

How To Make Accessible Word Documents

What makes an accessible document

- Heading structure by the use of styles
- List structure
- Alternative text
- Data table – basic
- Appropriate link text

What makes an accessible document continued...

- Color use
- Color contrast
- Document title
- Plain language
- Layout tables (yeah just don't do that) and columns
- Multimedia (audio and video)

Styles or “Heading Structure” ...

- Styles create document structure in your document
- In the styles menu there are lots of options - we want to know about the Headings specifically H1 – H6
- Styles or document structure allows for the document to be navigated by assistive technology in an efficient way.
- In Word, you access the styles menu through the Home Tab > Styles Menu (Alt, H, L)

Styles Menu in Word



Lists...

- Lists and Columns are used to break up and simplify content
- Lists group items in ordered (numbered) lists or unordered (bulleted) lists
- When creating lists, make sure you use the built in tools to create them - using the tool will mark up the back end for assistive technology
- In Word, you access list options through Home Tab > Paragraph Menu > Bullets, Numbering, or Multilevel List (Alt, H, U = Bullets, Alt, H, N = Numbering, Alt, H, M = Multilevel List)

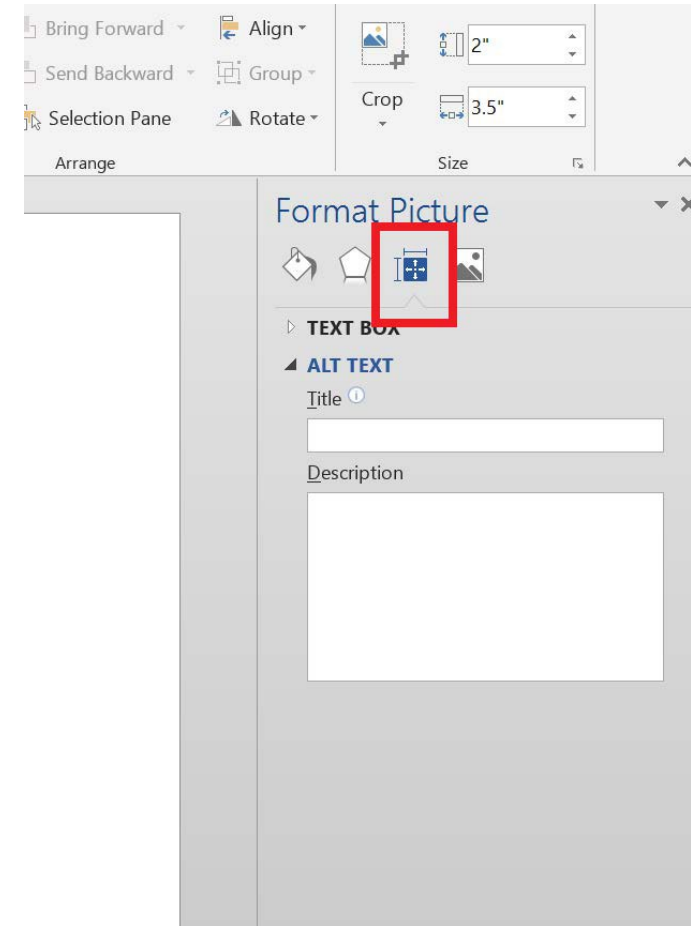
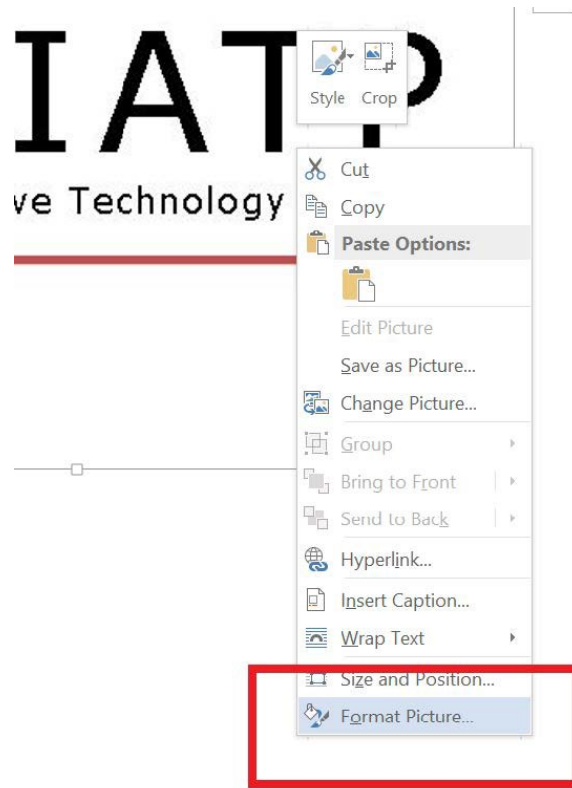
Lists in Word



