



Disabilities in the
Workplace
Awareness Month



Use the QR code above
or the link below to
register to attend other
events.
hr.miami.edu/disabilities

Welcome!

The tech talk will begin soon.

Please sign in on the attendance sheet

This presentation is being recorded.

The recording and materials will be available afterwards at
www.it.miami.edu/techtalk

Land Acknowledgement

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The Miami Circle at Brickell Point
circa 100 A.D.



Ceremonial Grounds at Big Cypress
Seminole Indian Reservation

- The land we are meeting on today has long served as a site of meeting and exchange dating back 12,000 years. The first inhabitants of the area settled on the banks of the Miami River.
- The Tequesta people were the inhabitants at the time of the first European contact. They controlled much of southeastern Florida including what is now Miami-Dade and Broward counties and the southern part of Palm Beach county. They are credited with making the Miami Circle.
- Florida is currently home to the Seminole and Miccosukee tribes. Previous inhabitants included Seminole, Ais, Apalachee, Calusa, Creek, Timucua, and Yemassee Indians.
- We honor and respect the diverse Indigenous peoples connected to the territory on which we gather.

**A land acknowledgement is a formal statement presented at the beginning of public events and gatherings that recognizes and honors Indigenous Peoples as traditional stewards of the land.



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Why We're Here

61 MILLION

25.6%

of adults in
the U.S. have some
type of disability.

28.1%

of adults
in Florida
have some type
of disability.

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US Centers for Disease Control & Prevention

Have a question during the presentation?

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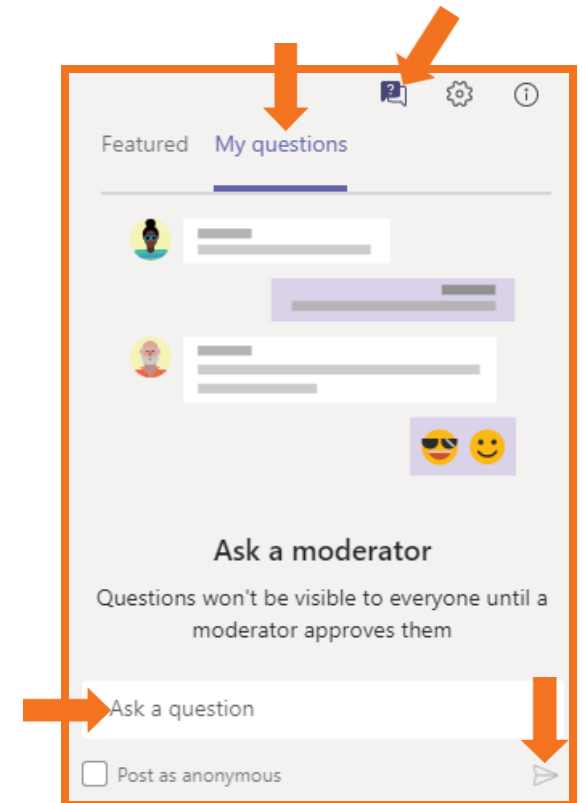


Click the **Q&A** button  on the right.

Select “My questions.”

Type your question in the compose box.

Click the **Send** icon .



Who are we?

PRESENTER



CELIA MCFADDEN

Manager, Integrated Solutions Support
UM Information Technology

MODERATOR



DIANNE RUBIN-ANDERSON

Sr. Business Systems Analyst,
Integrated Solutions Support
UM Information Technology

