



Here is a list of Microsoft's accessibility features available on **Windows 10** and **Windows 11** and **Office 365**.

Accessibility Checker: The Accessibility Checker analyzes your material and provides recommendations alongside your document, helping you understand how to fix errors and create more accessible content over time. Select 'Check Accessibility' under the 'Review' tab to get started.

Alternative Text Tool: Alternative Text (Alt Text) provides a description for a photo or object so that a person who is Blind can understand the context. The feature to manually add or change Alt Text is located on the right click menu in Office.

Automatic Alternative Text: Automatic Alternative Text (Alt Text) automatically gives suggestions for alt-text descriptions for images. (Note: make sure that the Auto Alt-Text is accurate for your images.)

Live Captioning: Windows 11 includes realtime captioning of audio and video media.

Closed Captioning: Windows 10 and Windows 11 supports closed captions and subtitles that are embedded in video files.

Color Filters: If it's hard to see what's on the screen, apply a color filter. Color filters change the color palette on the screen and can help you distinguish between things that differ only by color. There are specific filters for some types of Colorblindness.

Consistent Keyboard Shortcuts: Keyboard shortcuts (e.g., Ctrl + C to Copy) are the same across the whole OS regardless of version.

End of support for Cortana: Support for Cortana, Windows's Personal Assistant app, has been discontinued as of the fall of 2023. There are new ways you can get help with your tasks, calendar, email, and more, including:

- **Voice access in Windows 11**: This new feature in Windows 11 lets you both control your PC and write text using your voice.
- The new AI-powered **Bing** lets you ask complex questions and get concise answers from reliable sources on the web.
- **Microsoft 365 Copilot**: Copilot uses AI and your Microsoft 365 data—such as your calendar, emails, chats, documents, and meetings—to help you create, edit, share content, and more.
- **Windows Copilot**: will be available in preview for Windows 11 in June 2024 and will provide centralized AI assistance.

Dictation: Microsoft offers several ways to go from speech to text.

- **Voice access in Windows 11** Allows for both control of the computer and generating text by voice alone.
- The classic **Speech Recognition** utility has been available since Windows 7 as part of the operating system and works in other programs.
- **Dictate** is on the ribbon in Outlook, Word and PowerPoint 365 and allows immediate access to basic speech to text functions.

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- [Voice Typing](#) is accessed by typing H + windows logo key and will work in most programs.

Editor: Editor provides advanced proofing and editing service. Leveraging machine learning and natural language processing—mixed with input from our own team of linguists—Editor makes suggestions to help improve your writing. Editor is on the home tab in Word and Outlook in Microsoft 365 and it is available as a browser extension in Edge or Chrome.

Eye Control: Eye Control allows people with disabilities to operate an onscreen mouse, keyboard, and text-to-speech experience using only their eyes. *The experience requires a compatible eye tracker, like the [Tobii Eye Tracker 4C](#).*

High Contrast: High Contrast increases the color contrast of text and images on your screen making them easier for some people with visual impairments to identify.

- In Windows, each High Contrast theme can be customized to suit your needs and tastes.
- In Office, High Contrast in the ribbon has increased contrast, has fewer icons with grey gradients, and icons have clearer outlines.

Immersive Reader Immersive Reader simplifies page layouts, removes clutter, and helps you customize your reading experience. There are also many learning and accessibility tools within Immersive Reader that can help improve reading comprehension and enhance learning. Immersive Reader was originally designed to meet the needs of readers with dyslexia and dysgraphia, and it benefits anyone who wants to make reading on their device easier!

- Use [Immersive Reader in Microsoft Edge](#)
- Use [Immersive Reader in Word](#)
- Use [Immersive Reader for Outlook](#)
- Use [Immersive Reader for OneNote](#)

Inking: Windows Ink allows you to draw freehand to make annotations, highlight text, or quickly draw shapes. With a **touch-enabled device**, you can draw with a mouse, your finger, or a digital pen. The exact features available depend on the type of device you're using and whether you're an Office 365 subscriber. In some apps, for instance, you can replay ink or convert ink to shapes or math.

Keyboard Modifications: there are several ways you can modify the way that the keyboard responds when you to press a key. Access all these functions by going to Settings > Accessibility > Keyboard.

- **Sticky keys** allow you to press one key at a time for keyboard shortcuts.
- **Toggle Keys** play a sound whenever you press Caps Lock, NUM Lock or Scroll Lock.
- **Filter Keys** ignores brief or repeated keystrokes and changes the keyboard repeat rate.

Mono Audio: By default, most stereo audio experiences send some sounds to the right channel or speaker and some sounds to the left. Mono audio sends all sounds to both channels. This allows users with functional hearing in one ear to hear all

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sounds. It also allows persons with PTSD or anxiety to listen to all sounds from their PC in one ear while listening to people around them with the other.

Mouse Key: Using Mouse Keys the number keypad on the keyboard can be used to move the mouse cursor. If someone has limited hand/arm movement staying on the keyboard is extremely useful.

Text to Speech: Having your computer read text on the screen can be beneficial for those who cannot see, those with literacy issues or learning disabilities or non-English speakers. Microsoft offers several ways to go from text to speech.