Alternative Text and Text Equivalents

- Alternative text provides a non-visual means of representing the content or function of an image
- Alternative text should be present for anything that conveys information
- In Microsoft Word, the following are considered elements that can hold alt text
 - pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects
- Alt Text needs to be concise and meaningful
- In Word you access the alt text options through the Application Menu (right click) > Format Picture (left click) > Layout and Properties (Shift+F10, O, Shift Tab, Right Arrow to Layout and Properties, Tab to Description)

Alternative Text in Word



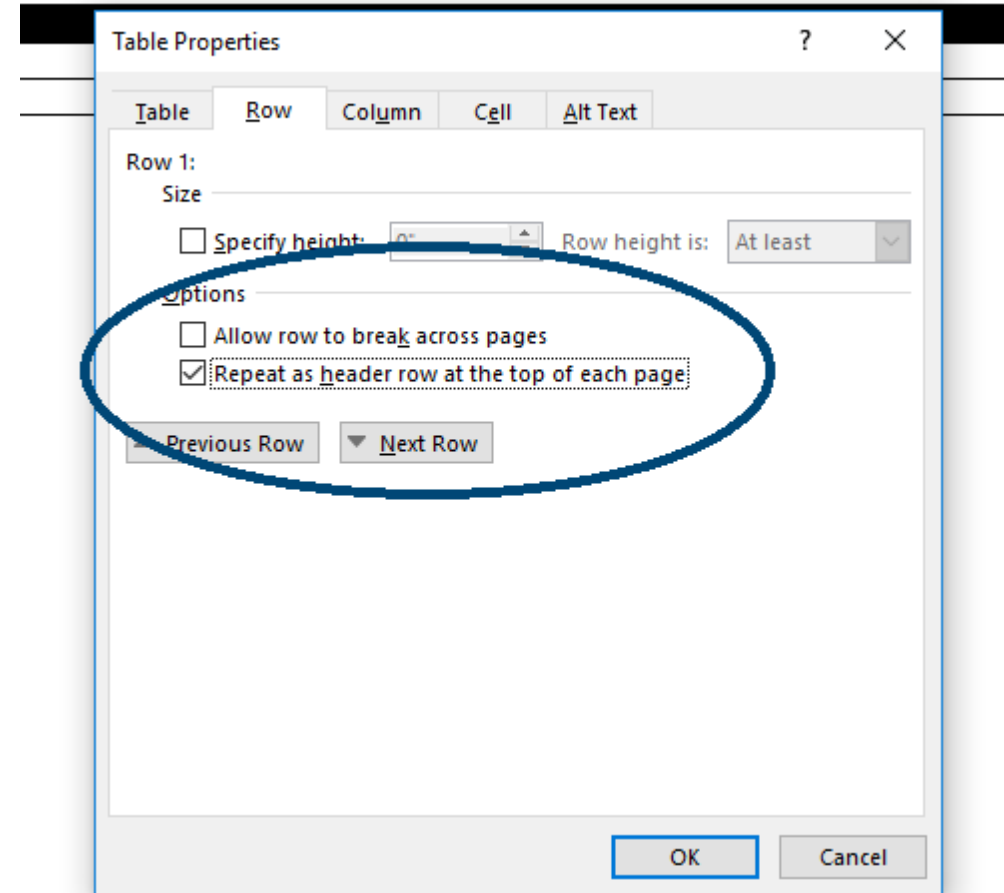
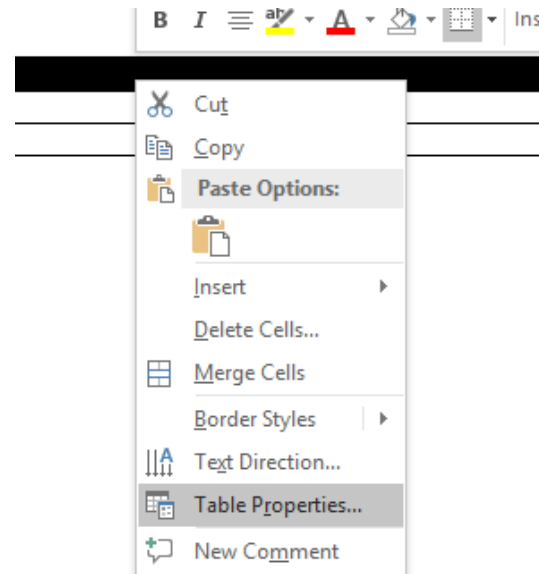
