have partial hearing loss or deafness in one ear, Windows 10 helps you to hear more from your computer. Just turn on mono audio, and your left and right speakers will play the same sounds.

[Configure mono audio.](#)



## ADD CAPTIONS FOR VIDEOS

Create multimedia presentations that are engaging and accessible with Office 365 applications such as PowerPoint and Sway that enable you to add captions for embedded videos.

[Create captions in PowerPoint](#)

[Create captions in Sway](#)

## READ AND ENJOY

Use closed captions to read the words that are spoken in movies and television shows. And with Windows 10, you can adjust the colour, size, and background transparency to fit your specific needs.

[Customise closed caption settings](#)

## DON'T MISS A NOTIFICATION

Adjust notifications to make them appear on your screen longer. If you have difficulty seeing or hearing—or just prefer a longer alert—you can increase the alert display time up to five minutes.

[Get longer alerts](#)

## TAKE A VISUAL CUE

If you prefer visual notifications over sounds, the Ease of Access Center offers text or visual alternatives.

[Set up notifications](#)

## HEARING ACCESSIBILITY GUIDE

Learn how to use Closed Captions and modify audio to help you navigate Windows 10. You can also learn about Presentation Translator in Office 365, as well as Skype and CART captioning to help people with hearing disabilities.

[Explore the hearing accessibility guide](#)

[Download the hearing accessibility guide](#)



# FOR NEURODIVERSITY

Innovative tools such as dictation and Windows Hello sign-in can make the digital world more accessible for those who live with dyslexia, seizures, autism or other cognitive differences.

## WORK USING EVERYDAY LANGUAGE

Tell Me lets you quickly access commands in several Office 365 applications without having to remember their exact name or location in the ribbon. You can use Tell Me to assist with formatting, discover the difficult-to-find capabilities, and even get scoped help in Office 365 using everyday language.

[Type what you want in Tell Me.](#)

## GET IN THE ZONE

Focus assist blocks alerts and notifications, so you can get things done without distractions. Don't worry, if there are some people you don't want to ignore, you can add them to a special list. And when you finish focusing, you'll get a summary of what you missed.

[Learn more about focus assist.](#)

## IMPROVE READING COMPREHENSION

Use Reading view to clear distracting content from web pages, so you can stay focused on what you want to read. And with Learning Tools in Microsoft Edge you can have documents read aloud to you.

[Learn how to enable Reading view.](#)

[Discover Learning Tools in Edge.](#)

## TYPE WITH CONFIDENCE

Get help constructing sentences with text suggestions. Word suggestions appear, and can be inserted, as you type. It's a great feature for English language learner - and anyone who would like a little help with their writing.

[Turn on text suggestions](#)

## DIAL DOWN THE DISTRACTIONS

Windows 10 makes it easy to minimise distractions by reducing animations and turning off background images. You can also clean up taskbar clutter, simplify the start menu, and quiet notifications.

[Learn how to minimise distractions](#)

## ORGANISED EFFICIENCY

Change your taskbar location, rearrange buttons, and unlock other settings to make your taskbar best suit your needs. You can also pin and group your favourite apps or unpin what you don't need. Simply drag and drop apps from the app list and pin them to the start menu as tiles.

[Organise your apps and live tiles](#)

[Learn how to customise your taskbar](#)

## READ WITH FRIENDLIER FONTS

Fluent Sitka Small and Fluent Calibri are fonts that reduce visual crowding and make reading easier for people with dyslexia.

[Download fluent fonts for easier reading](#)

## STAY FOCUSED WHILE READING

Sustain attention with Learning Tools settings such as Immersive Reader that let you have words read aloud with simultaneous highlighting. You can also reduce focus to a few lines, adjust page colours, and increase spacing between lines, letters, and words.

[Try Learning Tools in Office 365](#)

## NEVER LOSE YOUR WORK

Easily store and access your files from all your devices with OneDrive and Office 365. Have edits to your Office files automatically saved as you are working. Quickly find files, photos, and documents from personalised search results powered by the intelligence of the Microsoft Graph.

[Keep your Office files in OneDrive](#)

## GO PAPERLESS WITH OFFICE LENS

Office Lens helps you transform text on a printed page into searchable and editable digital content. It includes the ability to have captured content exported to Office 365 applications, and on iOS devices - read aloud with Immersive Reader.

[Explore Office Lens accessibility](#)



## GET WRITING ASSISTANCE

Editor provides advanced proofing and editing service. Using machine learning and natural language processing, mixed with input from our own team of linguists, Editor makes suggestions to help you improve your writing.

[Learn about Editor](#)

## RESEARCH AND CITE SOURCES

Researcher helps you find and incorporate reliable sources and content. Search the internet within your Word document, explore material related to your topic, and add it with its properly-formatted citation - all in one action.

[Find out more about Researcher](#)

## ENHANCE YOUR SLIDES

PowerPoint Designer improves your slides by automatically generating design ideas that you can choose from. While you're putting content on a slide, Designer works in the background to match that content to professionally designed layouts.

