

Accessibility Considerations

This is a brief overview of the main points to consider regarding accessibility of Word, PowerPoint, and other online materials such as NOW web page content. For more comprehensive guidance, please refer to the [Accessibility section in NOW Central](#).

You might also find the [‘Make your Word documents accessible to people with disabilities’](#) and [‘Make your PowerPoint presentations accessible to people with disabilities’](#) articles useful.

General guidelines

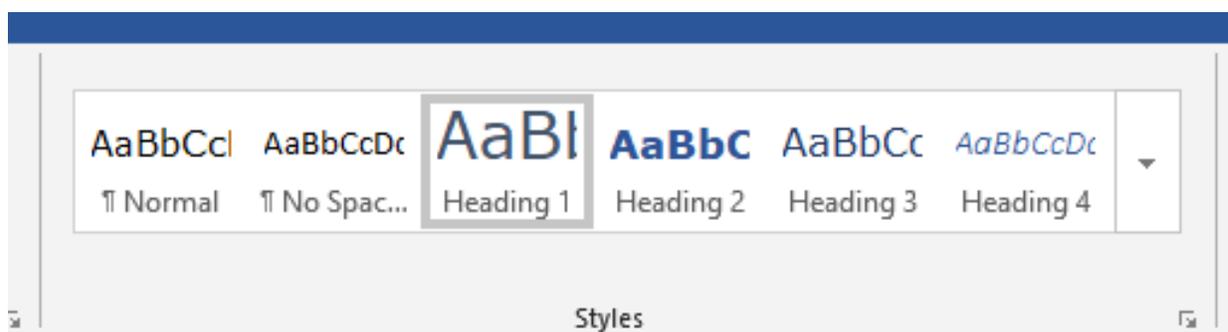
- **Avoid adding images of text** – if you must do this, add a good alt-text description of the content. Adding paragraphs of ‘text as an image’ should be avoided.
- **Don’t rely on colour to convey information** – if you use colour for emphasis, also embolden or italicise text.
- **Colour contrast is important** with regards to readability – ensure there’s sufficient contrast between text and background colours. Some tools – such as the NOW web page editor – offer accessibility reviews you can use to check colour contrast.
- **Ensure that hyperlink text makes sense out of context** – avoid using ‘click here’ style links. See the links in the introductory paragraph of this guide for examples.
- **Add closed captions to online video materials where possible** – guidance for Panopto and Microsoft Stream is given later in this document.

Microsoft Word guidance

See 'Guidance relating to both Microsoft Word and PowerPoint' section below for further info.

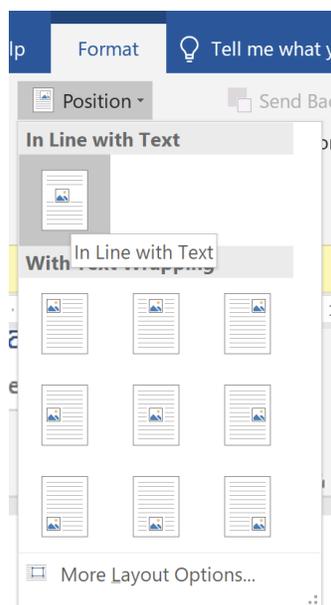
Use document styles

To enable screen reading software to correctly analyse your document, use styles. Highlight document text, and then click the appropriate style in the **Styles** tab. These can be customised (in the desktop Word application) by right-clicking the style and selecting **Modify**.



Use in-line elements where possible

Text boxes, shapes and pictures might appear visually coherent, but the document could be interpreted differently by a screen reader. Try to avoid complex layouts with overlapping content and textboxes.

