

Dear All,

St. Xavier's College, XRCVC -Lake Shore Extension is happy to announce an online workshop on the theme "**Creating Accessible Word Document**" under its Tech Roshni series – A step at bridging the digital divide for blind and low vision persons.

- Do you frequently receive or create reports, study materials, assignments, or other documents in Microsoft Word format?
- Have you ever encountered Word documents that are difficult or impossible to access using a screen reader?
- Are you aware that Word documents can be designed to be fully accessible for all users, including persons with visual impairments?

Microsoft Word is one of the most widely used tools for creating reports, books, assignments, and various other documents. These documents are often later converted into formats such as PDF for sharing and distribution. However, accessibility considerations are frequently overlooked during the document creation process, resulting in content that may be challenging for screen reader users to navigate and understand.

Creating accessible Word documents is not only a best practice but also an essential step toward ensuring equal access to information. Before expecting others to provide accessible content, it is important for us to understand and implement accessibility principles ourselves.

This workshop will provide participants with practical guidance on creating accessible Word documents using screen readers. Participants will learn key accessibility principles, techniques for structuring content effectively, and methods for ensuring that documents are easy to navigate and understand for all users.

Interested participants should register on or before Thursday, 18 June 2026 by 11:59 PM by using the registration form link appended below.

<https://forms.gle/u89rbMss1pZ5c6UGA>

Workshop Date and Time: Saturday, 20 June 2026 at 4:30 PM

Resource persons: Keshavan Nadar and Tejas Karanje

Criteria: Participant should be a person with Blindness or Low Vision

Please note, registered participants will receive the joining link by Friday, 19 June 2026. Hurry up and reserve your spot for this informative workshop!

Thanks,

Team XRCVC,

Xavier's Resource Centre for the Visually Challenged (XRCVC)

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