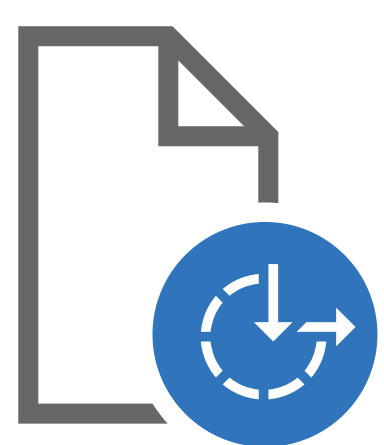


Empowerment begins with inclusion

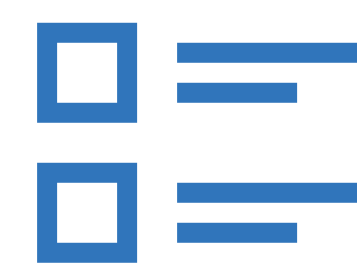
Create inclusive content with Office 365 by using built-in accessibility capabilities and following best practices.



Run the **Accessibility Checker** to find issues



Use **built-in styles and templates**, with fonts and colors that are easy to see



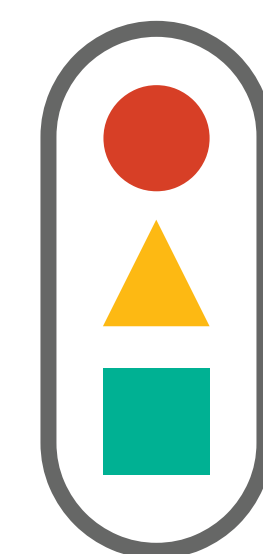
Make content **easy to navigate** by including section headings, slide titles, sheet names



Give **hyperlinks** meaningful **display names**



Describe **visual objects** with **alternative text**



Avoid using **color as the sole means** of representing important information

Learn more about creating accessible content:

-  aka.ms/InclusiveWordDocs
-  aka.ms/InclusiveExcelSheets
-  aka.ms/InclusivePptPresentations
-  aka.ms/InclusiveOutlookMails