[Try PowerPoint Designer](#)

## AUTOMATICALLY DISPLAY SUBTITLES

As you speak, the add-in powered by the Microsoft Translator live feature allows you to display subtitles directly on your PowerPoint presentation in any one of more than 60 supported text languages.

[Visit the Microsoft Translator site](#)





# FOR LEARNING

Applications for people living with learning disabilities can help increase focus, concentration and understanding - and include tools to improve reading and writing skills.

## IMPROVE COMPREHENSION AND READING

Read more effectively with Learning Tools that read text out loud, break words into syllables, and identify parts of speech. Sustain attention with a focus mode and adjustable spacing between lines, letters, and words. Available for OneNote, Word, and Outlook on various devices.

[Try Learning Tools in Office 365.](#)

## IMPROVE WRITING QUALITY

With Editor, see any misspellings, grammatical mistakes, and writing style issues as you type in Word and Outlook for PCs. Get suggestions for phonetic misspellings, see synonyms alongside suggestions, and have suggestions read out loud to avoid common word choice errors.

[Discover Editor in Office 365.](#)

## TYPE WITH CONFIDENCE

Get help constructing sentences with text suggestions. Word suggestions appear, and can be inserted, as you type. It's a great feature for English language learners - and anyone who'd like a little help with their writing.

[Turn on text suggestions.](#)

## TYPE WITH YOUR VOICE

Convert your speech to text with Dictate in Office 365 applications such as Word, PowerPoint and Outlook for PCs. Also available with the Dictate add-in for Word, Outlook and PowerPoint for PCs which supports dictation in 20+ languages and real-time translation to 60+ languages.

[Explore Dictate in Office 365](#)  
[Get the Dictate add-in](#)

## IMPROVE READING COMPREHENSION

Use Reading view to clear distracting content from web pages, so you can stay focused. And with Learning Tools in Microsoft Edge you can have documents read aloud to you.

[Learn how to enable Reading view](#)  
[Discover Learning Tools in Edge](#)

## GET IN THE ZONE

Focus assist blocks alerts and notifications, so you can get things done without distractions. Don't worry, if there are some people you don't want to ignore, you can add them to a special list. And when you've finish focusing, you'll get a summary of what you missed.

[Learn more about focus assist](#)

## TYPE WITHOUT A KEYBOARD

The On-Screen Keyboard (OSK) allows you to type using a mouse or other pointing device, like a trackball or joystick. Word completion and word prediction also help you choose the best next word if you have a learning disability or cognitive impairment.

[Try the on-screen keyboard](#)

## USE YOUR DEVICE WITHOUT A SCREEN

The Windows 10 screen-reading app, Narrator, helps you navigate with confidence. With features like simplified navigation and intelligent image description, you won't be missing anything on the screen.

[Get started with Narrator](#)  
[Access the braille feature](#)

## TAKE A CLOSER LOOK

Magnifier lets you enlarge your screen so you can see words and images better. With a few different customization settings, you can use Magnifier on all or part of the screen, in whatever way suits you best.

[Get started using Magnifier](#)

## LEARNING ACCESSIBILITY GUIDE

Learn more about tools such as Quiet Hours and Focus Assist in Windows 10 to help people with learning disabilities. Also, spend some time with Learning Tools in OneNote, Word, and Outlook to improve reading and comprehension.

[Explore the learning accessibility guide](#)  
[Download the learning accessibility guide](#)



# FOR MOBILITY

Microsoft's suite of products help people living with arthritis, quadriplegia, spinal cord injuries and other mobility issues to navigate the digital world in non-traditional ways.

## TYPE WITH YOUR VOICE

Convert your speech to text with Dictate in Office 365 applications such as Word, PowerPoint and Outlook for PCs. Also available with the Dictate add-in for Word, Outlook and PowerPoint for PCs which supports dictation in 20+ languages and real-time translation to 60+ languages.

[Explore Dictate in Office 365](#)  
[Get the Dictate add-in](#)

## WORK WITH KEYBOARD-ONLY

Office 365 is designed to work seamlessly with keyboards. Shortcuts are documented per application to help you get started. Additionally, Tell Me lets you quickly access commands in several Office 365 applications by typing what you want to do using everyday language.

[Find keyboard shortcuts per app](#)  
[Type what you want in Tell Me](#)

## CLICK WITH YOUR EYES

If physical disabilities make it difficult to use a keyboard, Windows 10 offers built-in support for eye control—an effective way to use your PC with just your eyes. (eye tracking hardware sold separately).

[Get started with eye control](#)

## CREATE POLISHED CONTENT EFFICIENTLY

Intelligence is infused in Office 365 to help you do more in fewer steps. Get automated design recommendations in seconds after you add an image in PowerPoint with Designer. Get started quickly with access to reliable sources and citable content without leaving Word with Researcher.

