

OCTOBER is

Disabilities in the Workplace Awareness Month



www.hr.miami.edu/disability-awareness

Ground Rules

Minimize noise

Remain open-minded

Stay curious and seek to understand

Contribute your ideas

Ask questions



Support a learning environment

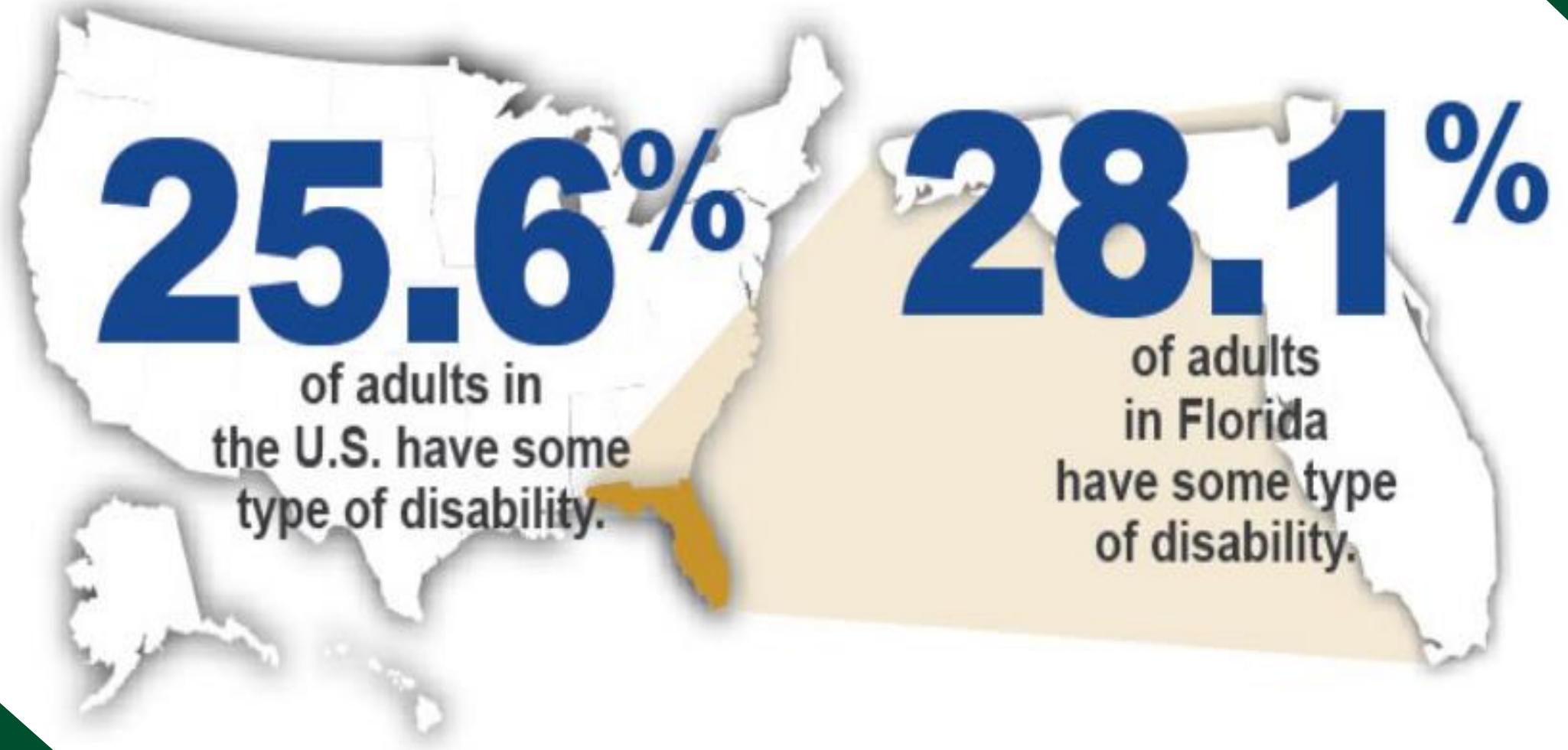
Somethings may surprise you

Stay focused on the conversation

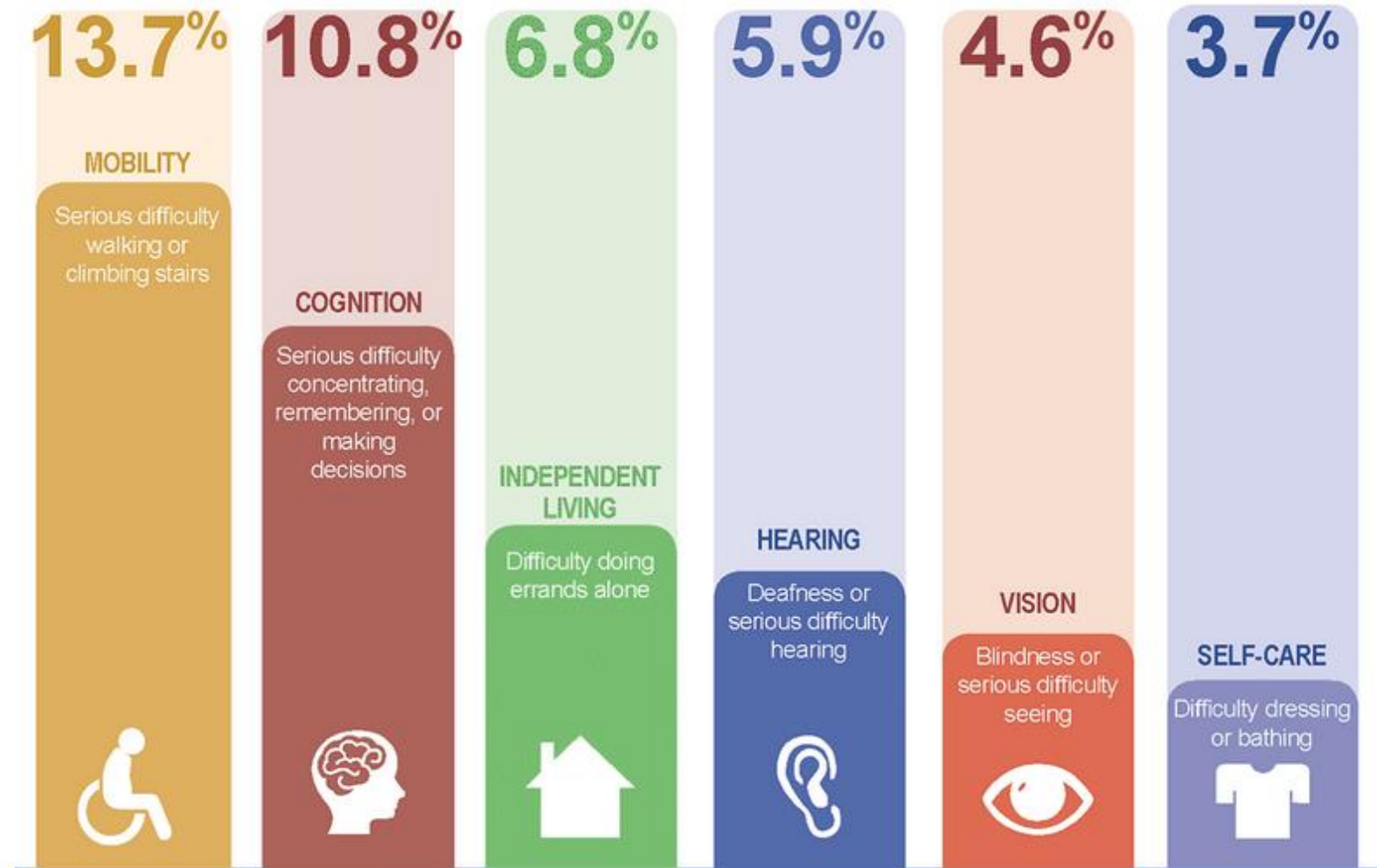
Sharing diverse perspectives is where the magic happens

Clarify don't assume

Why We're Here



Percentage of adults with functional disability types



US Centers for Disease Control & Prevention

With Disabilities

19.3%

32%

30.9%

7.6%

7.3%

80%

Employed

Employed Part-Time

Employed -16 to 64 years old

Employed – 65+ years old

Unemployment Rate

Not in the labor force

Without Disabilities

66.3%

17%

74.6%

24.4%

3.5%

30%



Who are we?

