

# Accessibility Resources and Support

## Support for individuals

See p3 for organisation resources

### Access to Work

<https://www.gov.uk/access-to-work>

Access to Work can help you get or stay in work if you have a physical or mental health condition or disability.

The support you get will depend on your needs. Through Access to Work, you can apply for:

- a grant to help pay for practical support with your work.
- support with managing your mental health at work.
- money to pay for communication support at job interviews.

What Access to Work will not pay for:

Access to Work will not pay for [reasonable adjustments](#). These are the changes your employer must legally make to support you to do your job.

Access to Work will advise your employer if changes should be made as reasonable adjustments.

## Tips, techniques and free software:


### Device settings

Most devices (phone / laptop / PC and so on) should have settings that allow you to adjust the display such as text size and screen contrast / colours.

### Voice recognition



Microsoft Word includes a dictate function that allows you use speech-to-text to create content.

The help button linked to the Dictate option in Word includes useful tips to get the most out of this function. The help button is a question mark inside a circle  and it pops up when you select the dictate button.

### Voice assistants

Many smart devices (smartphone, smart TVs etc.) come with voice-powered assistants that can make calls, send messages, find directions, and much more by actively listening for spoken commands.

### Otter AI

<https://otter.ai/>

Software that records audio, writes notes, automatically captures slides, and generates summaries. The basic package is free and they have costed upgrades.

## Screen reader - NVDA

Please note: NVDA is only available for PCs running Microsoft Windows 7 SP1 and later.

<https://www.nvaccess.org/download/>

## Screen reader - VoiceOver

VoiceOver is a screen reader that comes standard on every iPhone, Mac, Apple Watch, and Apple TV. It is gesture-controlled, so by touching, dragging, or swiping users can hear what's happening on screen and navigate between elements, pages, and apps.

## Video calls

Video calling has become a great way for people to communicate face-to-face no matter the distance. FaceTime comes with all iOS devices, and there are a number of reliable video calling programmes, like Skype, available for other device types.

There are also online platforms such as Zoom, Googlemeets and Teams that allow video calls.

## Captions

Most online platforms allow users to switch on live captions which provide subtitles as people are talking, although these can be problematic as they are not always completely accurate. You may also need to ask the meeting organiser to update setting at their end to allow you to use this function.

## Recommendations:

We welcome suggestions for any FREE resources, tools or external links that you have found, that support your accessibility needs.

Please do [get in touch](#) if you would like to share any of your accessibility resources.



## Accessibility improvements for organisations

### Website toggle

Consider adding an accessibility 'toggle' to your website. This allows individuals who visit to your site to have the option to make changes to suit their preferences (such as changing the contrast, font size and so on).

There is a free plugin for Word Press sites: [One Click Accessibility](#).

We have installed this on the Consortium site – and whilst it's not 'perfect' it's a good tool at no cost.

Or why not review this [blog](#) on the top 9 accessibility tools for WordPress.

If your website does not use WordPress, you can try Googling "accessibility tools" and adding your site platform to see what may be available.

### Accessibility reviews

There are organisations who can offer a service to review and report on your website's accessibility and / or visit and review your premises. But these can be expensive.

You may wish to ask your team or service users to help carry out a review. However, it is important to consider the power dynamics with this approach and ensure that team members and service users do not feel 'obligated' to take on such as task. And if you have available funds, please consider paying people for their time.

You could approach an organisation and explore a 'reciprocal' offer whereby they review your organisation in terms of accessibility, and you review their organisation in terms of LGBT+ inclusion.

The organisation Euan's Guide have some helpful tips to improve building accessibility:

<https://www.euansguide.com/venues/top-tips/>

And they have a red cord scheme to help ensure emergency cords are never out of reach:

<https://www.euansguide.com/venues/red-cord-cards/>

### Accessibility resources

Black Beetle Health	<a href="#">A Guide to Accessible Working in a Remote Workplace</a>
Government guidance	<a href="#">Dos and Don'ts on designing for accessibility</a>
Government guidance	<a href="#">Accessible communication formats</a>
Attitude is Everything	<a href="#">We connect disabled people with music and live event industries to improve access together.</a>
Consortium factsheet	<a href="#">Affective use of Alt Text</a>