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TECH THAT WORKS FOR U

ACCESSIBILITY TOOLS IN OFFICE 365

Presented by Celia McFadden

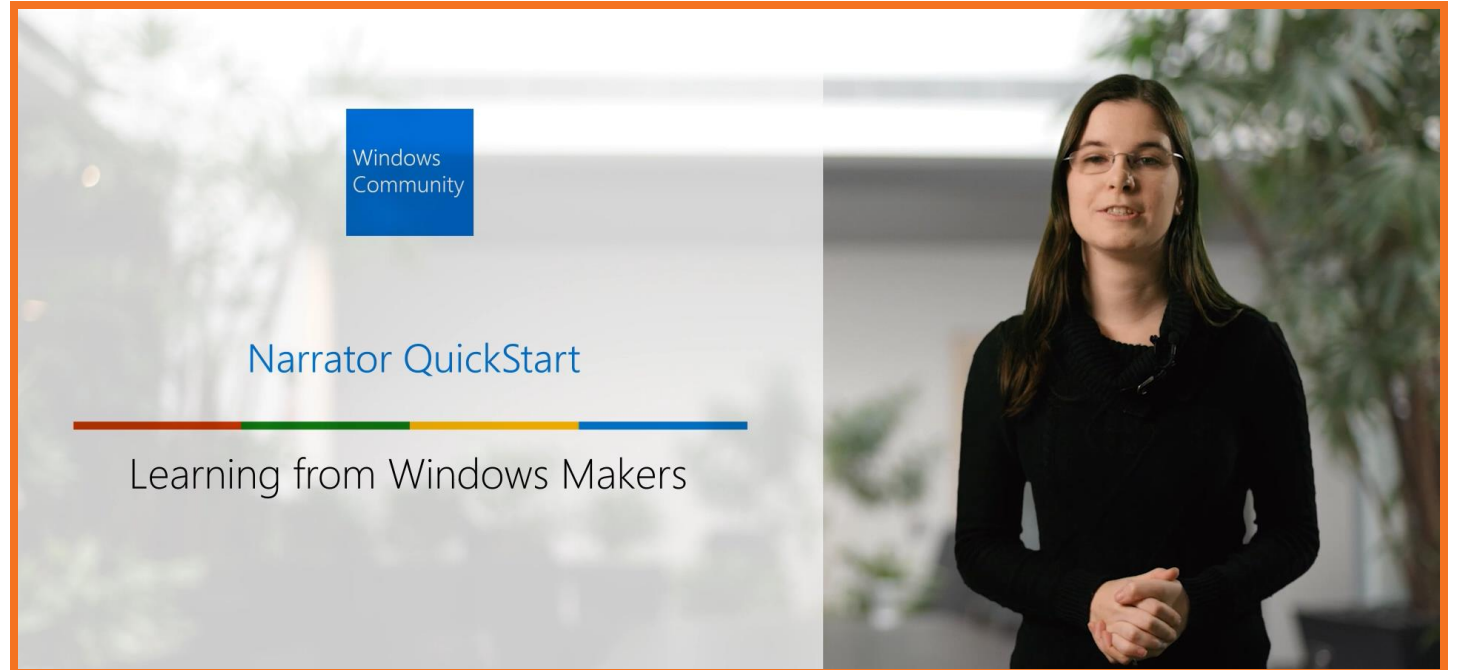
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VISION

Let your computer or mobile device complete common tasks without a mouse or using your hands.

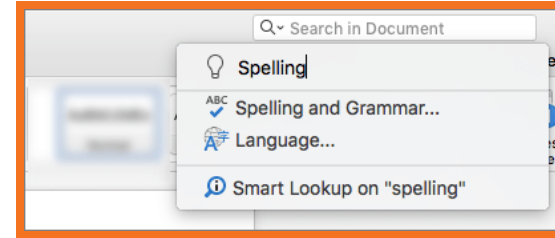
- Read and interact with things on the screen, like text and buttons.
- Read and write email, browse the internet, and work with documents.
- Office utilizes the built-in narrators or screen reader that come with your device
 - PC (Narrator)
 - Mac and iPhone (VoiceOver)
 - Android (TalkBack)



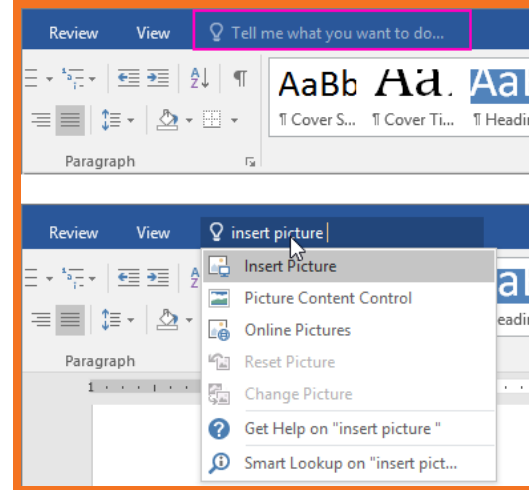
Quickly access commands and get scoped help without navigating the command ribbon.

