

Lesson 1 Accessibility Accessibility Checker Sound Files Text to Speech

Accessibility Checker

The **Accessibility checker** will scan your document to check for potential accessibility problems, so that someone with a *disability* can read and get to your content. The following explains how to use the **Accessibility Checker**.

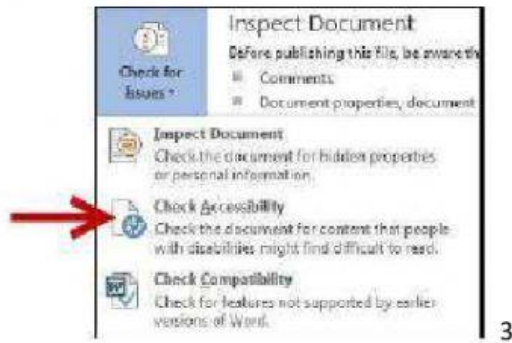
1. Click the **File** tab. (1)



2. The **Backstage** view will appear. Click on **Check for Issues**. (2)



3. A **dropdown** menu will appear. Click on **Check Accessibility**. (3)



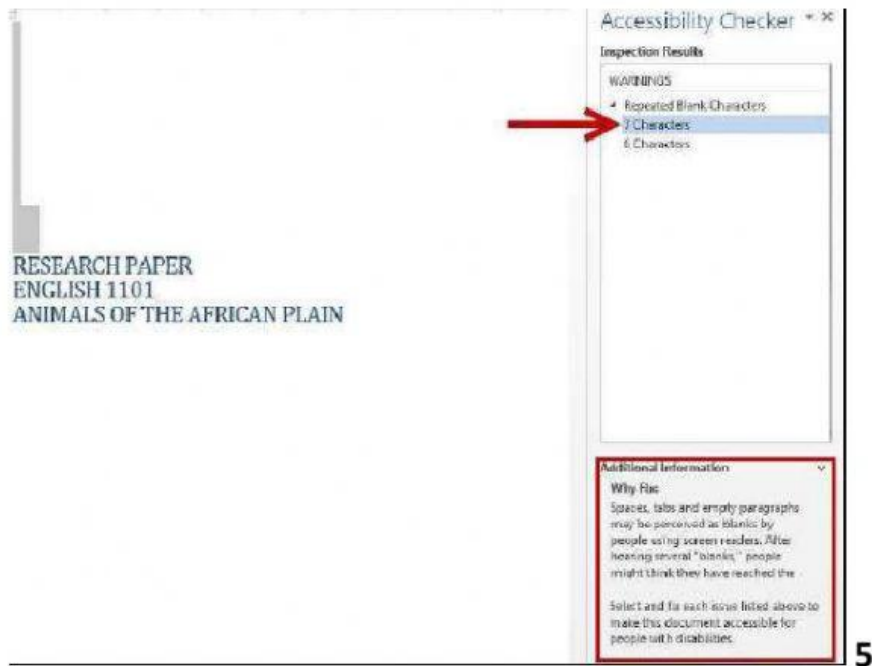
3

4. The **Accessibility Checker** will check your document and display the results to the right of your document. (4)



4

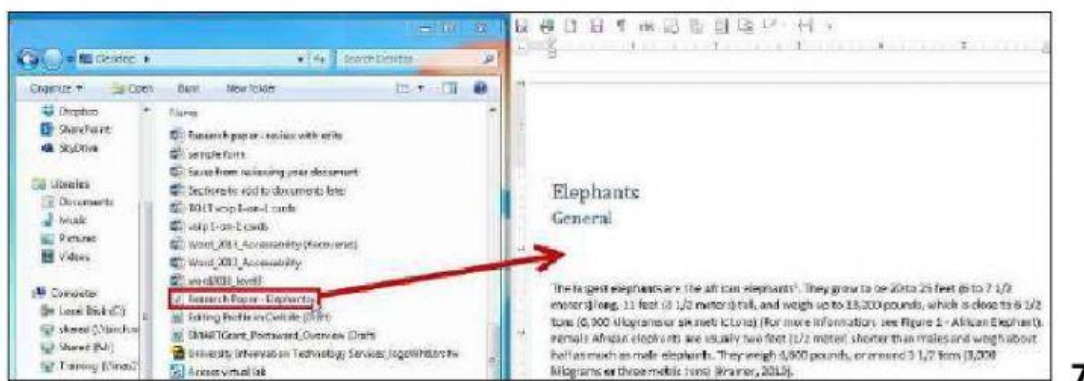
5. Click on one of the *listed accessibility* issues for additional information on where the issue takes place, and why the issue needs to be fixed. (5)



Inserting Sound Files

Inserting sound files can be very helpful for people who have difficulty reading and writing. The following explains how to insert a pre-existing sound file into your word document.