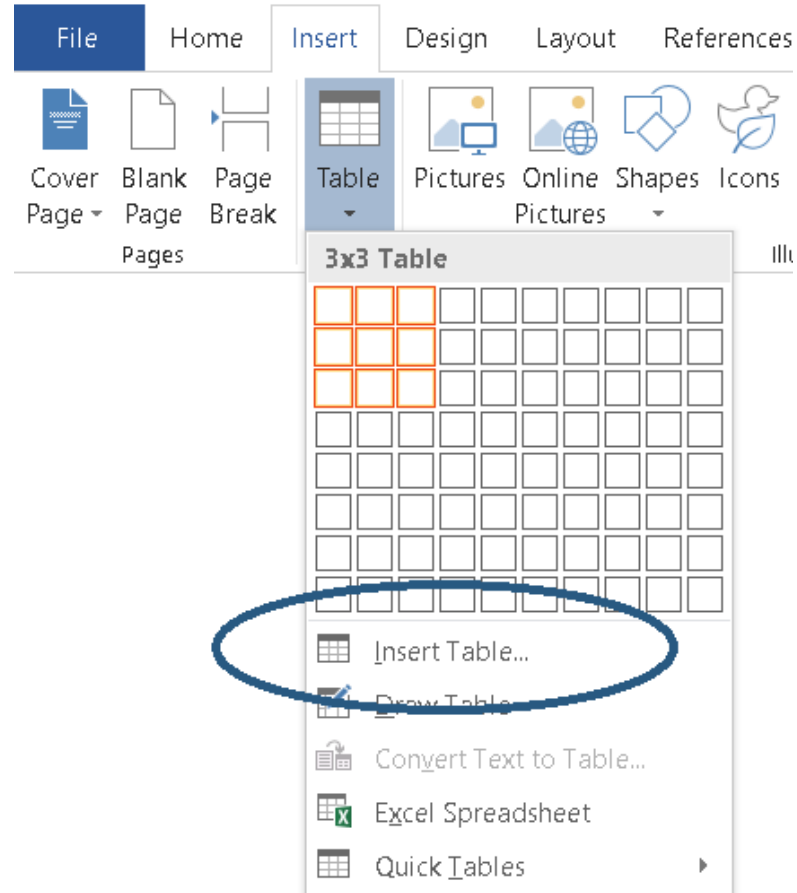
Training Tips - Alternative Text Secrets in 2016

- When putting in alternative text, make sure you put it in the description not in the title
- When the Microsoft Word Accessibility Checker says that you have an error because your table is missing alternative text, you can ignore it

Data Table – BASIC

- Tables are used to display data in an organized way
- When using tables in Word, best practice is to make it a simple data table, no merging or splitting of cells
- Best practice is to always insert a table, or you can use the graph paper to create your table
- Table property settings
 - Under row tab, uncheck “allow row to break across pages”
 - Under row tab , check “repeat as header on the top of each page”