- **Narrator:** Narrator is Microsoft's built-in screen reader for Windows and Microsoft applications (e.g., Office365). Designed for users who have limited vision, it reads everything on the screen in a specific method. It enables users to interact with the computer without viewing a screen and provides command and control of the device using a keyboard, controller or with a range of gestures on touch supported devices.
- **Read Aloud:** reads all or part of your Word document or Outlook email. You can use Read Aloud on its own or within Immersive Reader.
- **Speak:** reads only the text you've selected within your Word document or Outlook email.

Nightlight: Your display emits blue light—the kind of light you see during the day—which can keep you up at night. To help you get to sleep, turn on the night light and your display will show warmer colors at night that are easier on your eyes. Persons who do not tolerate bright lights often benefit from using night light all the time.

Accessible Templates for Office: The most popular templates in Office 365 have accessibility built in. They help you make your content accessible to everyone in your organization.

Several of these templates are not just for you to use, but also guide you through making your own accessible templates. Open the templates to discover tips and how-to instructions for making templates for your organization to use.

On-Screen Keyboard: There are several different kinds of physical keyboards for PCs. But Windows has a built-in Ease of Access tool called the On-Screen Keyboard (OSK) that can be used instead of a physical keyboard. You can use your mouse, or another pointing device, to select keys. You can also use **Row Column Scanning** with a single switch or key to cycle through the keys on the screen.

Focus Assist: You can turn off notifications in Windows anytime you need to focus with this utility. You will not receive notifications from any of your installed apps. People with cognitive disabilities like ADHD, TBI, autism, and people with mental health disabilities such as anxiety may benefit from reduced notification distraction.

Researcher: This utility in Word 365 and Word on the Web helps you find and incorporate reliable sources and content for your documents in fewer steps. With automatic citation, you can easily provide citations and providing appropriate attribution to others' work.

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Smart Look-up: In Microsoft 365, use Smart Look-up to quickly look up an unfamiliar word or phrase to get connected to multiple resources related to it.

Tell Me: The “tell me what you want to do” feature in the Office ribbon makes it easier for you to discover the difficult-to-find capabilities in Office by simply typing into the search box. “Tell me” will take you directly to the feature/function you want to use without requiring you to search the ribbon or menu. This can be helpful to people who are Blind or have low vision, have cognitive disabilities, memory loss, or to prompt anyone that can't remember where a specific feature is located.

Size of Items on Screen: There are several different ways to change the size of items on the screen to make them more easily accessed.

- **Text Size:** To make only the text on your screen larger, select Start > Settings > Accessibility > Text size. Adjust the slider next to Text size.
- **Text Scaling:** For Windows and Apps, Text Scaling provides easy scaling of text, apps, and other items on your Desktop within existing resolution. Go to Settings > Display > Scale and layout.
- **Magnifier:** Magnifier is a tool that enlarges part—or all—of your screen so you can see words and images better. It comes with a few different settings, so use it the way that suits you best.
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Touch Feedback: Touch Feedback shows visual feedback (ripple) when contact is made with a touchscreen and can be darkened for greater visibility. This provides greater focus of where touch contact is made with a screen, useful for more easily tracking contact especially for a person who may be learning how to interact with a touchscreen for the first time.

Translator: As you speak Translator, the add-in for Android or iOS phones powered by the Microsoft Translator live feature, allows you to display subtitles on your screen. By sharing the code with others, they can see the translation on their device. While initially designed to translate presentations and/or conversations into another language, it can be used to facilitate real-time communication with a person who has hearing loss or Deafness by having both devices set to English as the language.

Turn off Animation: People with cognitive disabilities, attention limitations, and people with mental health disabilities such as anxiety may benefit from eliminating animations to reduce distractions, negative emotional/behavioral responses and help them stay on task. Go to Settings > Accessibility > Visual effects > Animation effects and turn to “off”.

Visual Notifications: In Windows, notifications disappear five seconds after they appear. This might not be enough time for you to notice them if you have difficulty seeing or hearing. You can increase the time a notification will be displayed for up to five minutes. You can also set your computer to **display audio alerts visually** so that it will flash your screen during audio notifications.

Windows Hello: Windows Hello is a way to sign into your devices by using facial recognition or your fingerprint. You will get enterprise-grade security without having

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to type in a password. Windows Hello provides a secure way to log into a computer for people who easily forget passwords or require assistance entering a password.

Technical support for customers with disabilities

Microsoft wants to provide the best possible experience for all our customers. If you have a disability or questions related to accessibility, please contact the [Microsoft Disability Answer Desk](#) for technical assistance. The Disability Answer Desk support team is trained in using many popular assistive technologies and can offer assistance in English, Spanish, French, and American Sign Language. Please go to the Microsoft Disability Answer Desk site to find out the contact details for your region.

If you are a government, commercial, or enterprise user, please contact [the enterprise Disability Answer Desk](#).



Call us - Call 1-800-936-5900. Available Monday to Friday from 5 AM to 9 PM, and Saturday and Sunday from 6 AM to 5 PM (PST).



Chat with an expert to get answers to your accessibility support questions. Monday to Friday, 5 AM to 9 PM, and Saturday and Sunday, 6 AM to 5 PM (PST). [Launch chat](#)



Videophone us - Call 1-503-427-1234
We offer American Sign Language (ASL) support by videophone from Monday to Friday, 8:30 AM to 5 PM (PST).