

# Digital accessibility, a user guide



**You are holding an interactive booklet:  
to access the tutorials, download the application by  
scanning the QR Code.**



**Each time you see the Microsoft logo  Microsoft  
in the cartoon strip (on a screen or a booklet),  
scan the page with your application and follow  
the instructions...**

## Editorial

Microsoft's mission is to **"empower every person and every organization on the planet to achieve more"**.  
his mission is particularly important with around 1 person over 5 in the world in disabled situation and more than 70% of people impacted by an invisible disability.

At Microsoft, we believe that technologies and innovations such as Artificial Intelligence are opening up unprecedented new possibilities. By changing interactions between human and technologies, facilitating exchanges and co-working between individuals and including natively inclusive features in all our solutions contribute to create a more inclusive world.

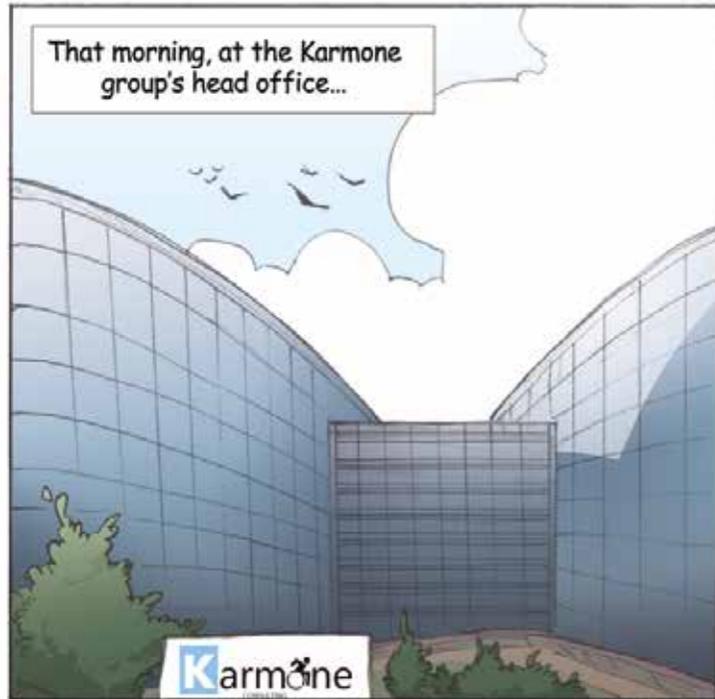
Developing empathy helps us to increase our understanding of users experiences to create better product using inclusive design. This solutions guarantee ease of use regardless of user ability or preference and contributes to create a better place where all the diversity of talents could succeed in their activities.

This interactive booklet is going to show you some concrete examples of how digital accessibility and these solutions can respond to a large number of situations and make a business more inclusive. You can also access demonstrations of these solutions which many of you already have installed on your PC.

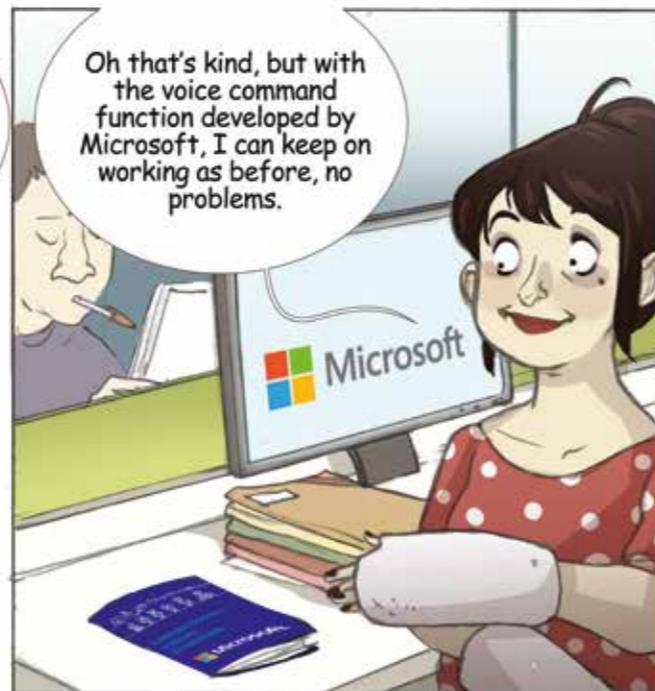
Happy reading and now over to you to create a more inclusive world!