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PRESENTER

CELIA MCFADDEN

Manager, Integrated Solutions Support
UM Information Technology



MODERATOR

EDWIN FLYNN

Systems Analyst,
Integrated Solutions Support
UM Information Technology

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TECH THAT WORKS FOR U

Accessibility Tools In Microsoft 365

AGENDA



Vision



Hearing



Neurodiversity



Accessibility Features



Best Practices



Next Steps

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VISION

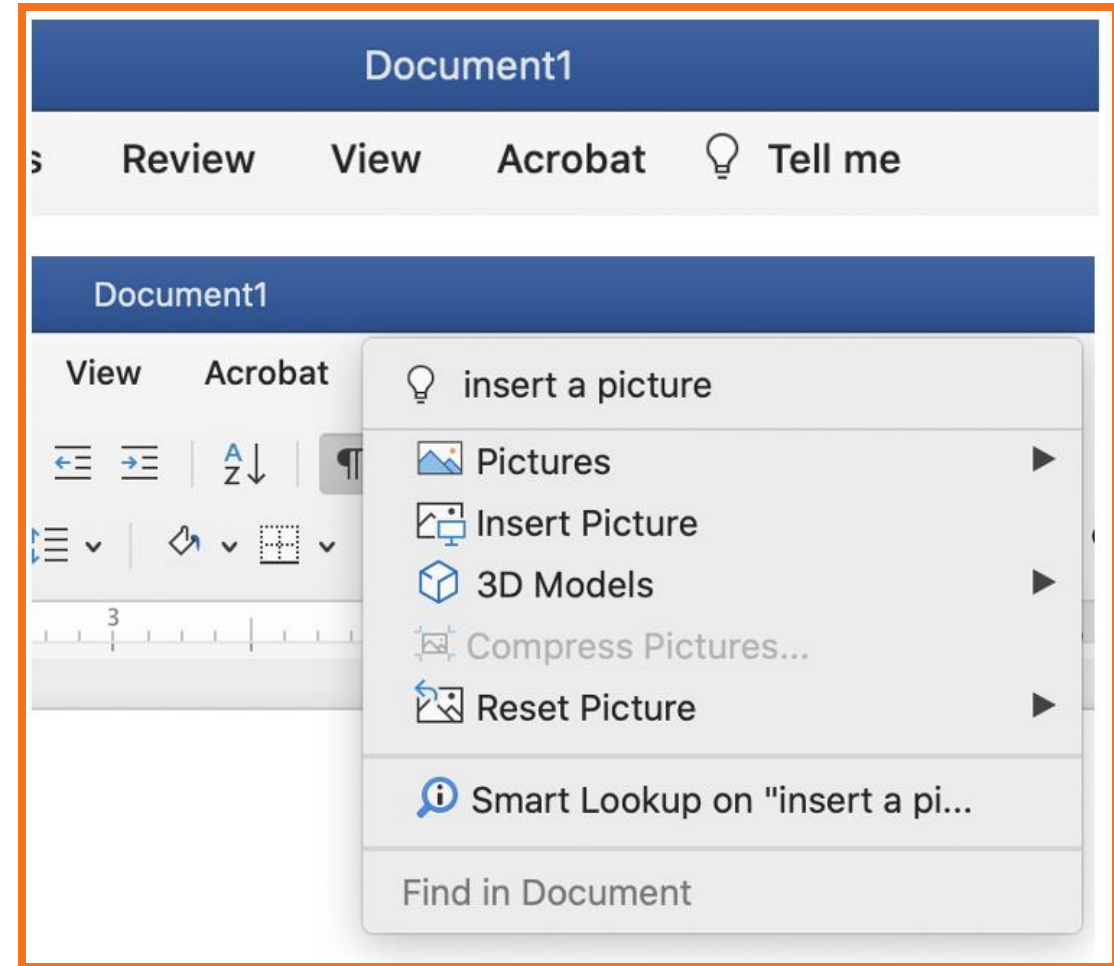
Use keyboard shortcuts and screen readers to explore and navigate different views and move effectively between them.

- Read and interact with things on the screen, like text and buttons.
- Read and write email, browse the internet, and work with documents.
- Office utilizes the built-in narrators or screen reader that come with your device
 - PC (Narrator)
 - Mac and iPhone (VoiceOver)
 - Android (TalkBack)
- Available in 20+ Office apps



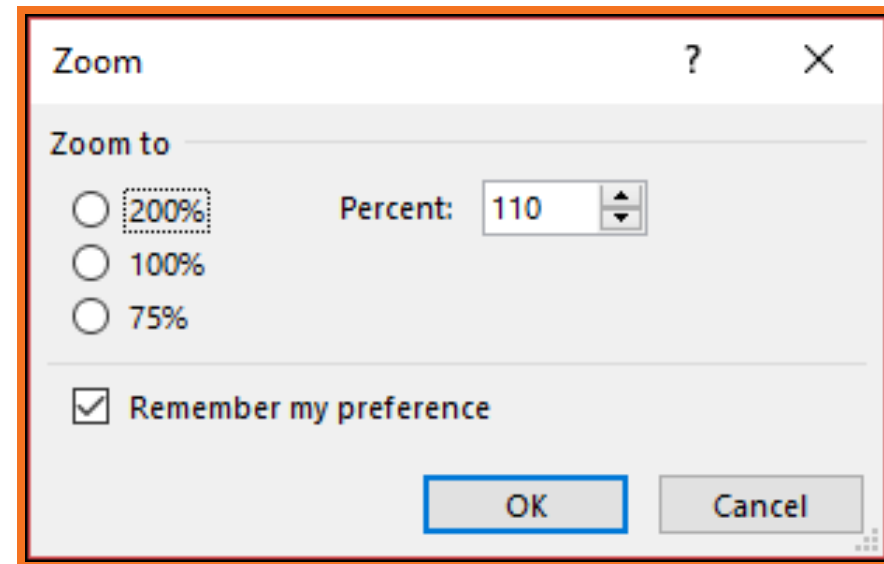
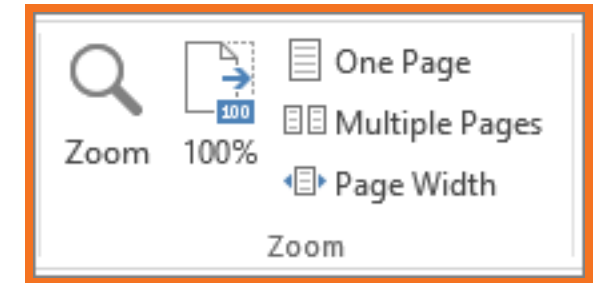
Quickly access commands and get scoped help without navigating the command ribbon.

- Allows you to:
 - Perform actions
 - Access features
 - Look up definitions
 - Find contact information for people in your organization
 - Insert files from OneDrive and SharePoint
- Tap the light bulb to the right of the tabs to access it
- Available on all platforms – Windows, Mac, and Online



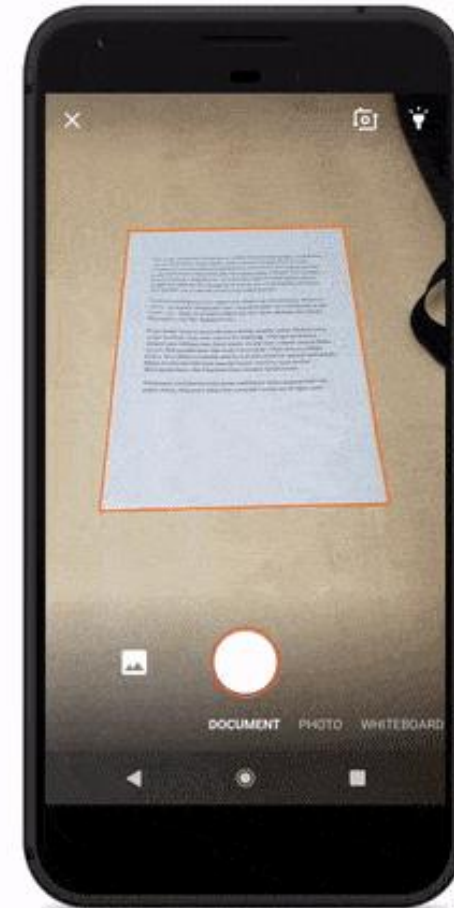
You can increase the size of pages in Word, PowerPoint slides, Excel spreadsheets and other documents in Office. In Outlook you can use Zoom and stick to change the size of messages in the Reading pane.

