Set up your device to work with accessibility in Office 365
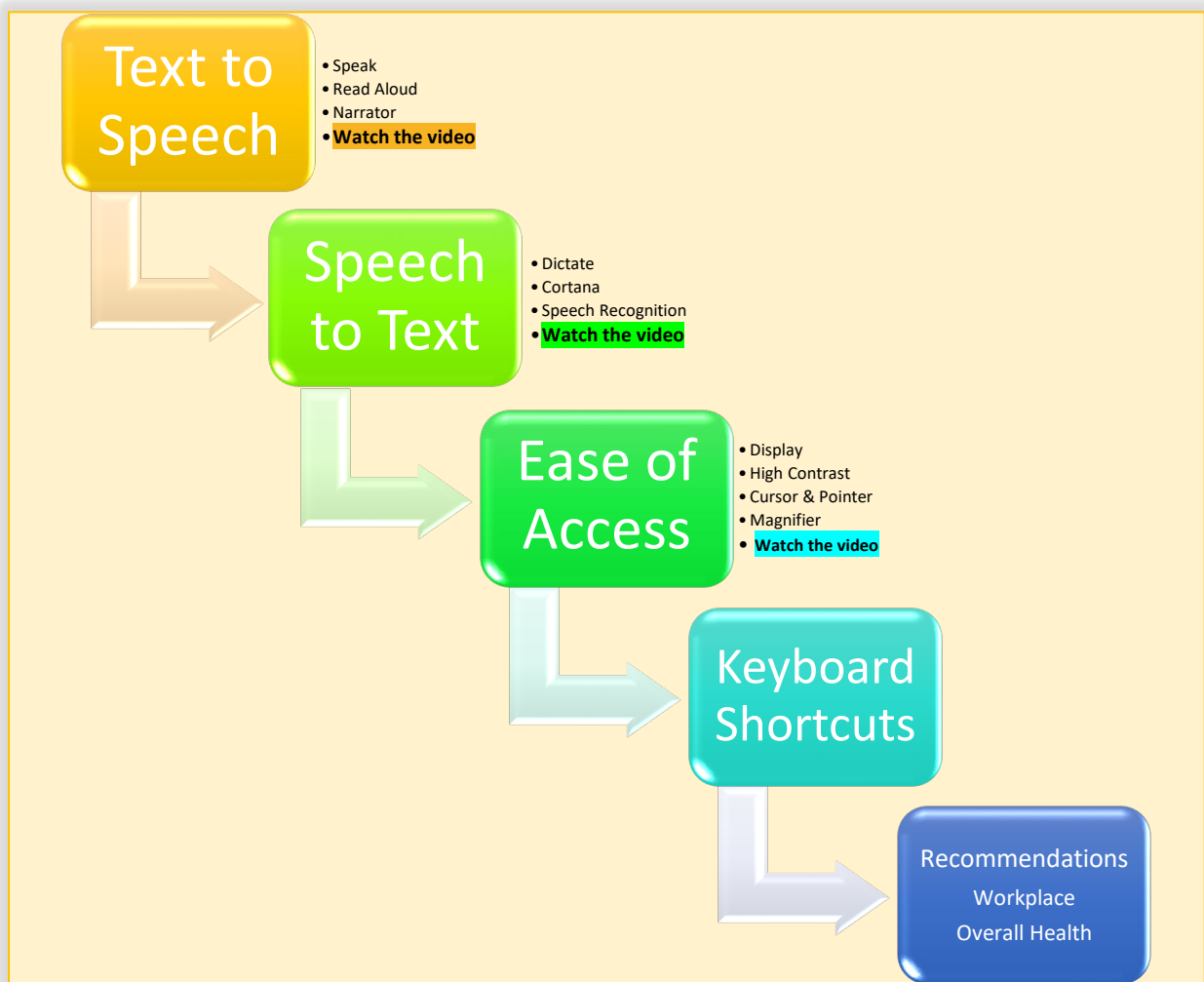
Office 2016 Office for business Office 365 for home Office 365 Small Business **Office Accessibility Center**
Choose the settings based on your device: **Windows macOS iOS Android**.
For more information: visit **Student Accessibility Services** – Assistive Software Options