- 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

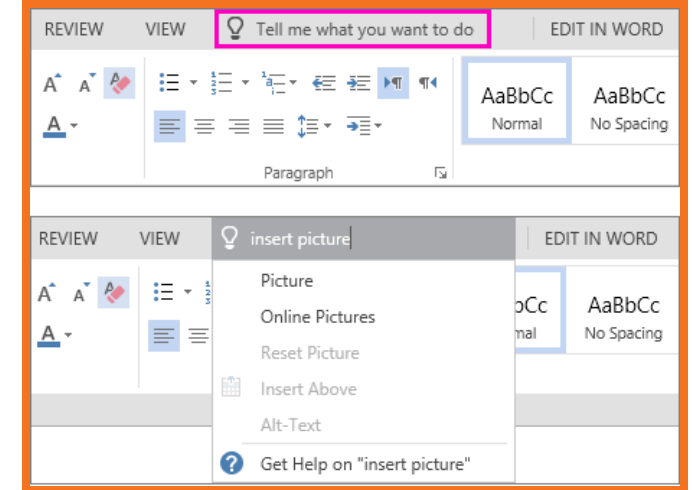
Mac



Windows



Online



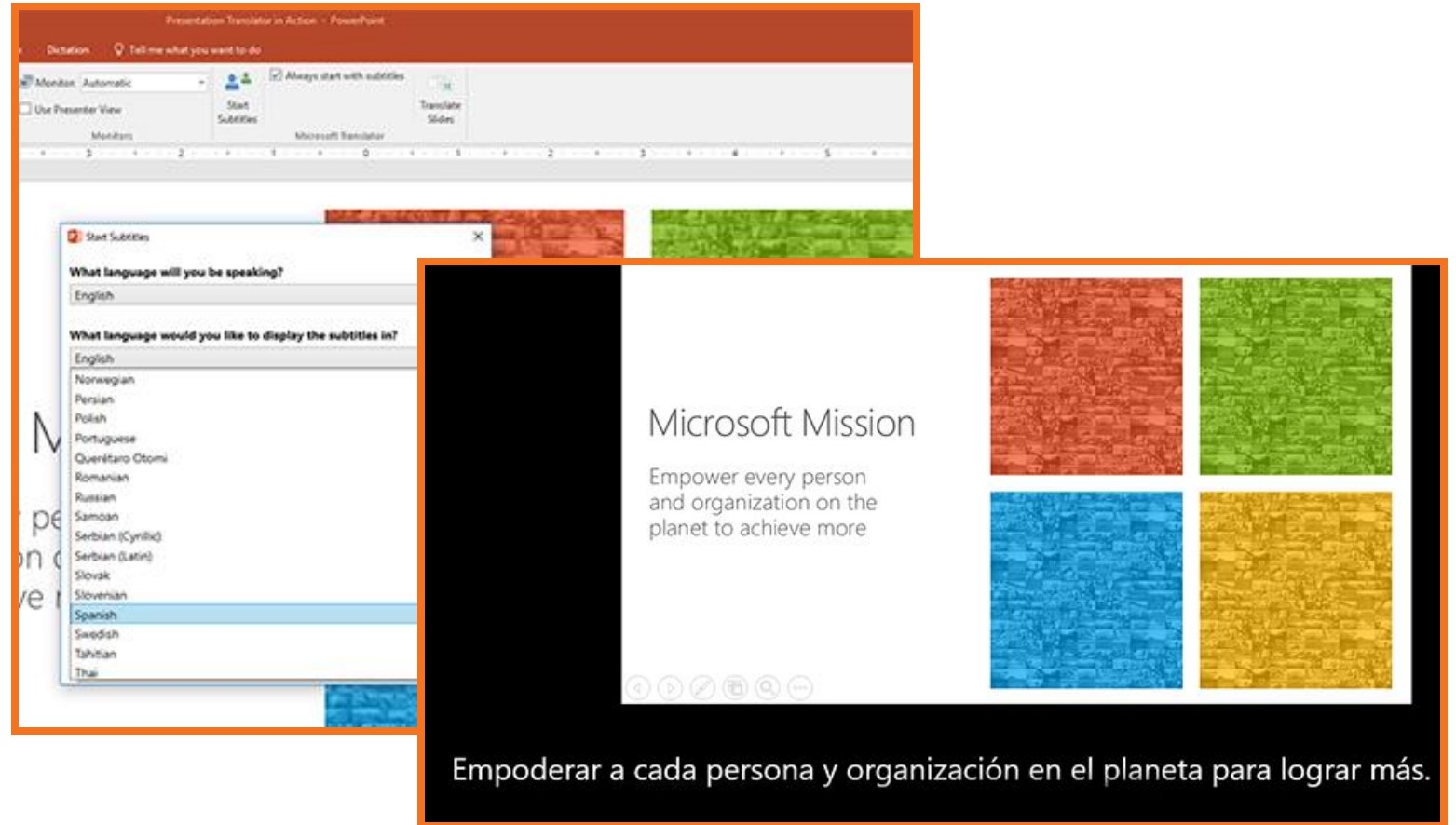
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HEARING

Use Presentation Translator in PowerPoint to display autogenerated subtitles in 60+ supported languages.