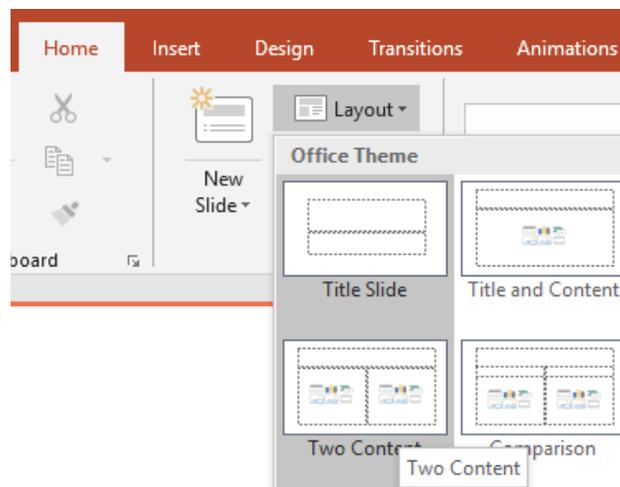


Highlight images and then in the **Format** tab, choose **Position** > **In Line with Text**.

Microsoft PowerPoint guidance

Use PowerPoint templates to ensure good reading order

As per the guidance above about using in-line styles in Microsoft Word, using pre-defined templates in PowerPoint will help to ensure that screen readers interpret your slides correctly.



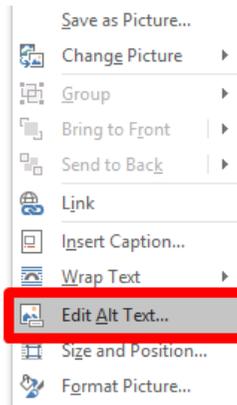
In the **Home** tab, use the **New Slide** drop-down, or the **Layout** options to create or select a pre-set slide template. Additionally, avoid adding your own textboxes, which may not appear to a screen reader in the order intended.

Guidance relating to both Word and PowerPoint

Add Alt-text descriptions of images

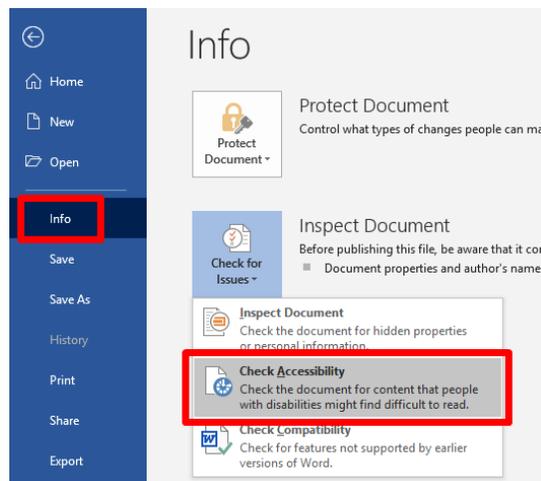
When adding images to Word or PowerPoint, also add alt-text to describe the essence of the meaning conveyed by the image.

Right-click the image and select **Edit Alt Text...**:



Accessibility checks

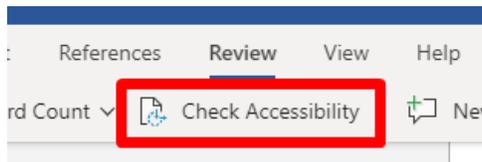
When your document is ready, use the **Check Accessibility** tool to review any opportunities to improve the document that you might have missed.



File > Info > Check Accessibility

If you are using Word or PowerPoint online:

Review > Check Accessibility



Adding closed captions to Lecture Capture (Panopto) and Stream videos

Please see the [Adding captions to content in Lecture Capture \(Panopto\) and Stream](#) video tutorial guide.

You can use the links below to jump to specific sections of the video:

[Why you should add closed captions for lecture capture videos](#)

[Adding closed captions to Lecture Capture \(Panopto\) videos](#)

This method relates to existing Lecture Capture (Panopto) videos. For new videos, automatic captioning has been enabled – in due course this video will be updated to reflect this.

[Adding closed captions to Stream videos](#)

The steps in this section describe how to use Stream to generate more accurate closed captions, how to download that captions file, and then finally upload that file to apply to a Lecture Capture (Panopto) video. This section would also be useful if you're using Stream to deliver videos – for example to share any meetings recorded via Microsoft Teams.

NOW Accessibility Statement

Refer to the [NOW Accessibility Statement](#) for further details relating to accessibility in NOW and related systems.

For example:

- See page 7 for information on assistive software used at NTU
- See page 8 for 'Guidance for users on creating accessible content'
- See page 9 for tips about operating system and web browser accessibility features