Text to Speech
- Speak
- Read Aloud
- Narrator
- **Watch the video**

Speech to Text
- Dictate
- Cortana
- Speech Recognition
- **Watch the video**

Ease of Access
- Display
- High Contrast
- Cursor & Pointer
- Magnifier
- **Watch the video**

Keyboard Shortcuts

Recommendations
Workplace
Overall Health

Click on the above buttons for instructions and/or "Watch the Video" for step-by-step instructions.
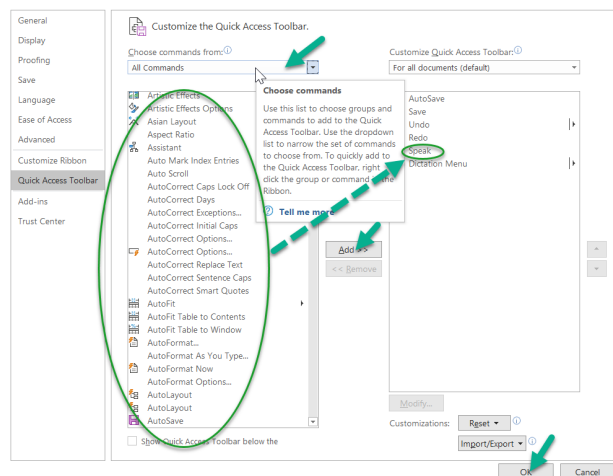
Updated: April 7, 2022

Text to Speech: Speak, Read Out Loud and Narrator Instructions

Add **Speak** to the Quick Access Toolbar **Word, Outlook, PowerPoint, Excel and OneNote**

Top left corner: click the dropdown menu and choose "more commands".
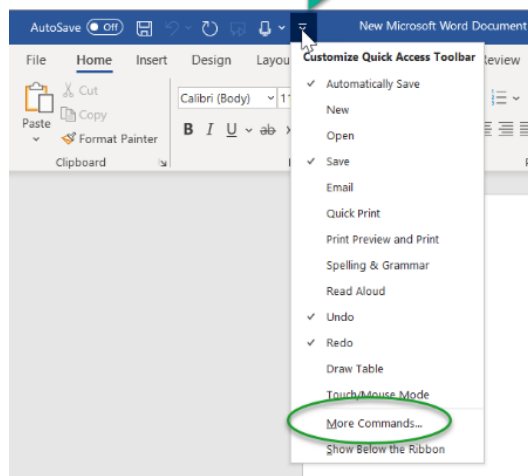
Click the menu, choose "All Commands", scroll in the vertical menu, find and click the "Speak" command. Click Add and then Ok.

The Speak function is now added to your quick access tool bar. Highlight text, click the "speak" icon and your computer will read to you. Change the voice type and speed in Settings/Time & Language/Speech.

Read Out Loud - Pdf

Click View/**Read Out Loud**/Activate Read Out Loud
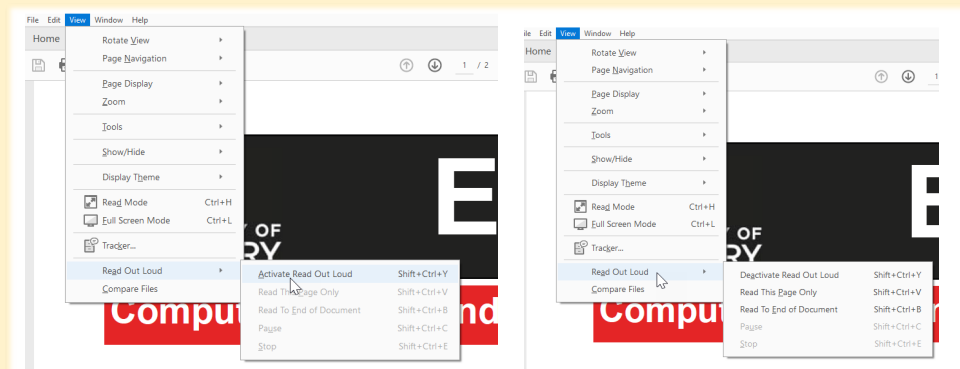
Narrator is more advanced than "speak". Prese Windows Logo key + Ctrl + Enter to start Narrator.
[Narrator Guide](#)

