

Creating a Screen Reader Friendly Foreign Language Word Document

Language Tagging

For a screen reader to pronounce languages correctly, the document must be tagged with the appropriate language. If a document has a mixture of multiple languages, each word or group of words must be tagged with the correct language. For example, a tagged document containing both English and Spanish will trigger the pronunciation engine of the screen reader to swap back and forth between languages.

Office 2013

In this version, languages can be tagged by clicking the **Review** tab on the Word toolbar.

1. Highlight the non-English text.
2. Click the **Review** tab on the Word toolbar.
3. Choose the **Language** button on the toolbar.
4. Next select **Set Proofing Language** and choose the language needed.

Few Tips

1. Numbers and underlines should be tagged with the appropriate language. For example, English documents with Spanish words will ignore underlines used to reference a fill in the blank question. Highlight the entire underscore and choose English. This will alert the screen reader user that they should fill in the blank.
2. Letter used as choices in a multiple choice question should be tagged with the main language of the document.

Office for Mac 2010

In this version, select the menu option **Tools** and choose **Languages**.

If you have any other questions or need assistance with tagging, please contact:

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