[Discover Designer in PowerPoint](#)  
[Explore, add, cite with Researcher](#)

## TYPE WITHOUT A KEYBOARD

The On-Screen Keyboard (OSK) allows you to type with a pointing device, such as a mouse, trackball or joystick. And for those with mobility limitations, learning disabilities, or cognitive impairment, the word completion and word prediction tools can be helpful.

[Get started with the on-screen keyboard](#)

## LOG IN SIMPLY AND SECURELY

Accessibility settings, such as Sticky Keys and Filter Keys are available on the sign-in screen to log on to your computer. And with Windows Hello you can quickly and securely sign-in with just a look or touch, (requires specialized hardware).

[Set up Windows Hello with your device](#)  
[Learn about accessibility sign in settings](#)

## EASIER TO USE MOUSE AND KEYBOARD

Windows 10 gives you a number of options for making your mouse and keyboard easier to use. Change the shape and colour of the mouse pointer, or use Mouse Keys to move the mouse pointer with the numeric keypad. If you have trouble pressing two keys at the same time, Sticky Keys lets you type commands one key at a time.

[Learn how to make input devices easier](#)  
[Learn more about mouse keys](#)

## TYPE AND NAVIGATE WITH YOUR VOICE

Whether you're composing a document, an email, or surfing the web, dictation will convert your speech to text—so you can produce words without a keyboard. And with Windows Speech Recognition you can control your PC by voice alone.

[Learn more about speech recognition](#)  
[Browse available speech recognition commands](#)

## MOBILITY ACCESSIBILITY GUIDE

Learn more about Windows 10 features such as Eye Control, the On-Screen Keyboard, and other assistive technology tools that can help people with mobility disabilities. Use tools such as Dictate and Touch Mode to help you navigate around Office 365 as well.

[Explore the mobility accessibility guide](#)  
[Download the mobility accessibility guide](#)



# FOR MENTAL HEALTH

Learn more about assistive technologies for people living with issues such as bipolar disorder, anxiety, PTSD, depression or ADHD. Microsoft products can help with distraction, reading and concentration.

## MINIMISE VISUAL DISTRACTIONS

Windows makes it easy to minimise distractions by reducing animations and turning off background images and transparency. You can also clean up taskbar clutter and simplify the start menu.

[Start reducing distractions](#)

## GET IN THE ZONE

Focus assist blocks alerts and notifications, so you can get things done without distractions. Don't worry, if there are some people you don't want to ignore, you can add them to a special list. And when you finish focusing, you'll get a summary of what you missed.

[Learn more about focus assist](#)

## STAY ON TOP TO YOUR TO-DOS

OneNote and Outlook work together to help you stay organized. As you take notes and plan projects in OneNote, you can manage deadlines and remember the things on your to-do list by creating Outlook tasks. Then you can view and track those tasks in Outlook and even get reminders.

[Create Outlook tasks in OneNote](#)

## PICK YOUR PREFERRED THEME

Change the look and feel of Office 365 applications on PCs by changing the Office Theme. In Office 2016 you can choose from Colourful, Black, Dark Gray and White themes.

[Personalize the look of Office](#)

# ADDITIONAL RESOURCES

## BRINGING SIGHT TO BLIND AND LOW-VISION PEOPLE

Be My Eyes is a free app that connects blind and low-vision people with sighted volunteers and company representatives for visual assistance through a live video call.

Every day, sighted volunteers lend their eyes to solve tasks big and small to help blind and low-vision people lead more independent lives.

Be My Eyes' goal is to make the world more accessible to people who are blind or have a low level of vision.

<https://www.bemyeyes.com>

## SPEECH ACCESSIBILITY GUIDE

Learn how to use communication devices in Windows 10 such as Narrator and the On-Screen Keyboard. Additionally, you can use Office 365 tools such as Read Aloud and Tell Me that can help people with speech disabilities.

[Explore the speech accessibility guide](#)

[Download the speech accessibility guide](#)

## SUPPLIER TOOLKIT

Learn how you can be a part of changing the world through accessibility and inclusion. Explore all the latest training, from creating accessible PowerPoint materials to writing accessible code.

[Access supplier resources](#)

## SUPPORT

### MICROSOFT ACCESSIBILITY

Find product information and easy-to-use guides for Microsoft accessibility features.

[Visit the Microsoft Accessibility site](#)

### OFFICE ACCESSIBILITY CENTER

Find step-by-step instructions for using Microsoft Office with assistive technologies.

[Get accessibility help for Office](#)

### WINDOWS ACCESSIBILITY

Need help with Microsoft Windows? You've come to the right place for accessibility information.

[Get Windows accessibility help](#)

### WINDOWS 10 S ACCESSIBILITY

Find answers to commonly asked questions about how Windows 10 S works with assistive technology.

[Find FAQ about Windows 10 S](#)

### VIDEO SUPPORT

Our self-help video guides can offer you additional support by walking you through each step.

[Browse our self-help videos](#)



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