Data Table in Word



Data Table - Basic

Employee Name	Start Month	Start Year
John Doe	July	2014
Jane Doe	April	2005
Mark Doe	November	2009

Training Tips – Data Table

- The Document Accessibility Toolbar from Vision Australia offers helpful tools for automatically setting table properties for when users can't remember what settings needed to be checked and unchecked
- Do not let people split or merge cells no matter how bad they want to because it will be a ton more work if they are converting to a PDF
- Do not use the draw a table option in the insert table dialog

Appropriate Link Text

- Typically, users make links by typing the full uniform resource locator (URL) and hit the space bar - Word then converts it to a link Automagically
- Typing a full URL can be confusing for users of assistive technology - this is why it is important to use and understand links that describe the function, destination, or purpose
- To set appropriate link text go to Insert Tab > Links Menu > Hyperlink (Alt, N, I)

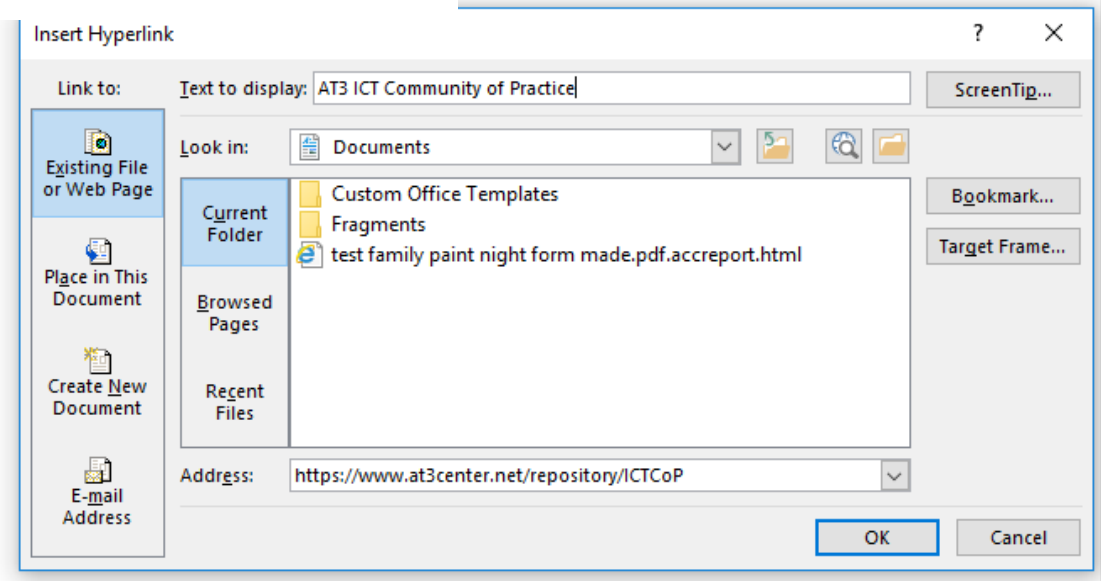
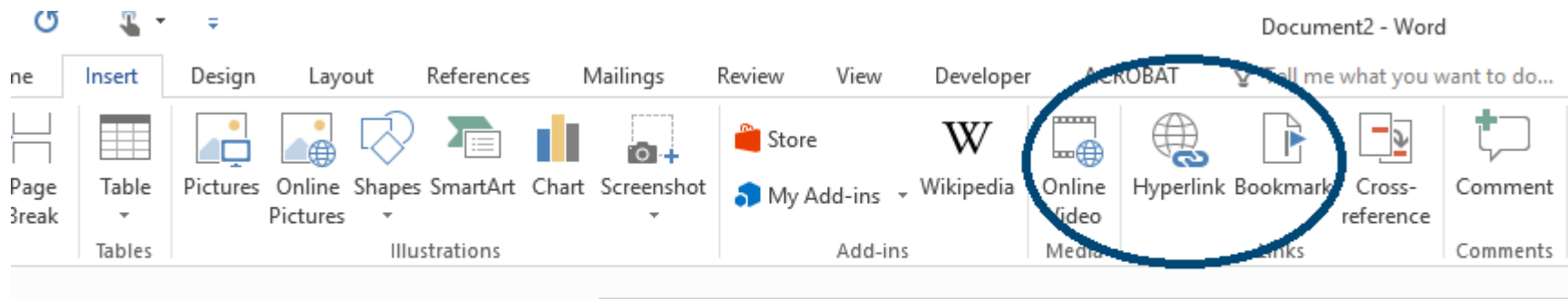
Confusing Link