- Display live, translated subtitles
- Up to 100 audience members in the room can follow along with the presentation in their own language, and on their own phone, tablet, or computer



Use the Microsoft Translator app on any device to start and join a translated conversation.

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

- Speak or type in your language to communicate with other participants in the conversation
- Other participants will see your messages in their own language
- Facilitates cross-language understanding
- Available on Android, Amazon, iOS, Windows and PowerPoint



ADD CAPTIONS TO VIDEOS

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
- Only available for Office 2016 Click-to-Run installations

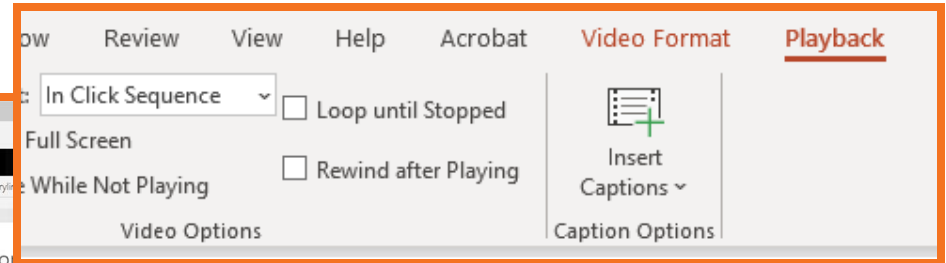
Sway

- Upload your own caption files to audio recordings

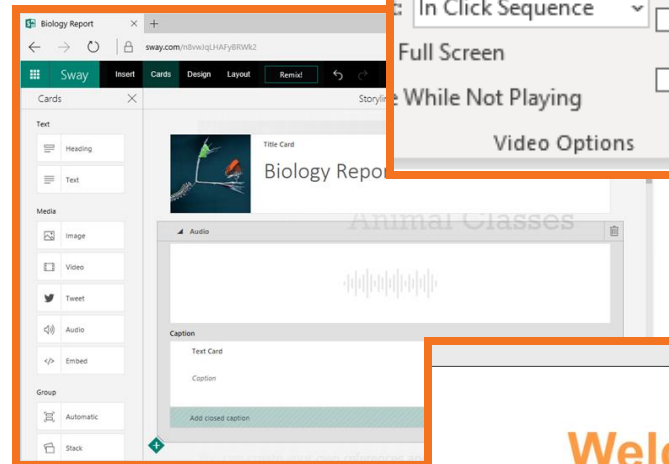
Stream

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

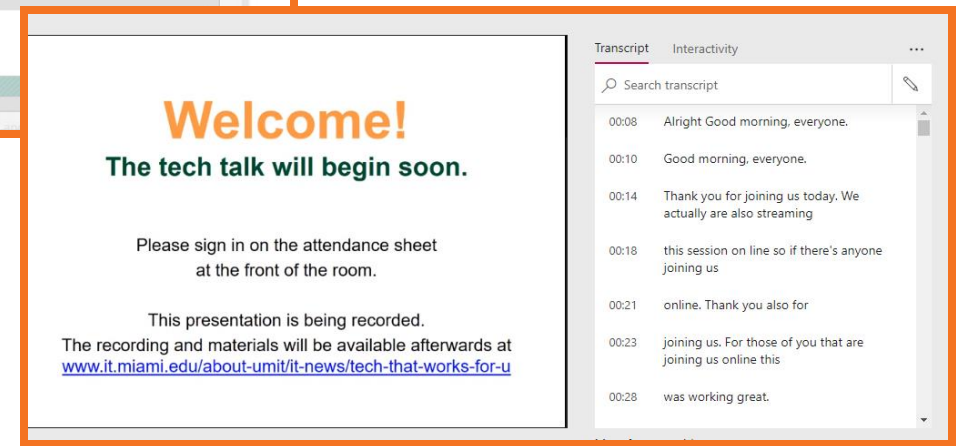
PowerPoint



Sway



Stream



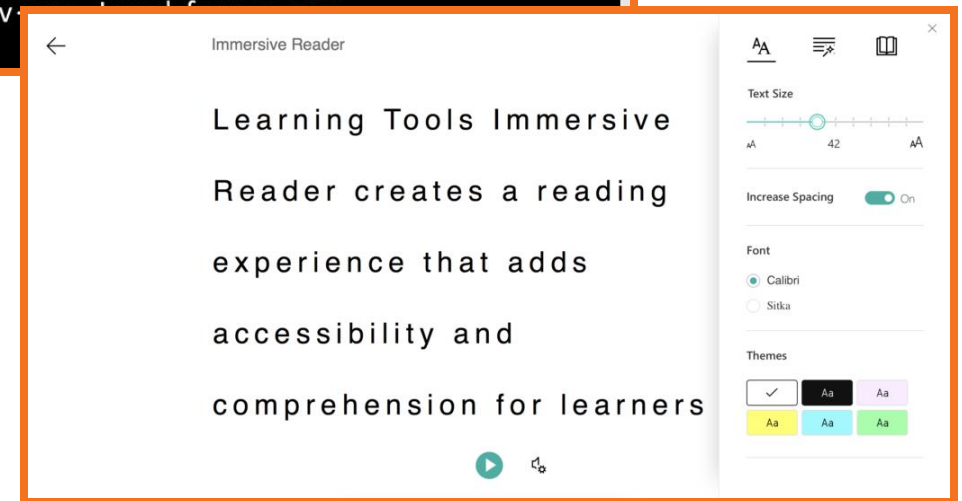
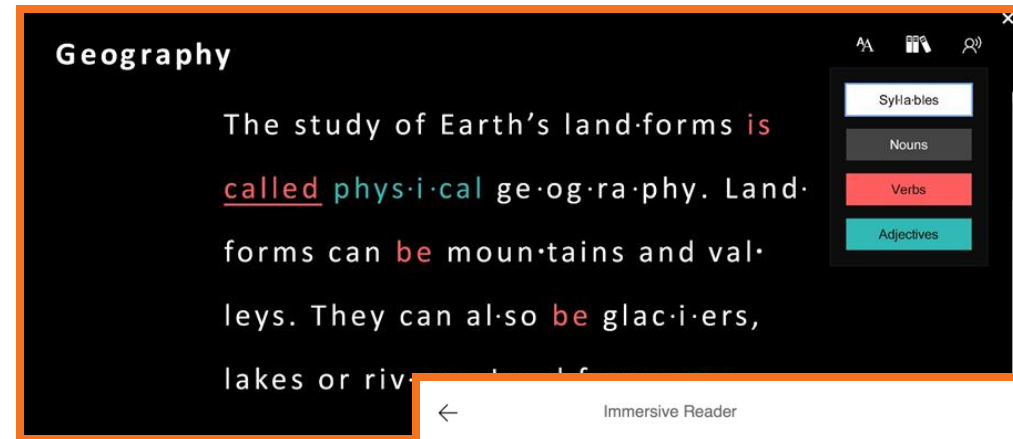
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NEURODIVERSITY