- Office Apps
 - Use the slider on the status bar in the bottom right of the window
 - View > Zoom
- Outlook allows you to save your Zoom preferences
 - Change the size of messages in the Reading pane for a single message or for all received messages



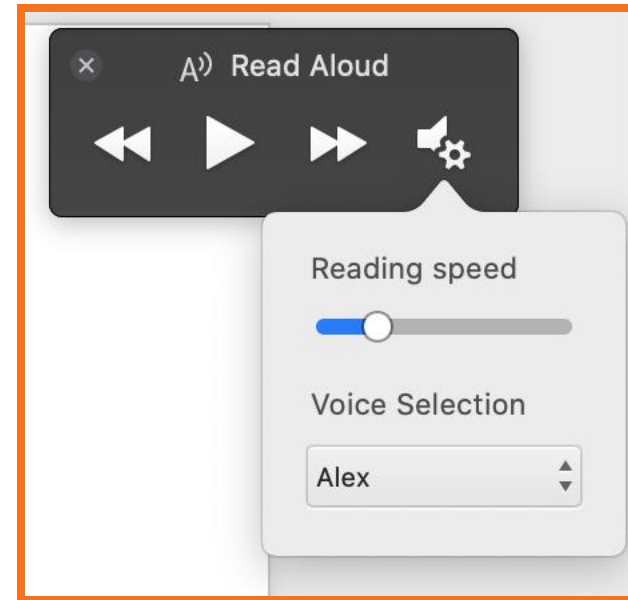
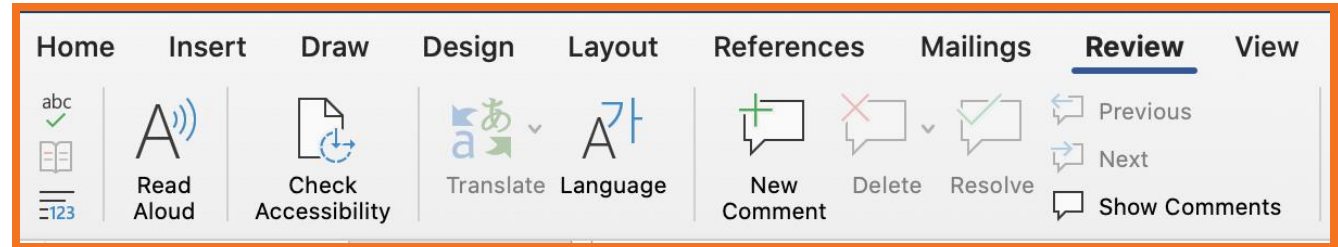
Office Lens is a free download on Windows, Apple, and Android devices. You can snap pictures of text and the application automatically trims and enhances them, making them more readable.

- Capture notes and information from whiteboards, menus, signs, handwritten memos, or anything with a lot of text
- Utilize its Immersive Reader to:
 - Have the page dictated to you
 - Increase the space between letters and lines
 - Increase font size
- Export contents to OneNote, OneDrive, Word, PowerPoint, Outlook, and PDF



Read Aloud allows you to hear your document and see words highlighted as you go.

- Use it to:
 - Proofread and increase comprehension
 - Hear the words on screen
 - Start reading from the current cursor or selection
- Review > Read Aloud
- Available on its own or within Immersive Reader for Word in Windows, MacOS, and iOS
 - Specifically Office 365 and Office 2019



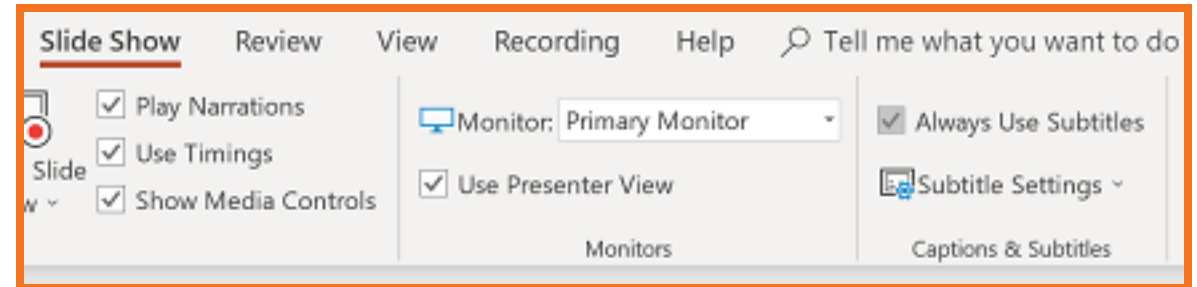
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HEARING

PowerPoint for Microsoft 365 can transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language.

- Display captions or subtitles on-screen in more than 60 languages
- Can specify:
 - The language of the presenter
 - The language of the subtitles or captions
 - The text appearance
- Slide Show > Subtitle Settings
- Available on Windows, Mac, and web



Teams can detect what's said in a meeting and present real-time captions.

- Captions will include speaker attribution —so you'll see who is saying what
 - Only available in English (US) for now
 - Caption data is permanently deleted after the meeting is over
- Within meeting controls:
More options > Turn on live captions
- Available on the desktop app only



Office 365 applications such as PowerPoint and Sway enable you to add captions for embedded videos.

PowerPoint

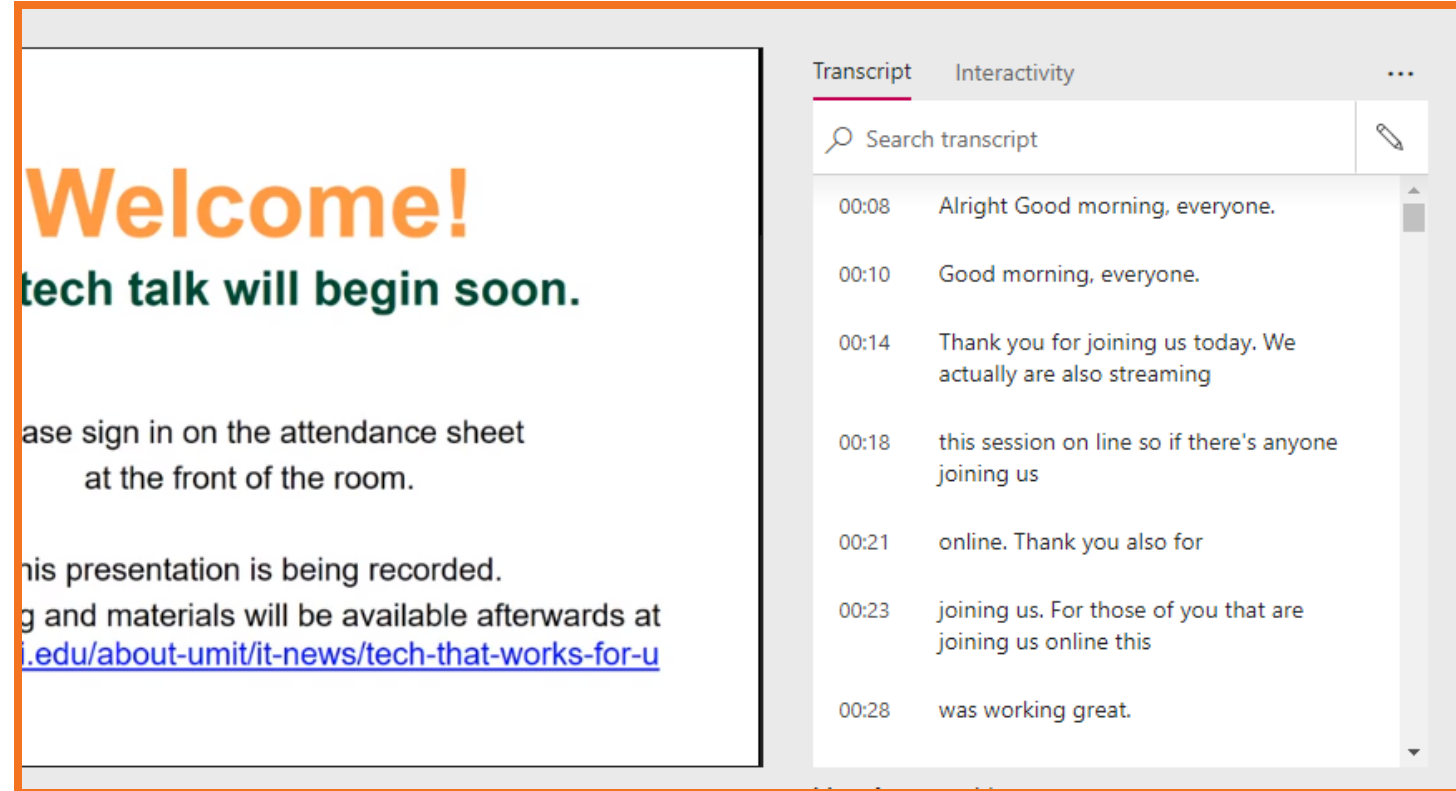
- Upload captions to videos within your presentation
- Video Tools > Playback > Insert Captions
- Available in Microsoft 365

