

## Emphasizing Text to Aid Screen Reader Recognition

### Microsoft Word 2016

Emphasizing text help students to understand that specific information is important and that it may need more of the reader’s attention.

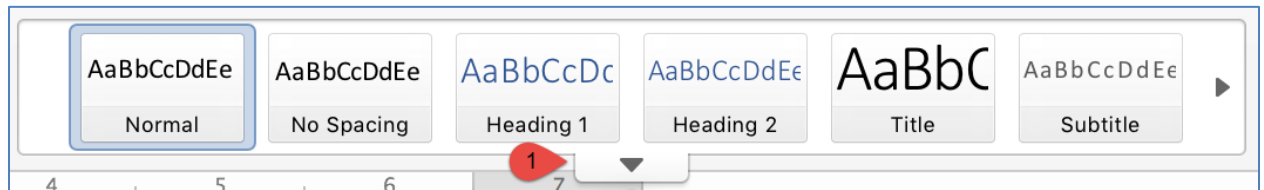
Vision impaired users utilizing a screen reader are not able to see these visual changes. Using “**Strong**” and “*Emphasis*” in the Styles pane is visually the same as bold or italic, but screen readers will also recognize the intended emphasis.

### Microsoft Word 2016 and 2011

Be sure to use the headings provided in the Styles pane to correctly emphasize text.

To do this, follow these steps:

1. Go to the “**Home**” tab. The Styles pane is on the right-hand side
2. Highlight desired text, click on the drop down arrow [1], and choose the desired heading.



3. “**Strong**” and “*Emphasis*” should be used instead of simply making text bold or italic.