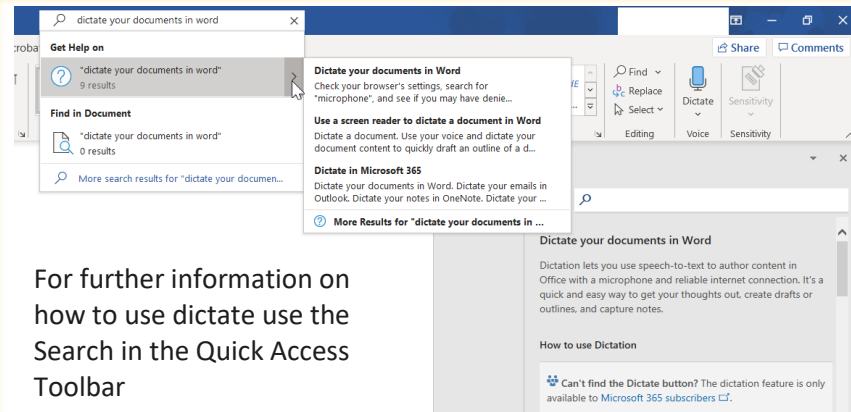## Speech to Text: Dictate, Cortana, and Voice and Speech Recognition

Use **Dictate** in Word, Outlook, and PowerPoint, and dictate to audio in OneNote.
Use "Speak" Instructions on page 2 to add dictate to the Quick Access Toolbar.

For further information on how to use dictate use the Search in the Quick Access Toolbar

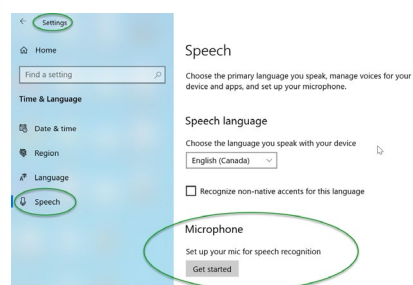Use **Cortana** as your voice-controlled assistant to complete basis tasks. What is Cortana.
Select Settings, under Hey Cortana and click On. To activate, say "Hey Cortana".
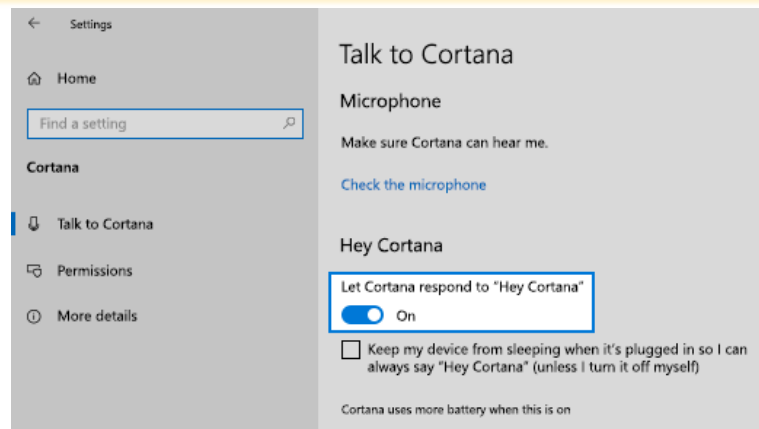
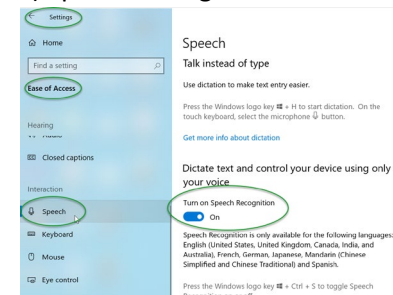**Windows Speech and Voice Recognition**
a) Use voice recognition to assist with dictate and speech recognition.
b) Use your PC without a keyboard or mouse.