Sway

- Upload your own caption files to audio recordings

Stream

- Generates automatic transcripts for videos in English and Spanish using AI



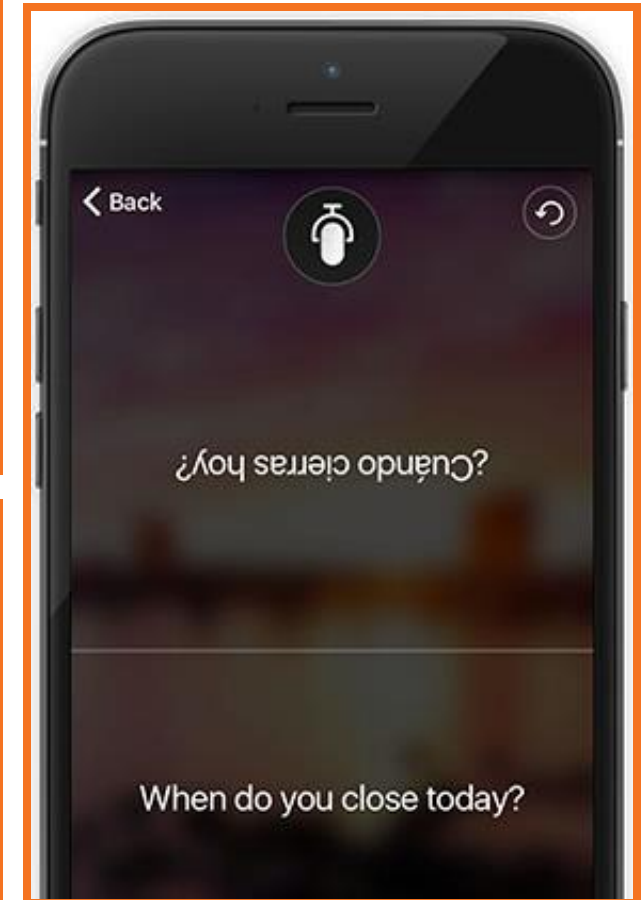
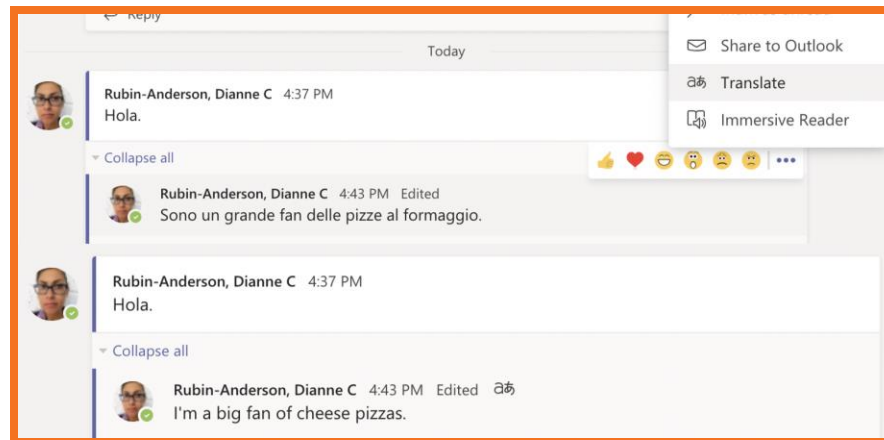
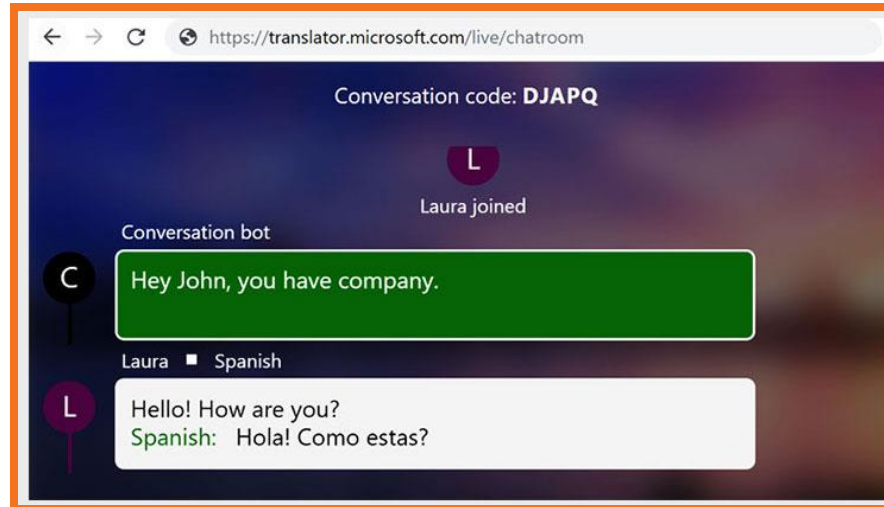
The screenshot displays a video player interface with a transcript panel on the right. The video content on the left includes the text: "Welcome! tech talk will begin soon." followed by "Please sign in on the attendance sheet at the front of the room." and "This presentation is being recorded. Slides and materials will be available afterwards at umit.edu/about-umit/it-news/tech-that-works-for-u". The transcript panel on the right has tabs for "Transcript" and "Interactivity". It features a search bar labeled "Search transcript" and a list of transcript entries with timestamps and text:

Timestamp	Transcript Text
00:08	Alright Good morning, everyone.
00:10	Good morning, everyone.
00:14	Thank you for joining us today. We actually are also streaming
00:18	this session on line so if there's anyone joining us
00:21	online. Thank you also for
00:23	joining us. For those of you that are joining us online this
00:28	was working great.

Use the Microsoft Translator app or add-in to start and join a translated conversation.

<https://translator.microsoft.com/>

- Speak or type in your language and participants will see your messages in their own language
 - Caption and translate conversations for one-on-one or group chats
 - Incorporated into PowerPoint's subtitle feature
- Split Screen feature lets you speak two languages into one device, translating the conversation in real-time
- Available on Windows, Mac, web, and mobile devices



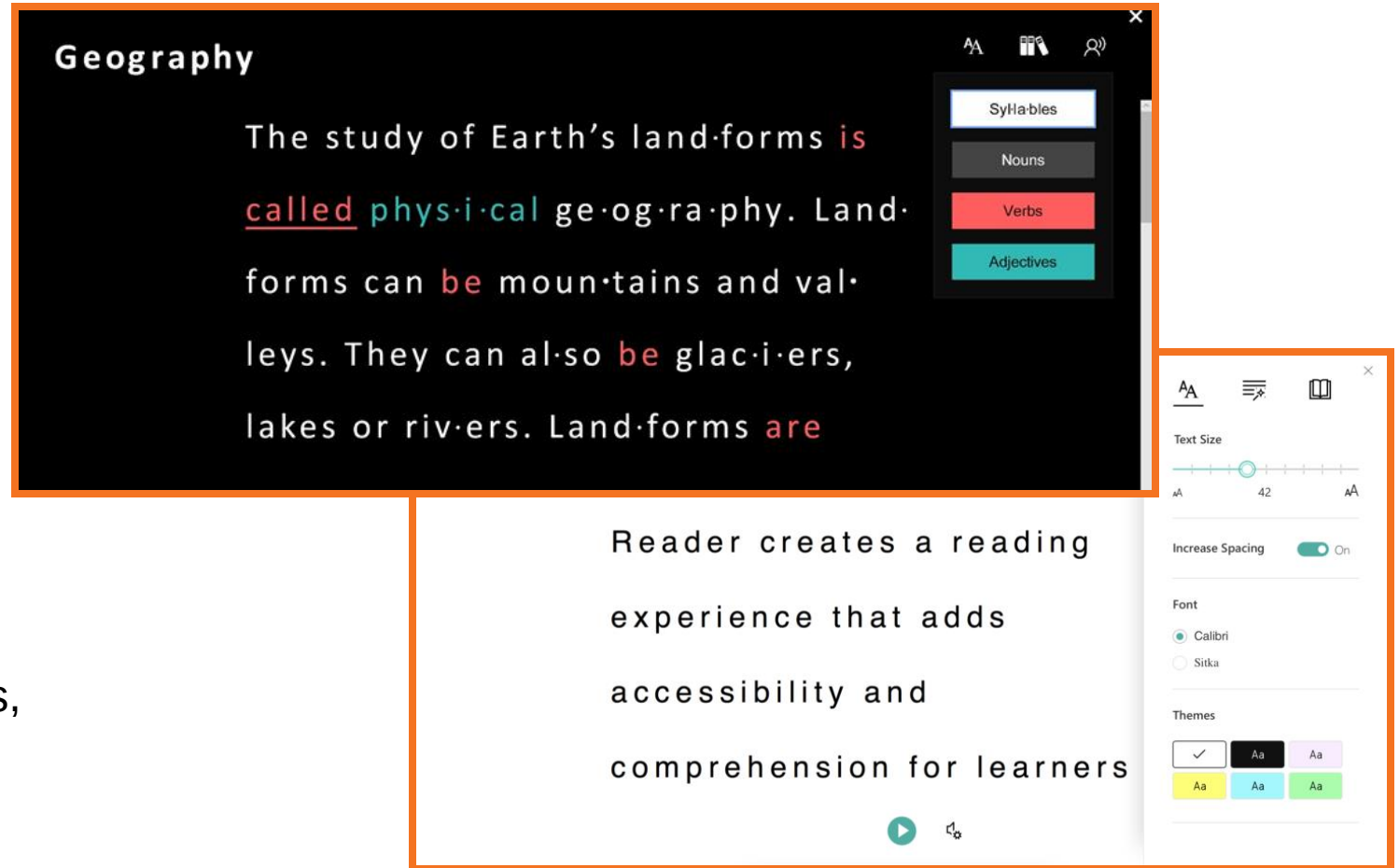
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NEURODIVERSITY