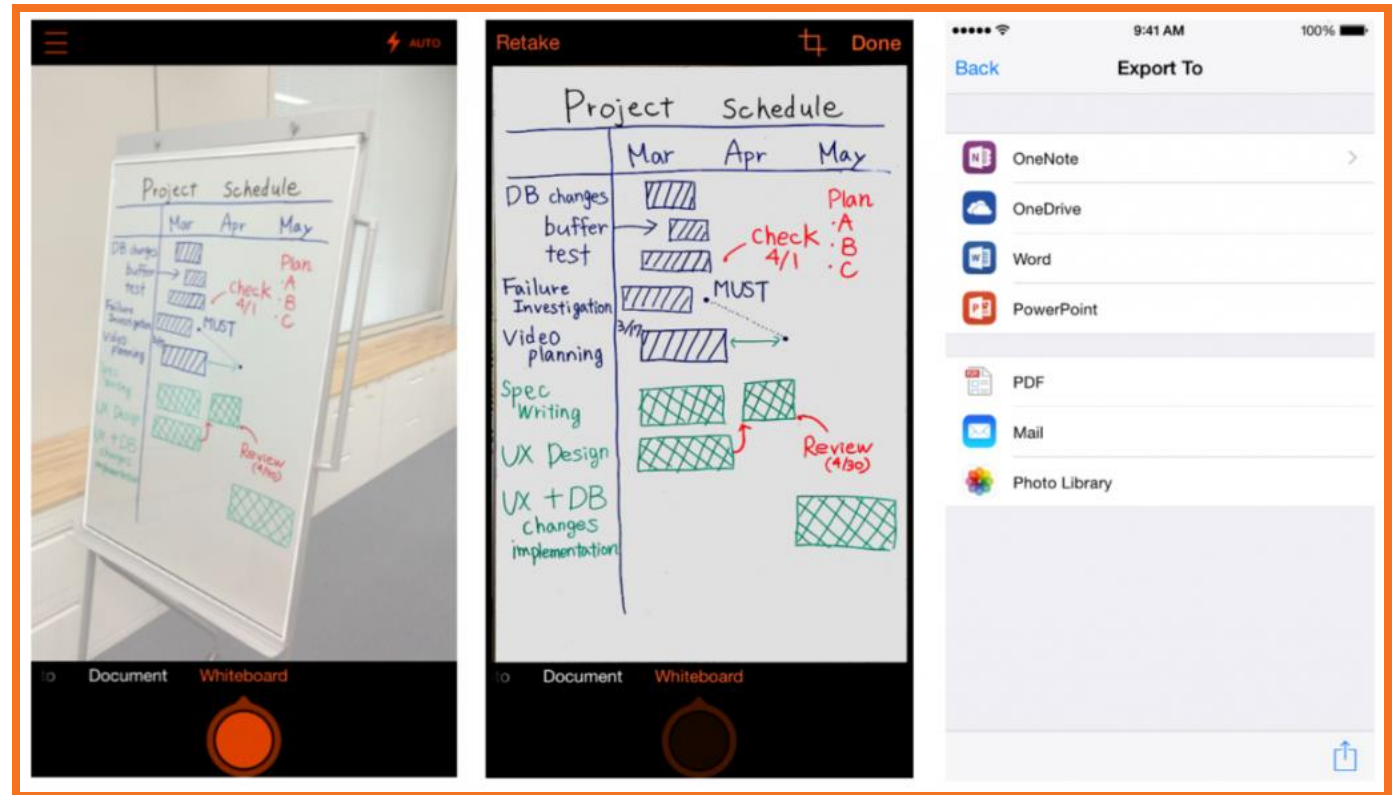
Microsoft Learning Tools are free tools that implement proven techniques to improve reading and writing for people regardless of their age or ability.

- Features:
 - Enhanced dictation
 - Focus mode
 - Immersive reading
 - Font spacing and short lines
 - Parts of speech
 - Syllabification
 - Comprehension mode
- Available on OneNote, Word, Internet Explorer, and Office Lens



Office Lens helps you transform text on a printed page into searchable and editable digital content.

- Capture notes and information from whiteboards, menus, signs, handwritten memos, or anything with a lot of text.
- Transform sketches, drawings and equations, too, and even images without text.
- Includes an Immersive Reader
- Available on iOS, Android, and Windows 10



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ACCESSIBILTY CHECKER

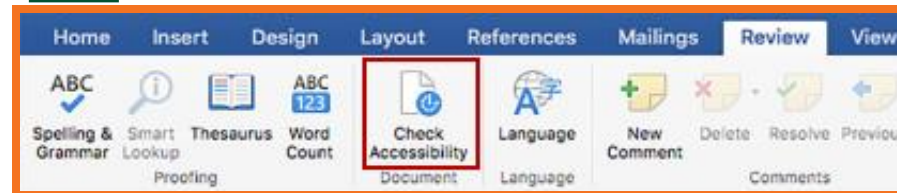
The Accessibility Checker will alert you in real-time of issues that make your content difficult for people with disabilities to access.

- Found in the Review tab or File > Info > Check for Issues
- Provides a list of errors, warnings, and tips with how-to-fix recommendations
- Available Windows, Mac, and web

Windows and Web



Mac



Accessibility...

✕

Inspection Results

Errors

Missing Alt Text
Table1 (Sheet2)

Warnings

Blank Table Rows
Table1 row 2 (Sheet2)

Default Sheet Names
Sheet1
Sheet2

Additional Information

▼

Why Fix:

Blank table cells can mislead a person with a vision disability into thinking there is nothing more in the table.

Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)

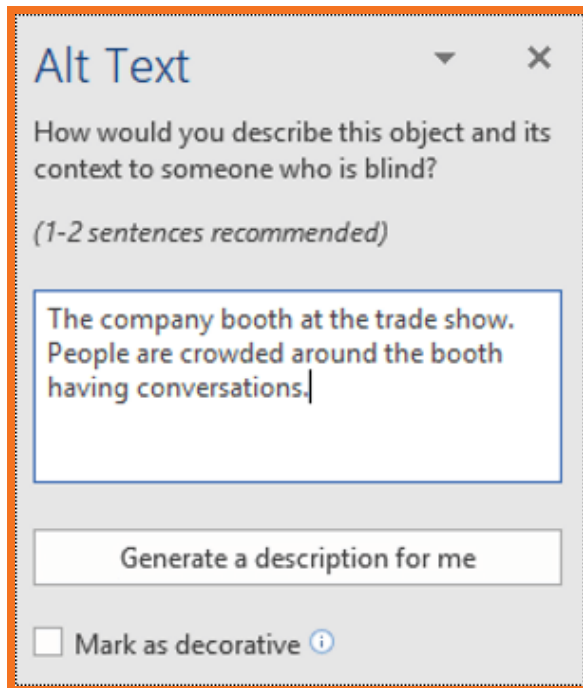
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BEST PRACTICES

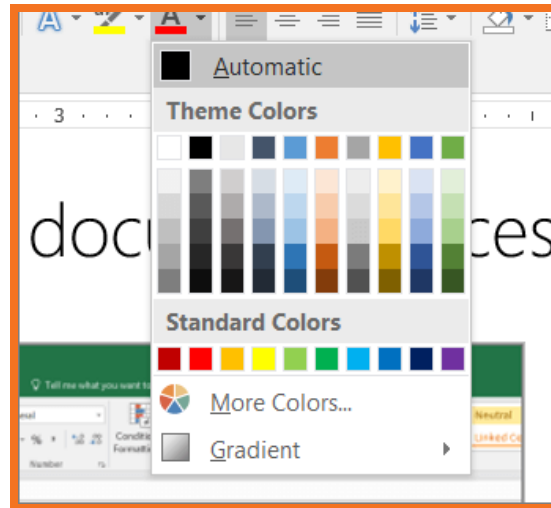
Alt Text

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



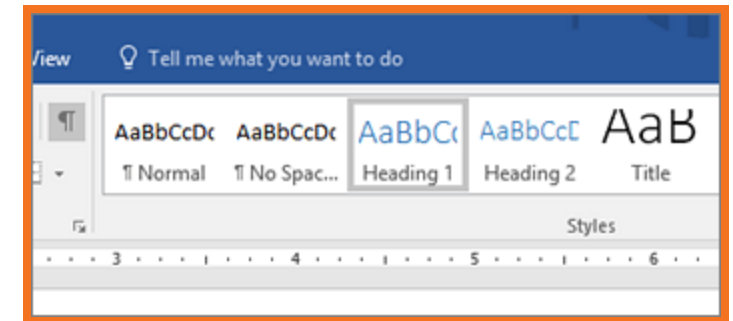
Color and Font

- Ensure that color is not the only means of conveying information.
- Use sufficient contrast for text and background colors.
- Use a larger font size (11pt or larger), sans serif fonts, and sufficient white space.



Styles and Videos

- Use built-in headings and styles.
- Use a simple table structure and specify column header information.
- Make videos accessible to visually impaired and hearing-impaired users.





Workplace Equity and Performance



<https://www.hr.miami.edu/working-at-the-u/diversity-and-inclusion/>



wep@miami.edu

NEXT STEPS



Visit Our Tech Talk Page



it.miami.edu/about-umit/it-news/tech-that-works-for-u

Our Next Tech Talk

Office On-The-Go

Details to come





Get In Touch With Us



<https://it.miami.edu>



swat.it@miami.edu



iss@miami.edu

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ANY QUESTIONS?
ANY FEEDBACK?

Thank You!

for attending today's session.

Let us know how we did and
sign up for other events.



Respond to our 2-minute feedback
survey about this session.



<https://qr.go.page.link/k6Pfb>



Register to attend other events.



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