<https://www.at3center.net/repository/ICTCoP>

Helpful Link Text

[AT3 ICT Community of Practice](https://www.at3center.net/repository/ICTCoP)

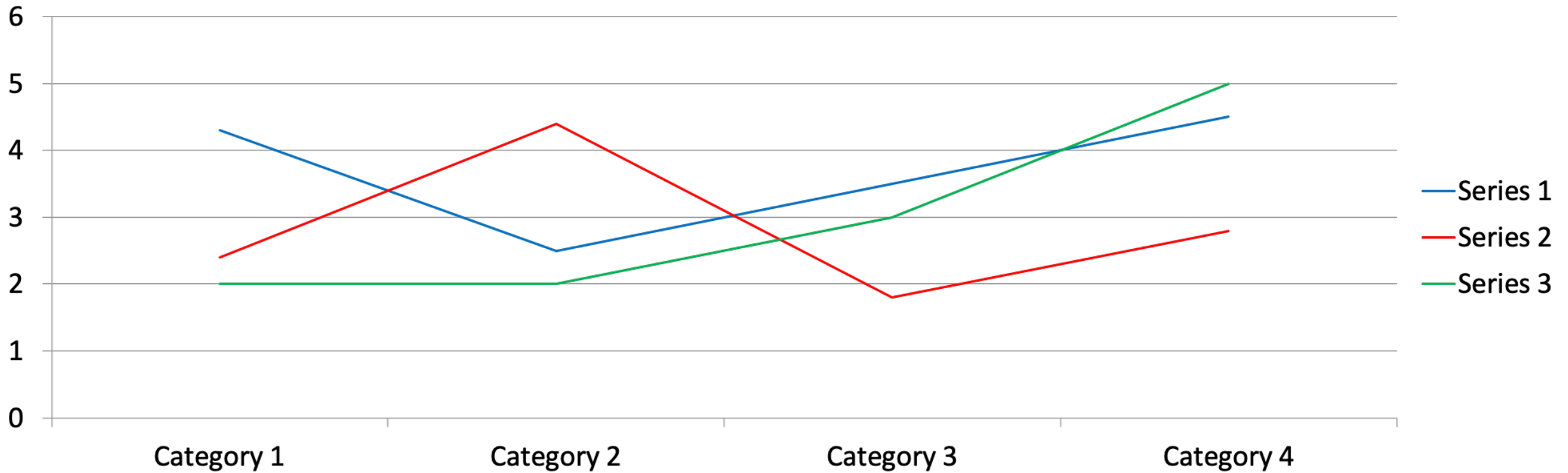
Inserting a Link in Word

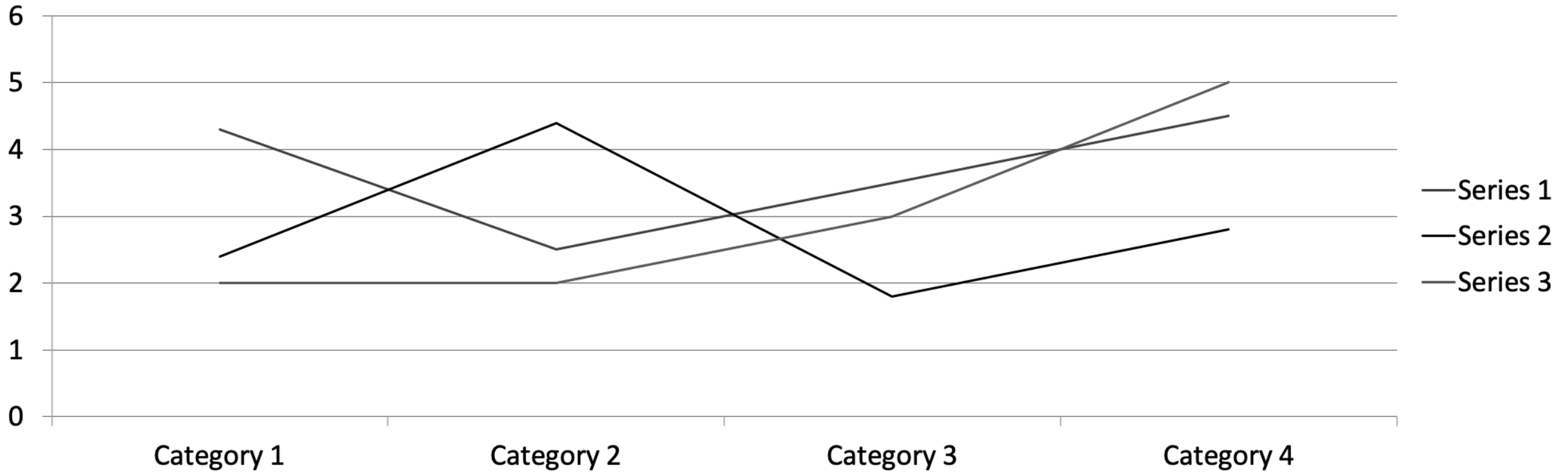


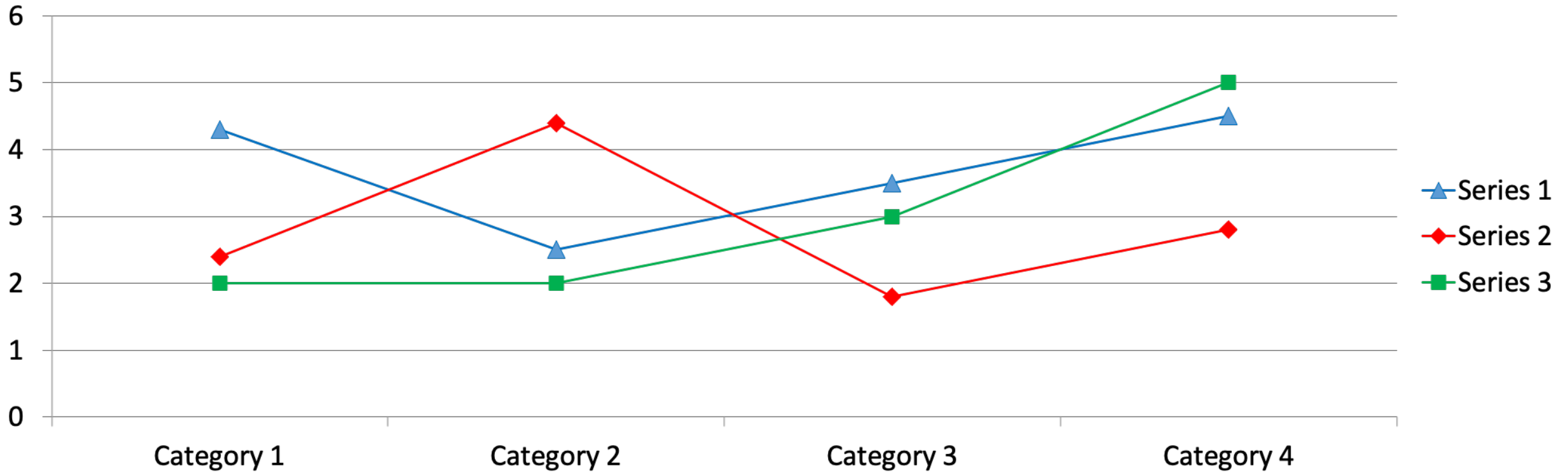