Microsoft Learning Tools are free tools that implement proven techniques to improve reading and writing for people regardless of their age or ability.

- Features:
 - Enhanced dictation
 - Focus mode
 - Immersive reading
 - Font spacing and short lines
 - Parts of speech
 - Syllabification
 - Translation
 - And more...
- Available on OneNote, Word, Teams, and Office Lens



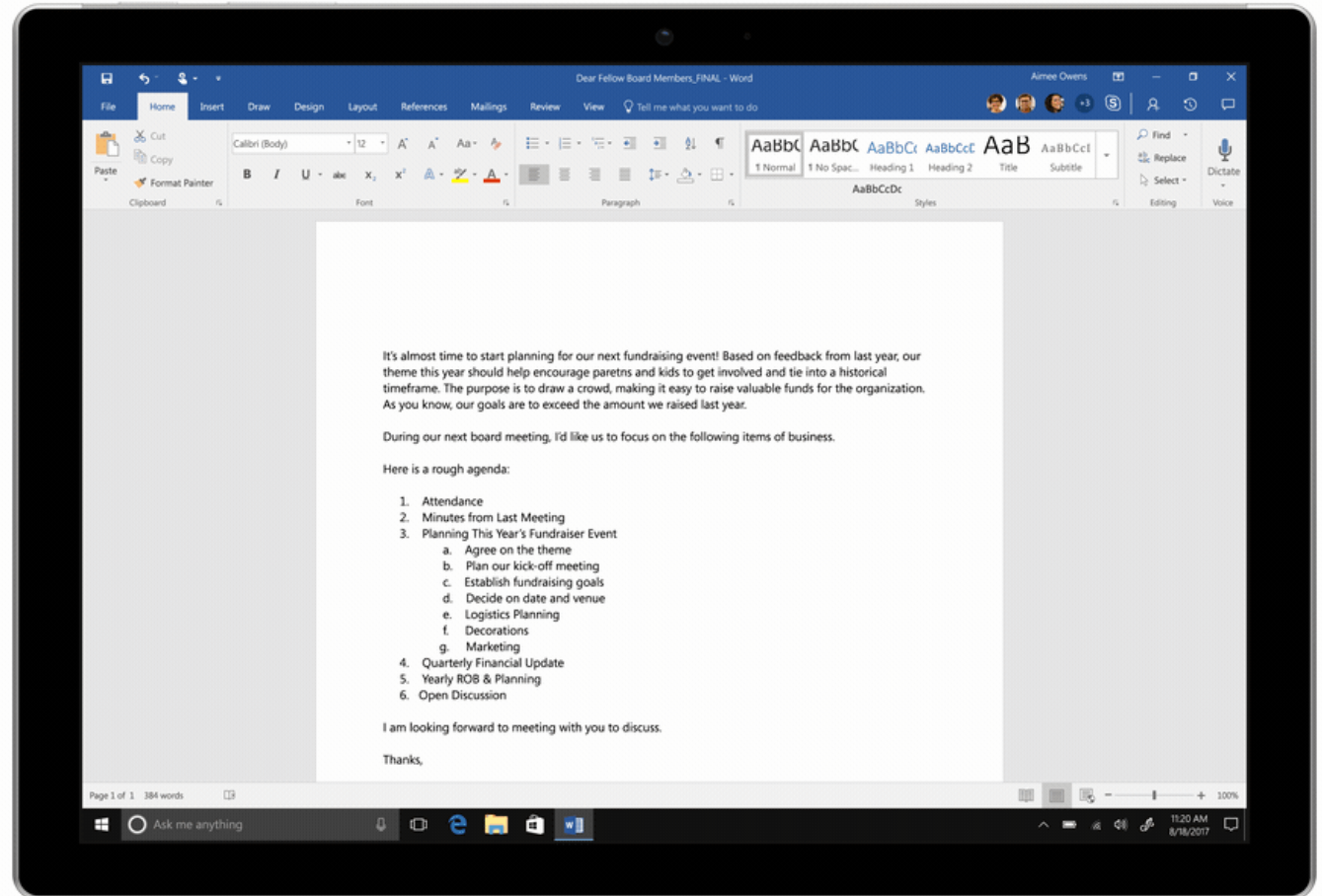
Read Mode hides most of the buttons and tools in Microsoft Word so you can focus on your reading without distractions. It disables edit options and allows you to read page by page.

- Automatically fits the page layout to your device, using columns and larger font sizes
 - Zoom in and out on images and other objects
 - Expand or collapse sections
 - Adjust columns, page color, and layout
 - Open the Navigation Pane to quickly move around in the document
- PC: View > Read Mode
- Mac: View > Focus



Dictate lets you use speech-to-text to author content in Office with a microphone and reliable internet connection. It's a quick and easy way to get your thoughts out, create drafts or outlines, and capture notes.

- Supports more than 20 languages for dictation
- Provides you feedback that your speech is being processed
- Accessible in latest versions of Microsoft Word, PowerPoint, and Outlook
 - Home > Dictate
 - In Outlook: Message > Dictate



Utilize two variants of Microsoft fonts - Fluent Sitka and Fluent Calibri - to help readers with visual crowding. Visual crowding is sometimes associated with dyslexia.

- Each word is spread out horizontally, regardless of the font or word size
- Available for install on PC and Mac

Fluent Sitka

The quick brown jumps over the lazy dog. 1234567890|

The quick brown jumps over the lazy dog. 12345

The quick brown jumps over the lazy dog.