A) Voice Recognition

B) Speech Recognition

Speech Recognition Commands

Ease of Access: Display and High Contrast

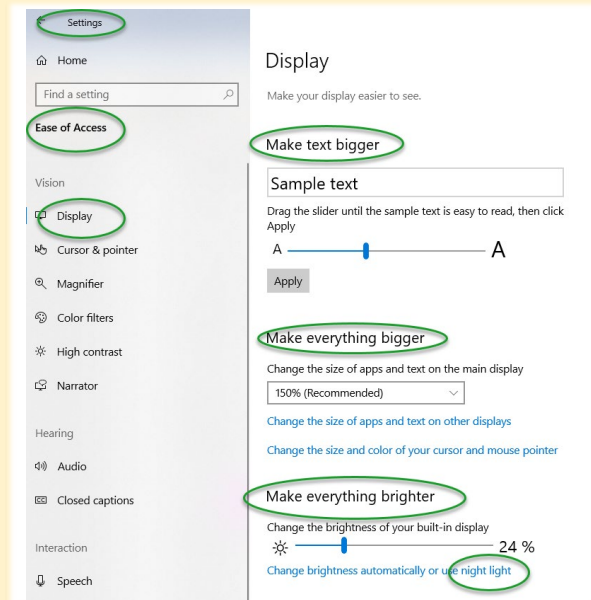Quick access: press the Windows logo key+U.

Display

Change text size

Enlarge text and apps

Adjust brightness to match environment.

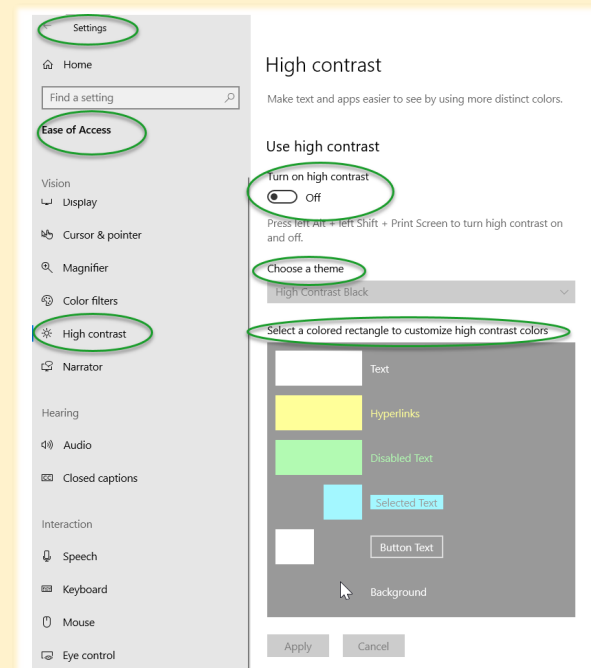Use night light to decrease blue light

High Contrast

See text and items on your screen better.

Turn On, choose a theme and select colour.

