

Emphasizing Text to Aid Screen Reader Recognition

[Microsoft Word 2016](#)

[Microsoft Word 2013](#)

[Microsoft Word 2010](#)

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

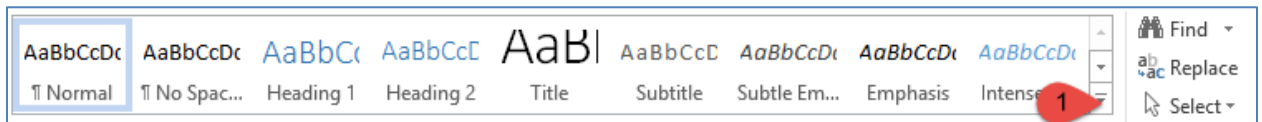
Vision impaired users utilizing a screen reader are not able to see these visual changes. Using “**Strong**” and “*Emphasis*” in the Styles pane is visually the same as bold or italic, but screen readers will also recognize the intended emphasis.

Microsoft Word 2016

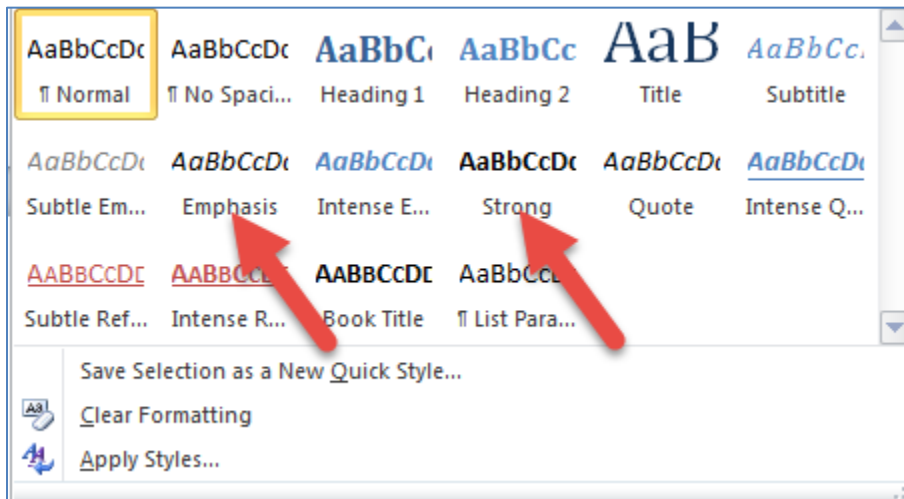
Be sure to use the headings provided in the Styles pane to correctly emphasize text.

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.

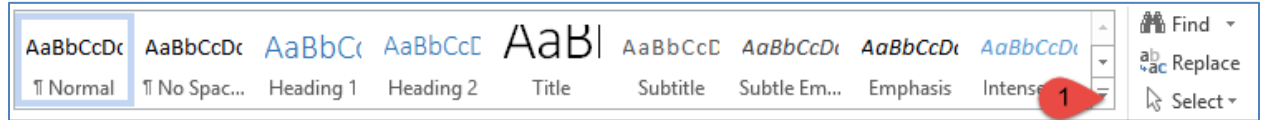


Microsoft Word 2013

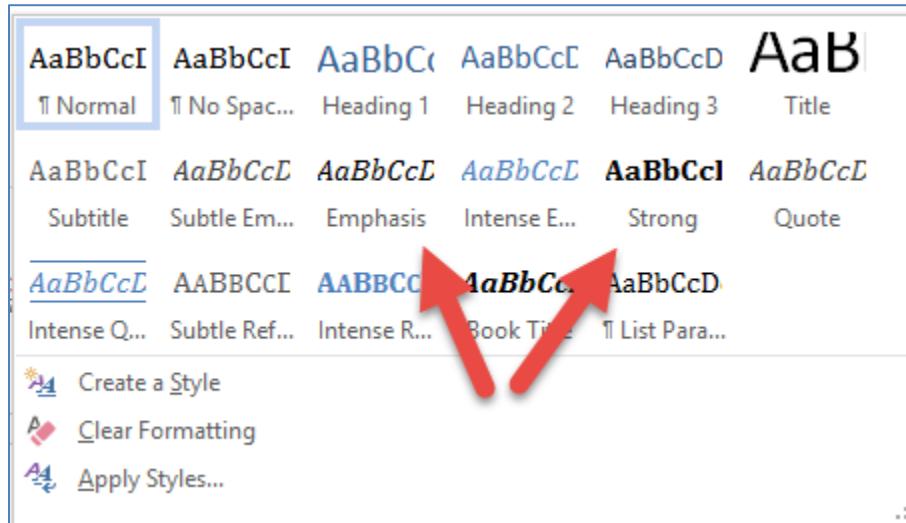
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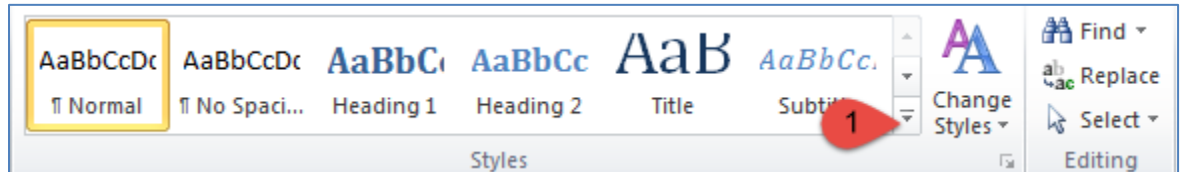


Microsoft Word 2010

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