Fluent Calibri

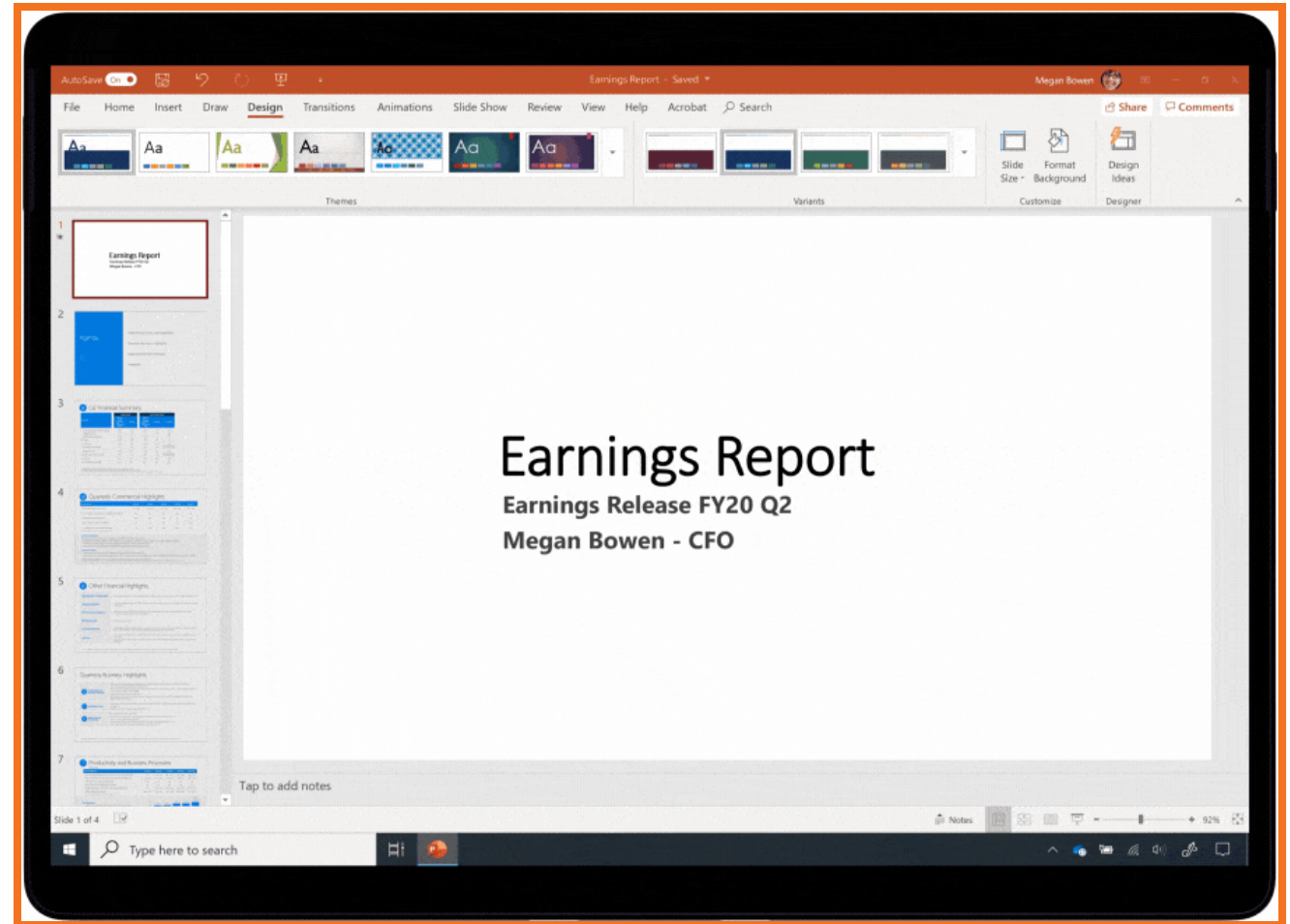
The quick brown jumps over the lazy dog. 1234567890

The quick brown jumps over the lazy dog. 1234567890

The quick brown jumps over the lazy dog. 1234567890

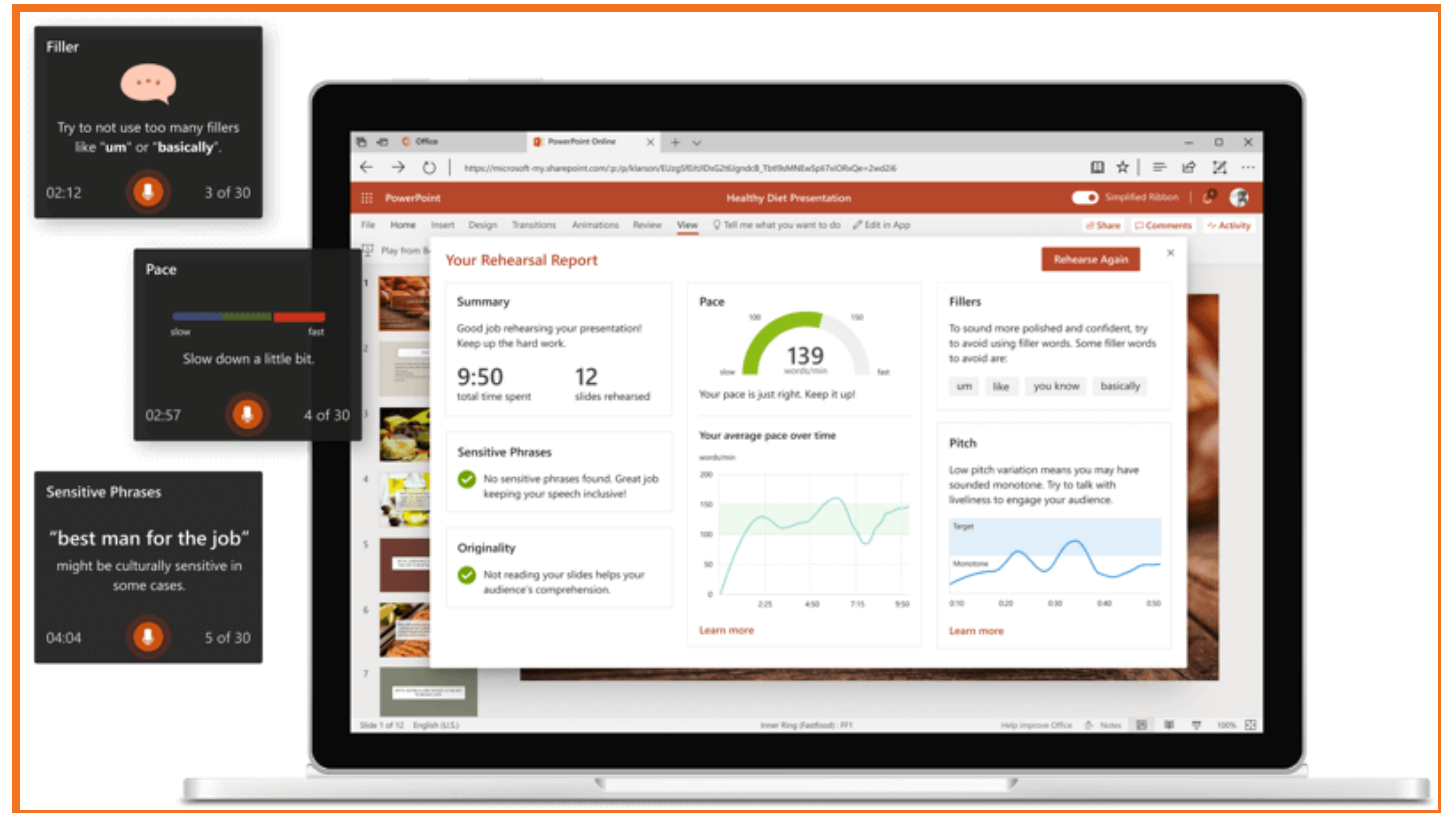
PowerPoint Designer improves your slides by automatically generating design ideas that you can choose from.

- While you're putting content, Designer works in the background to match that content to professionally designed layouts.
- Create professional-looking slides with fewer clicks of the mouse or keyboard commands
- Design > Design Ideas
- Home > Design Ideas
- Available on PC, Mac, and web



Presenter Coach provides training and feedback to improve your public speaking skills. Presenter Coach lets you enter rehearsal mode in PowerPoint, providing on-screen guidance for pacing, inclusive language, use of profanity, filler words, and culturally insensitive phrases.

- Provides on-screen guidance as you speak
- Provides a Rehearsal Report that summarizes what is observed and offer recommendations to improve
- Slide Show > Rehearse with Coach
- Available on PowerPoint for the web and PowerPoint for Android



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ACCESSIBILITY FEATURES

Office provides Accessible Templates that help you make your content accessible to everyone. These templates have better color contrast, larger font size, simpler table structures, and meaningful alternative text (Alt Text).

- Include how to instructions for making templates for your organization to use
- Available in Word, PowerPoint, and Excel
 - Found within the apps and templates.office.com
- Alt Text is a short, concise description of an object and its purpose that screen readers can read for people with difficulty seeing
 - Available in Word, PowerPoint, Excel, and Outlook

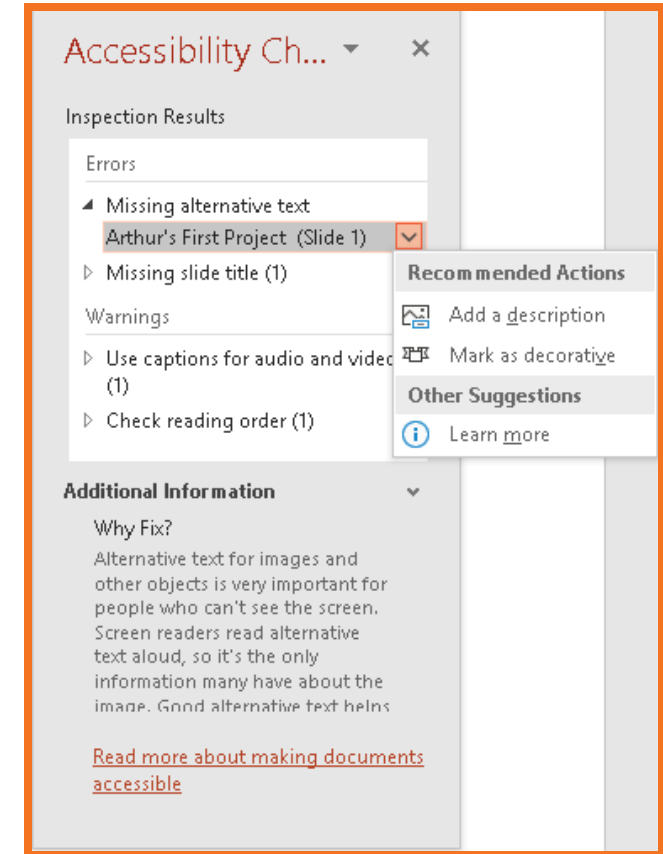
The screenshot shows a 'Personal Budget' Excel template. It features a donut chart on the left indicating '62%' for 'Percentage of Income Spent'. To the right is a 'Summary' table with the following data:

