



Accessibility and shortcuts



When you see this logo on an application or website, it means you will be able to use accessibility tools to make it easier for the user.



This allows you to check your document is accessible. Here are some examples of things you may check:



Inspect
without Color

View the document how someone with a visual impairment or colour blindness would view it.

abc



Spelling

Check your spelling and grammar.



Alt
Text

Create text descriptions for images or objects.



Read
Aloud

Read text out loud and highlight each word as it's read.



Accessibility and shortcuts

**OPEN**

Ctrl + O

**CLOSE**

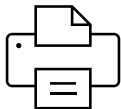
Ctrl + W

**NEW DOCUMENT**

Ctrl + N

**SAVE**

Ctrl + S

**PRINT**

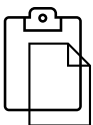
Ctrl + P

**CUT**

Ctrl + X

**COPY**

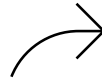
Ctrl + C

**PASTE**

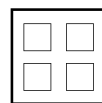
Ctrl + V

**UNDO**

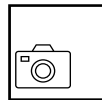
Ctrl + Z

**REDO**

Ctrl + Y

**SELECT ALL**

Ctrl + A

**SCREENSHOT**

Prt scr

**ZOOM IN**

Ctrl + +

**ZOOM OUT**

Ctrl + -

ABC

CAPS ON

Shift + f3

B**BOLD**

Ctrl + B

*I***ITALIC**

Ctrl + I

U**UNDERLINE**

Ctrl + U