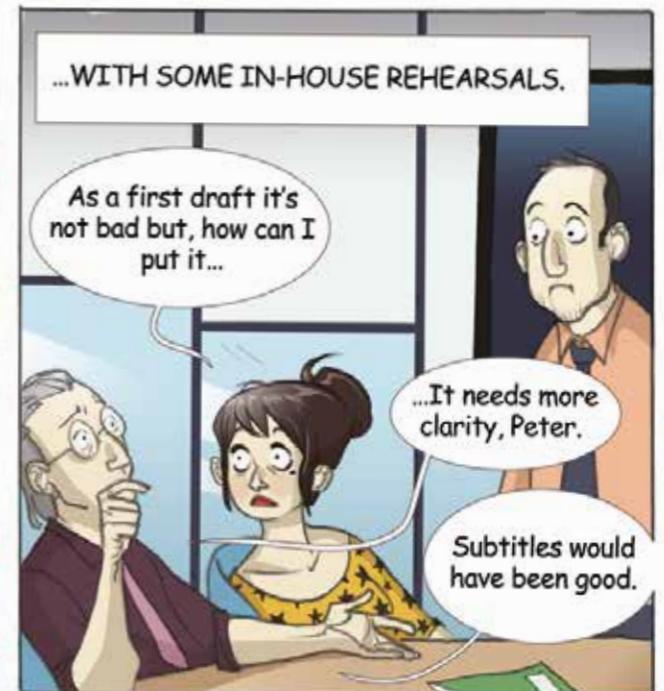


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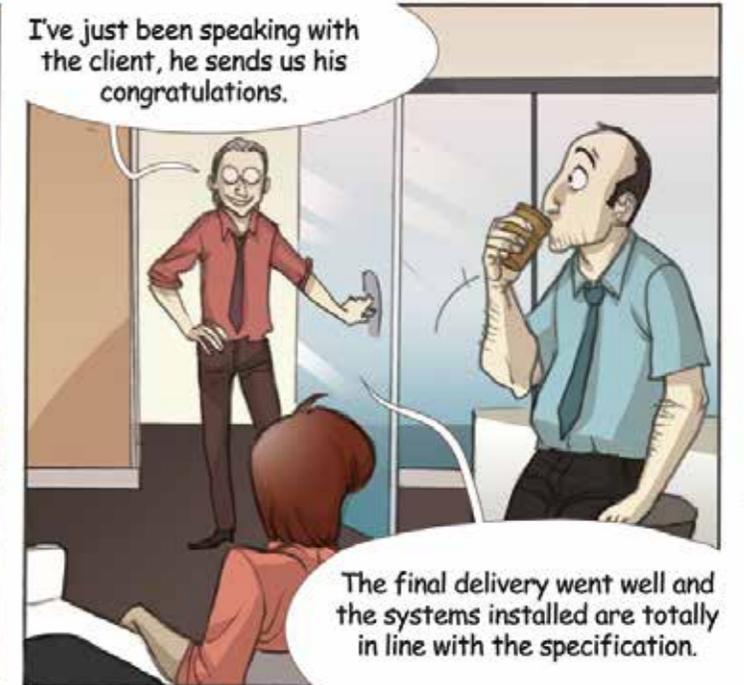




It's the very least we can do, make sure that our presentations are "accessible to everyone" too.

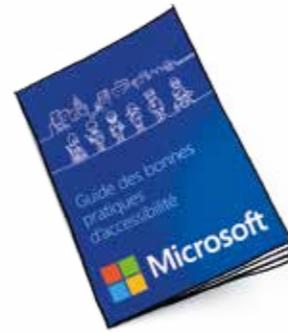


The rules for creation and structuring which enable us to make all of our documents accessible.



## Digital accessibility: what is it?

>At Microsoft, digital accessibility means designing and developing solutions which ensure independent use, regardless of the abilities and preferences of the user.



 <h3>USER ACCESSIBILITY</h3>	 <h3>CONTENT ACCESSIBILITY</h3>	 <h3>APPLICATION ACCESSIBILITY</h3>
<p><i>Providing digital solutions tailored to each user.</i></p> <ul style="list-style-type: none"><li><b>WINDOWS 10</b> An operating system adapted to each individual (Accessibility options)</li><li><b>OFFICE 365</b> An inclusive working environment (Dictation software, automated subtitling, immersive reader, Translator ...)</li><li><b>MOBILE APPLICATIONS</b> Inclusive mobility solutions (Mobile Office, Seeing AI, Soundscape, Translator...)</li></ul>	<p><i>We are all responsible for producing documents and videos that are accessible.</i></p> <ul style="list-style-type: none"><li><b>ACCESSIBILITY CHECKER</b> Integrated into Office 365, this function helps you make your documents accessible</li><li><b>STREAM</b> Subtitle your videos effortlessly and automatically</li></ul>	<p><i>Design and develop digital solutions that are accessible to all users.</i></p> <ul style="list-style-type: none"><li><b>ACCESSIBILITY INSIGHTS</b> Get help from an Open Source tool to check and correct the accessibility of your applications and websites.</li><li><a href="https://accessibilityinsights.io/">https://accessibilityinsights.io/</a></li></ul>

## Our resources

Accessibility website  
<http://aka.ms/accessibility>



## Get training

Accessibility - the fundamentals  
<https://aka.ms/AccessibilityFundamentals>



## Digital accessibility

Inclusive Microsoft 365 platform





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