Summary	
TOTAL MONTHLY INCOME	\$3,750
TOTAL MONTHLY EXPENSES	\$2,336
TOTAL MONTHLY SAVINGS	\$550
CASH BALANCE	\$864

Further right is a bar chart showing income and expenses. An 'Alt Text' dialog box is open in the foreground, asking 'How would you describe this object and its context to someone who is blind? (1-2 sentences recommended)'. The text area contains the description: 'Excel template with high contrast colors (dark blue and orange on a white background)'. Below the text area is a button labeled 'Generate a description for me' and a checkbox for 'Mark as decorative'. The footer of the dialog box says 'Powered by Office Services'.

The Accessibility Checker alerts you of issues that make your content that might be inaccessible to individuals with disabilities.

- Provides a list of errors, warnings, and tips with how-to-fix recommendations
 - Review > Check Accessibility
 - Click the status bar near the bottom of the screen
- Available Windows, Mac, and web
 - Included in Word, Excel, PowerPoint, Outlook, and OneNote



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BEST PRACTICES

Alt Text

- Include alternative text with all visuals.
- Add meaningful hyperlink text and ScreenTips.

Headings and Tables

- Use built-in headings and styles.
- Use a simple table structure and specify column header information.

Non-descriptive links

[Learn more](#)

[Click here](#)

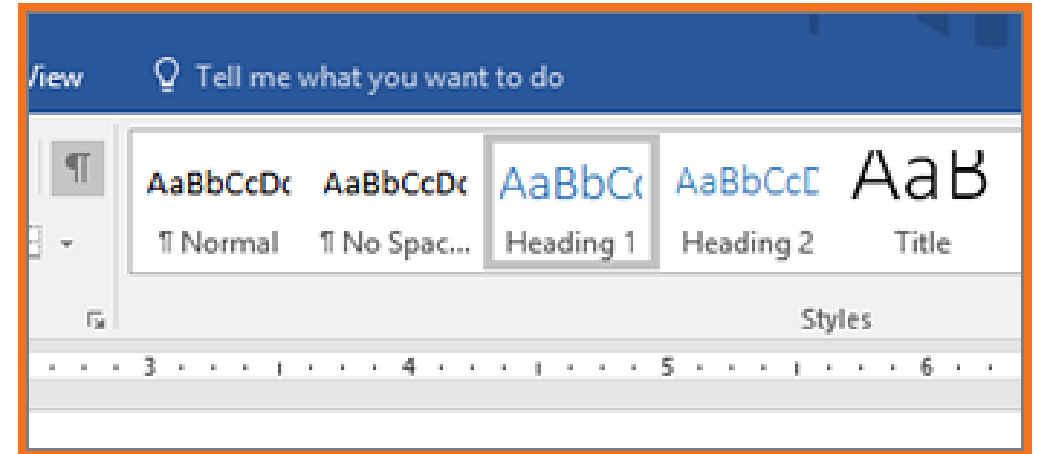
<https://www.microsoft.com/en-us/accessibility/features?activetab=pivot:1:primaryr3>

Descriptive, unique links

[Get Microsoft 365](#)

[Activate Windows 10](#)

To learn more, visit [Microsoft Accessibility](#).

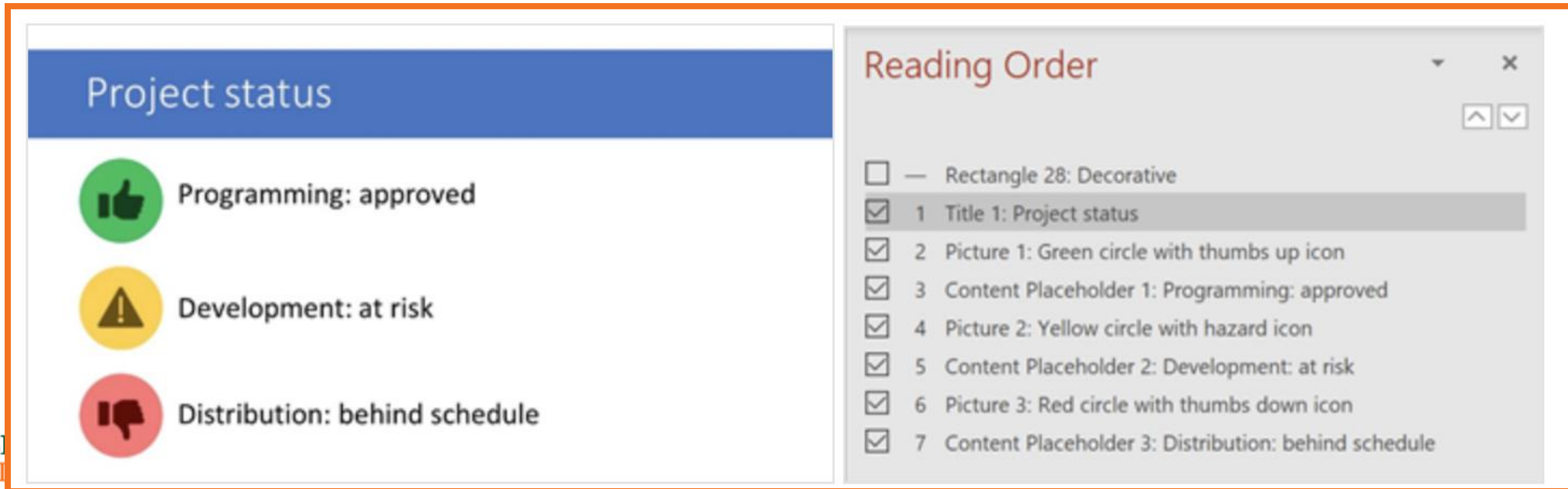


Color and Video

- Ensure that color is not the only means of conveying information.
- Use sufficient contrast for text and background colors.
- Include captions, subtitles, or a video description for any video content

Organization

- Put objects in a logical reading order.
- Add Slide titles allow for easy navigation of slides.
- Choose layouts that are simple and easy to follow.

