

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

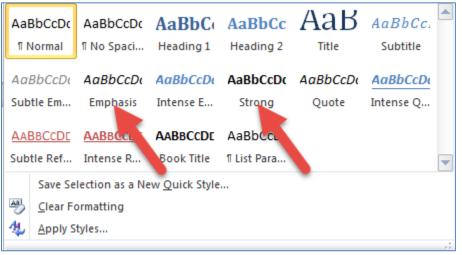
Be sure to use the headings provided in the Styles pane to correctly emphasize text.

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.

| AaBbCcDc | AaBbCcDc | AaBbCo | AaBbCcE | AaBl | AaBbCcD | AaBbCcDı | AaBbCcDı | AaBbCcDu | * | ab_ Replace |
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| 1 Normal | ግ No Spac | Heading 1 | Heading 2 | Title | Subtitle | Subtle Em | Emphasis | Intense 1 | - | a™ Find ▼ ªb ac Replace |

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

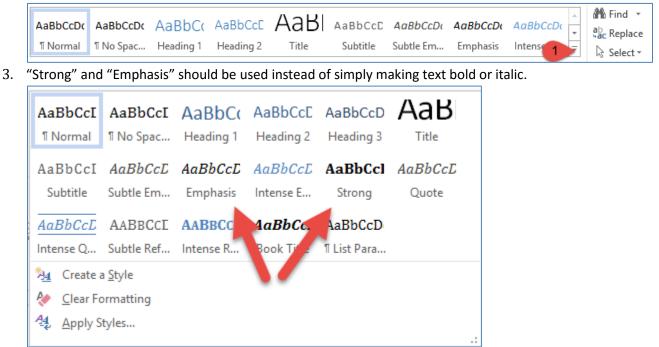


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| AaBbCcDc Normal "Strong" and | ¶ No Spaci | Heading 1 | AaBbCc Heading 2 Styles sed instead | Title | Subtit 1 | Change Styles ▼ | A Find * ዲac Replace 오 Select * Editing | | | |
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| 1 Normal | ¶ No Spaci | Heading 1 | Heading 2 | Title | Subtitle | | | | | |
| AaBbCcDu | AaBbCcDu | AaBbCcDu | AaBbCcDc | AaBbCcDu | AaBbCcDu | | | | | |
| Subtle Em | Emphasis | Intense E | Strong | Quote | Intense Q | | | | | |
| AABBCCDE | AABBCCL | AABBCCDE | AaBbCcL | | | | | | | |
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