1. Open the location on your computer that contains the sound file you wish to insert.(6)
2. Resize and adjust the window containing the Word 2013 document so you can see the file containing the sound.(7)



3. Click and drag the sound clip into the word document.
4. The sound clip is now available in the word document.(8)



8

5. To play the sound file, double-click the sound file icon.

6. The **Open Package Contents** window will open. Click the **Open** button. (9)



9

7. The sound file will open and play in your default sound player.

Text to Speech.

Word 2013 has a speak text-to-speech tool that will read selected sections of a document out loud. This text -to-speech tool must first be added to your *Quick Access Toolbar* to be able to access.

The following explains how to add the Speak tool to the *Quick Access Toolbar*.

1. *Right-click* any blank area within the *Ribbon*.(1)



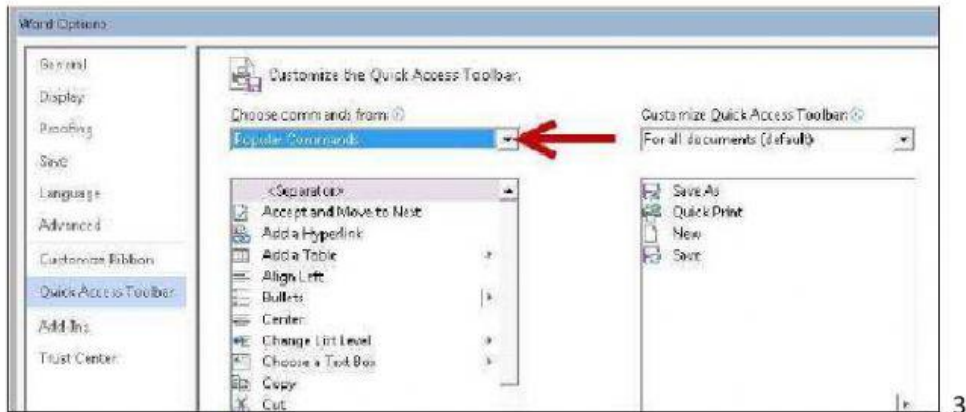
1

2. A context sensitive menu will appear. Click on **Customize Quick Access Toolbar**.



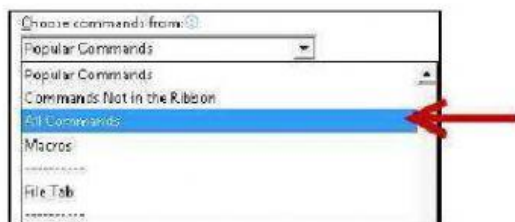
2

3. The **Word Options-Customize the Quick Access Toolbar** window will appear. Under **Choose Commands from** :click on the **dropdown arrow**.3



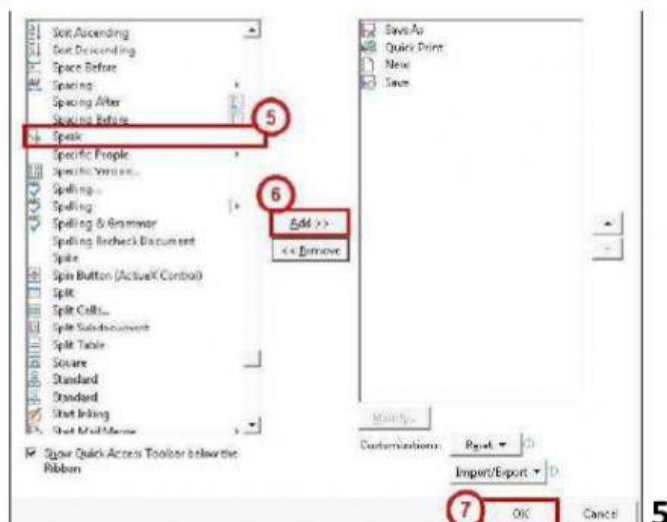
3

4. Select **All Commands** from the dropdown list.(4)



4

5. Search down through the list of commands and select **Speak** 5



5

6. Click the **Add >>** button to **add** the **Speak** tool to your **Quick Access Toolbar**.

7. Click the **OK** button.

To use the Speak tool:

1. Select the text in your document that you want to be read out loud.
2. In the Quick Access Toolbar, click on the **Speak** tool. 1



3. Your selected text will be read out loud.

Questions.

1. What is the Accessibility Checker and how do you access it ?
2. How do you insert sound files?
3. Explain the steps for Text to Speech?
4. Who would benefit from these such files?