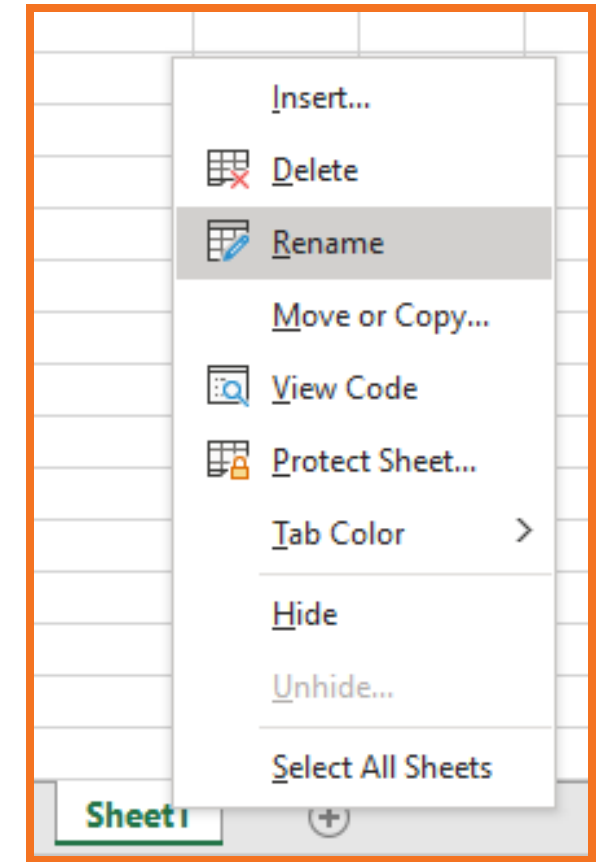
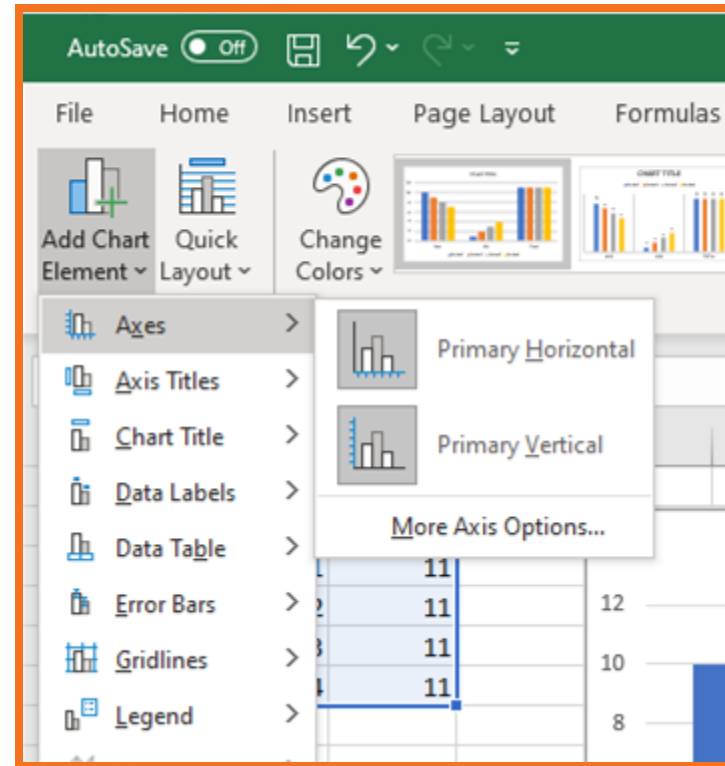


Apply Labels

- Include alternative text with all visuals.
- Give sheets and tables unique titles.
- Apply chart labels.
- Specify column header information.

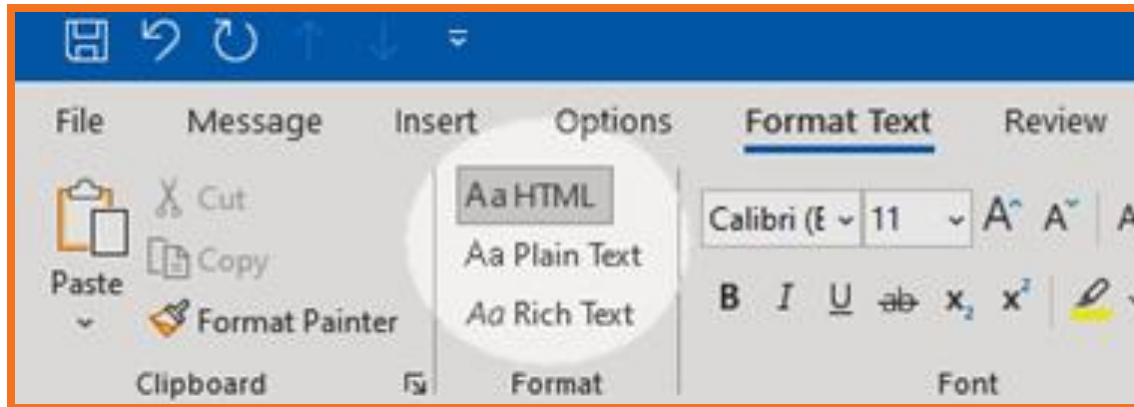
Color and Font

- Ensure that color is not the only means of conveying information.
- Use sufficient contrast for text and background colors.



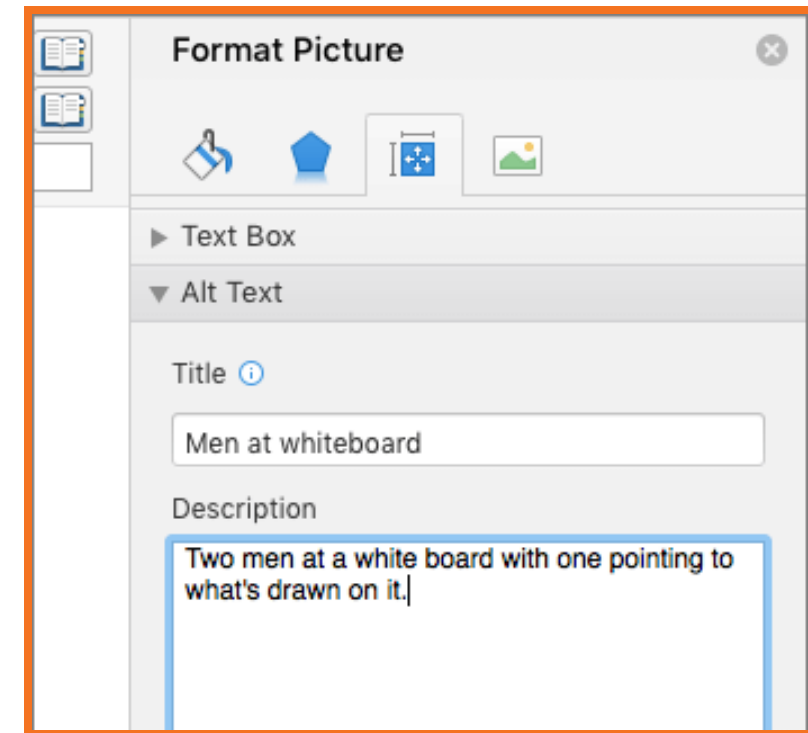
Formatting

- Use HTML formatting when possible.
- Use a larger font size (11pt or larger), sans serif fonts, and sufficient white space.



Tables and Images

- Add alt text to images.
- Use a simple table structure and specify column header information.



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ANY QUESTIONS?

ANY FEEDBACK?



NEXT STEPS



Visit Our Tech Talk Page

You can see past Tech Talks and today's presentation at

 it.miami.edu/TechTalk

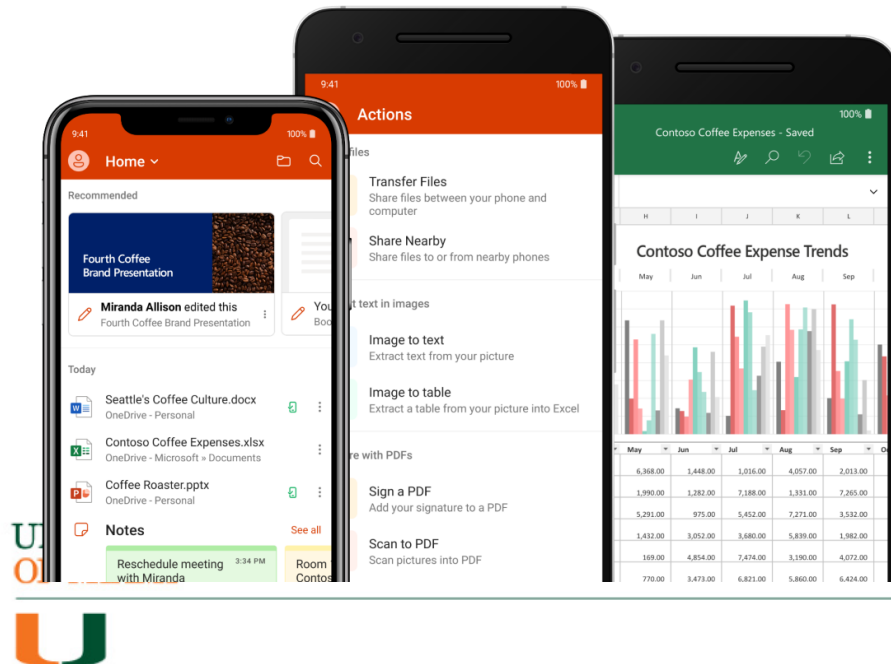
Our Next Tech Talk

Office-on-the-Go

Friday, November 20, 2020

Microsoft Teams

3 PM – 4 PM



Give Us Feedback

Share your feedback on today's session.



Scan the QR code to the right using your phone's camera



Visit <https://bit.ly/3lywEXy>



Click the link in the Chat window





Get In Touch With Us



<https://it.miami.edu>



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iss@miami.edu

Thank you for attending
Tech That Works For U – Microsoft Office Accessibility Tools!

Register for other events at hr.miami.edu/disability-awareness

OCTOBER is
**Disabilities in
the Workplace
Awareness
Month**



www.hr.miami.edu/disability-awareness