Can everyone use your document?

Documents, spreadsheets, and presentations are important to your organization.

But what if some people in your organization can't read or edit them because of their disabilities?
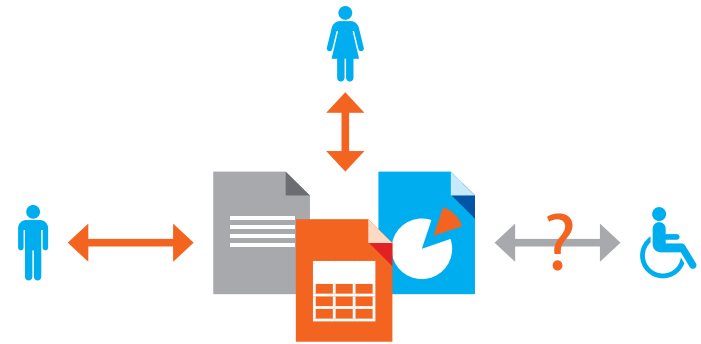
Excluding people with disabilities from access to important documents is not only against common societal value, it can be unlawful.
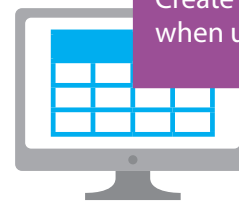
Some people, like those who are blind, use a screen reader to audibly interpret what is on the screen. There are things we can do to help the screen reader software better interpret the document. For example:

Write "alternative text" for graphics and photos
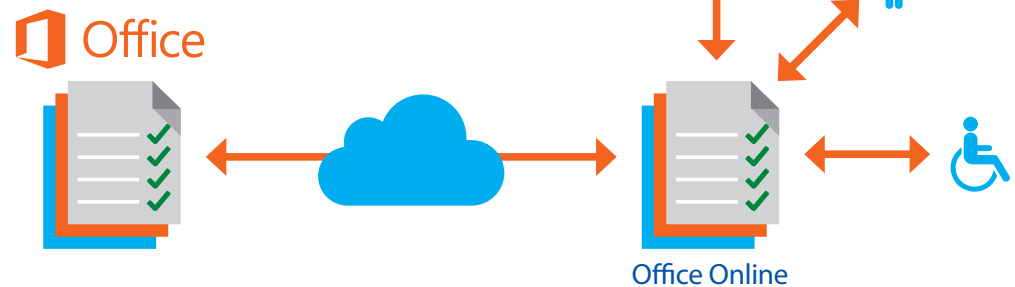
Create headers when using tables

Switch languages in multilingual content

¿Cómo
你好嗎

The accessibility checker capability in Microsoft Office makes it easy to make documents accessible for everyone.

Once you have made your documents, spreadsheets, and presentations accessible using Microsoft Office, they will remain accessible. Whether you share using Office or Office Online, the accessibility of your documents will stay intact.

Office

Office Online

For more information ➡ www.microsoft.com/enable

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