Turn On from the keyboard, press left Alt + left Shift + Print Screen.
Rrefer to Use high contrast in Windows

Ease of Access: Cursor & Pointer and Magnifier

Quick access: press the Windows logo key+U.
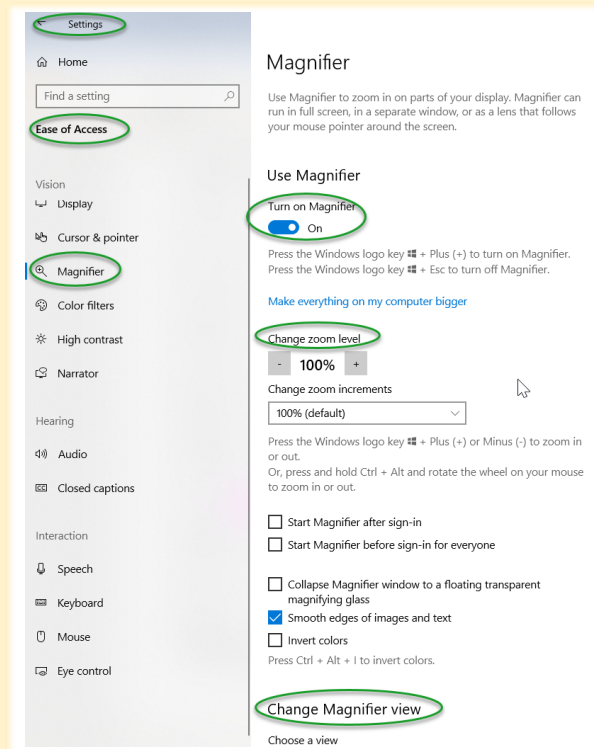
Magnifier
Change Magnifier view
Full Screen, Docked (separate window) or Lens (follows the pointer)
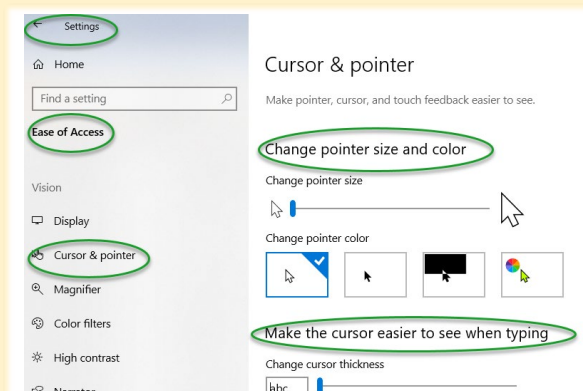
Turn Magnifier On

To magnify the screen content press Windows logo key + plus key(+) (-)

To exit Magnifier and close the tool, press the Windows logo key+Esc.

For more information, go to Use Magnifier to see items on the screen

Change **Cursor** thickness, size and colour

Keyboard Shortcuts

DOCUMENTS		
Select all	Ctrl + A	
Copy	Ctrl + C	Ctrl + Insert
Paste	Ctrl + V	Shift + Insert
Cut	Ctrl + X	
Undo	Ctrl + Z	
Redo	Ctrl + Y	
Bold	Ctrl + B	
Underline	Ctrl + U	
Italics	Ctrl + I	
Find	Ctrl + F	
Beginning or End of Document	Ctrl + Shift + Home or End	
Page up or down	Shift + Pg Up or PG Dn	
Beginning or End of line	Shift + Home or End	
Move/highlight one character	Shift + Right or Left arrow	
Move/highlight one word	Ctrl + Shift + Right or Left arrow	
Move/highlight one line	Shift + Up or Down arrow	
FILES & WINDOWS		
Open File Explorer	⊞ + E	
New document or window	Ctrl + N	
Close window	Alt + F4	
Switch between windows	Alt + Tab	
Open start menu	⊞ Windows key	
Desktop	⊞ + D	
Minimize all windows	⊞ + M	
Open minimized windows	⊞ + Shift + M	
Minimize all windows except the current window	⊞ + HOME	
Minimize current window	⊞ + Down arrow	
Maximize current window	⊞ + Up arrow	
Snap window to right or left	⊞ + left or right arrow	
Move window to second monitor	⊞ + Shift + left or right arrow	
Task view	⊞ + Tab	
Move through tasks	⊞ + Ctrl + right or left arrow	
Close task view	⊞ + Ctrl + F4	
ASSISTANCE		