Training Tips – Inserting Link Text

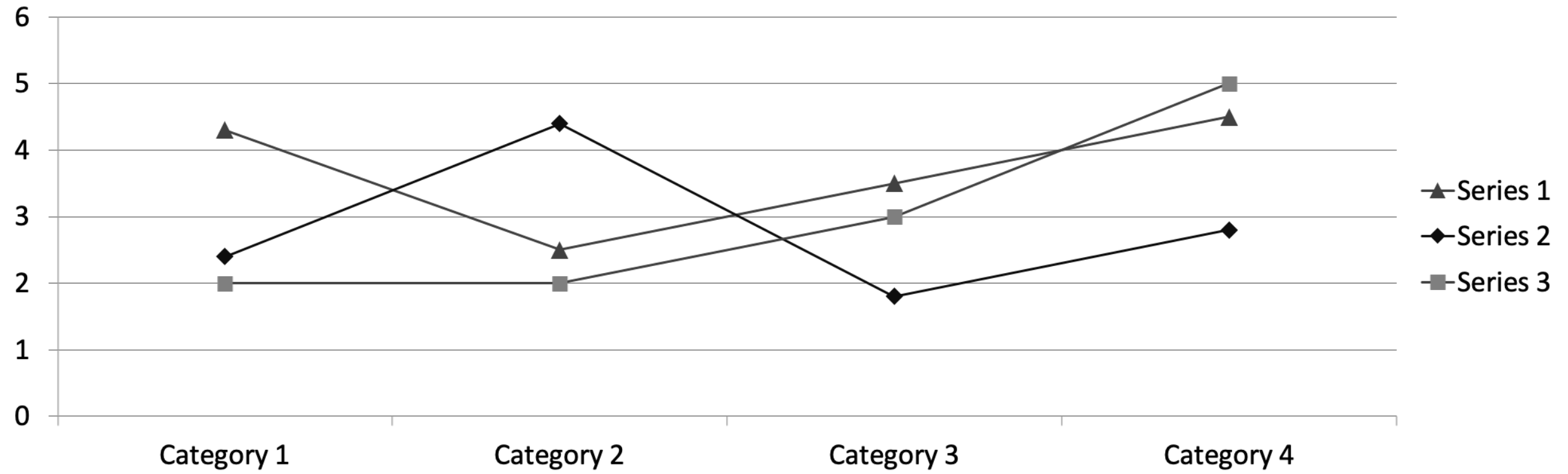
- When inserting link text, make sure that there are no spaces in the URL, especially at the end
 - During training it will never fail one of the participants will do this and you will spend 15 minutes trying to figure it out

Only Color Conveying Meaning









Color Contrast

- Color contrast is the difference in perceived brightness between two colors
 - Terms typically used are foreground and background
- The minimum color contrast is 4.5:1