Open Cortana	⊞ + C	"hey Cortana"
Open Settings	⊞ + I	
Lock computer	⊞ + L	
Open Ease of Access Center	⊞ + U	
Zoom using magnifier	⊞ + (+) or (-)	
Exit magnifier	⊞ + Esc	

Additional keyboard shortcuts

Work Environment

- ➢ Set up your workstation ergonomically using the Office Ergonomics Self Adjustment Tool.
- ➢ Limit screen time (phones, I-pads, TV, computers) and ensure multiple computer screens have the same settings (brightness and similar font size).
- ➢ Keep your screens clean.
- ➢ Minimize glare: turn off your screen and check for glare. You may need to close blinds or adjust your monitor. Anti-glare screens are available for purchase.
- ➢ Reducing lighting (bright sunny days, reflections, fluorescent lights, and device screens):
  - ☐ Adjust screen brightness similar to the environment.
  - ☐ Install blue light reducing apps (see Windows 10 Night Light feature or blue light filter options on your devices).
  - ☐ Wear a hat indoors and outdoors.
  - ☐ Wear polarized sunglasses outdoors.
  - ☐ Use warm light within the office: for temporary impairments, Staff Wellness Ergonomic Program will loan lamps, if available.
- ➢ 20 x 20 x 20 – look 20 feet away from your screen, every 20 minutes, for 20 seconds.
- ➢ Use voice search and speech to text on your phone.
- ➢ Avoid loud sounds: use earplugs or noise cancelling devices.
- ➢ Decrease sound notifications.
- ➢ Avoid quick and repetitive movements of your head and neck.
- ➢ Decrease movement on your screen: pop ups, videos, disable screen rotation on your phone or I-pad.
- ➢ Use an app to remind yourself to take screen breaks and drink water.
- ➢ Take regular movement breaks away from your workstation to stretch and relax your eyes, neck and shoulders. 5 minutes/hour, for example:
  - o Work 20 minutes: 20 second break (20 x 20 x 20 microbreak)
  - o Work 40 minutes: stand up, stretch, take deep breaths, and perform eye exercises for 2 – 3 minutes.
  - o Work 60 minutes: walk around for 2- 3 minutes or repeat the 20 x 20 x 20 microbreak
- ➢ Stay hydrated: have a water bottle at your workstation.

Overall Health

Sleep:
➢ Avoid screens 2 hours before bed
➢ Keep a sleep schedule – go to bed and get up at the same time everyday
➢ Have a relaxing sleep routine
➢ Try to avoid napping
➢ Avoid caffeine and energy drinks (especially after 3:00 pm).

Eating:
➢ Eat proper meals – do not skip a meal
➢ Avoid foods/drinks that may cause headaches such as: "aged cheeses, chocolate, citrus, processed food, wine, caffeine and food with additive like MSG (monosodium glutamate) and nitrates and artificial sweeteners." Sunnybrook Health Science Centre: Mild Traumatic Brain Injury/Concussion: Your Guide To Recovery
➢ Avoid stimulants such as energy drinks.

Exercise:
➢ Keep active and gradually increase your physical activities
➢ If you were not previously active start with walking and speak with your Exercise Professional prior to starting an exercise program.

Mental Wellness:
➢ Be patient with yourself and be kind to yourself
➢ Manage stress: take time to relax and try to return to some things you enjoy that do not require increased stress
➢ Talk to someone you trust or reach out for professional assistance to assist with your mood, emotions, and stress
➢ Visit the WellBeing and WorkLife website for resources and workshops or to speak to UClagary's Mental Health Consultant
➢ The University of Calgary staff, faculty, and post-doctoral scholars have access to the Employee and Family Assistance Plan (EFAP). This is a confidential service, available at no cost, with services in counseling, lifestyle coaching, and online resources. More information, and how to access this service, can be found on the Staff Wellness, WellBeing and WorkLife website

Medication:
➢ Speak with your Health Care Provider about frequency and quantity of medication use (prescription and non-prescribed); pay attention to changes in medication use with increases in activity and/or stress level.