Contrast Examples

21:1

The quick brown fox jumps over the lazy dog

4.5:1

The quick brown fox jumps over the lazy dog

2.8:1

The quick brown fox jumps over the lazy dog

1.5:1

The quick brown fox jumps over the lazy dog

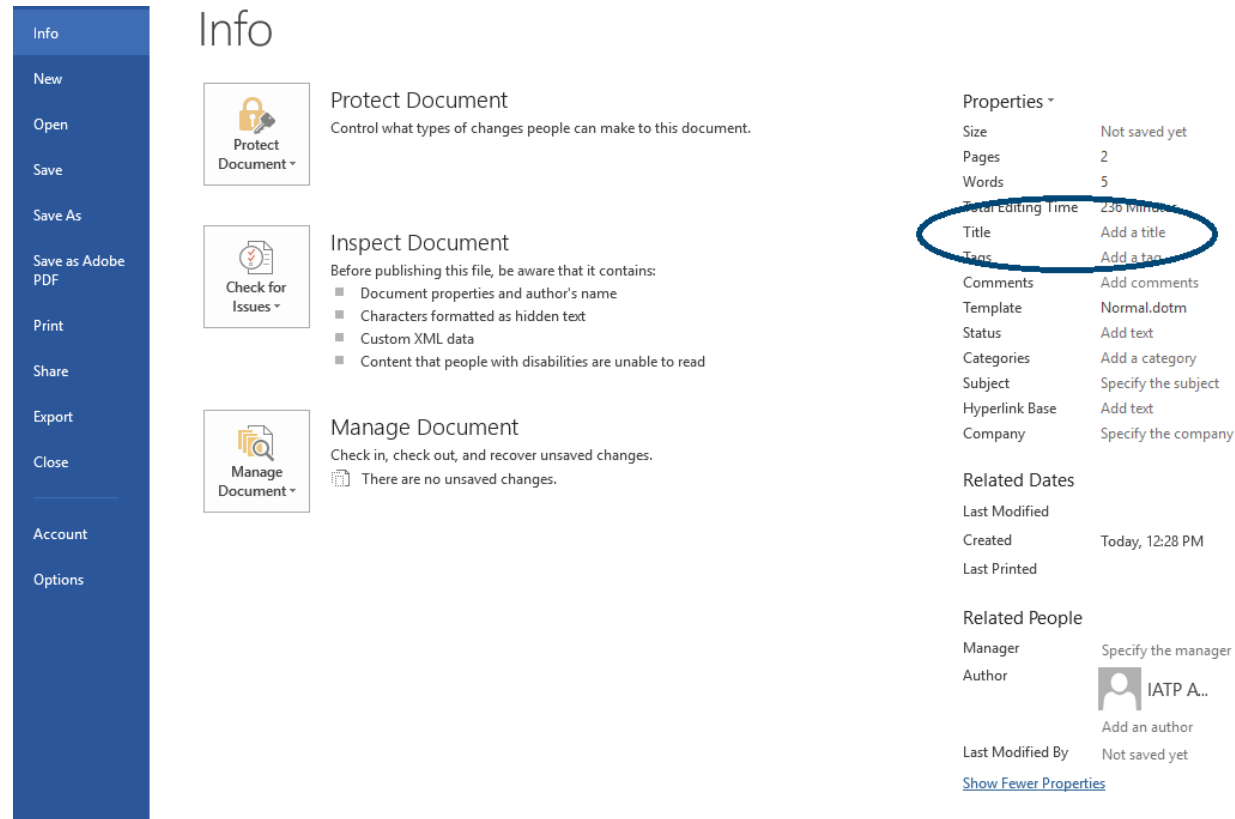
Training Tips – Color Contrast

- Tools
 - The Paciello Group – Colour Contrast Analyzer
- Logos are exempt from color contrast

Document Title and File Name

- There is a visible title (H1) and there is a document properties title
 - Document properties title is used when converting your Word document to PDF
- Document title is added by going to File > Info > Properties (Alt, F, S, 1)

Adding Title in Word



The screenshot shows the Microsoft Word ribbon with the **Info** tab selected. The ribbon includes sections for **Protect Document**, **Check for Issues**, and **Manage Document**. On the right side, the **Properties** pane is open, displaying document metadata. The **Title** field is highlighted with a red circle and contains the text "Add a title".

Info

Protect Document
Control what types of changes people can make to this document.

Check for Issues
Before publishing this file, be aware that it contains:

- Document properties and author's name
- Characters formatted as hidden text
- Custom XML data
- Content that people with disabilities are unable to read

Manage Document
Check in, check out, and recover unsaved changes.
There are no unsaved changes.

Properties

Size	Not saved yet
Pages	2
Words	5
Total Editing Time	236 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	Normal.dotm
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Specify the company

Related Dates

Last Modified	
Created	Today, 12:28 PM
Last Printed	

Related People

Manager	Specify the manager
Author	IATP A..
	Add an author
Last Modified By	Not saved yet

[Show Fewer Properties](#)

Plain Language

Before

- When the process of freeing a vehicle that has been stuck results in ruts or holes, the operator will fill the rut or hole created by such activity before removing the vehicle from the immediate area.

After

- If you make a hole while freeing a stuck vehicle, you must fill the hole before you drive away.

Tables for Layout and Columns

- Tables for layout and columns allow you to design a document and affect the reading flow
- Using tables for layout is an advanced feature and can cause accessibility issues very quickly
- Columns are useful but need to be created using the tools inside Word so reading order is correct
- To add columns in Word you go through Page Layout Tab > Page Setup Menu > Columns (Alt, P, J)

Columns in Word

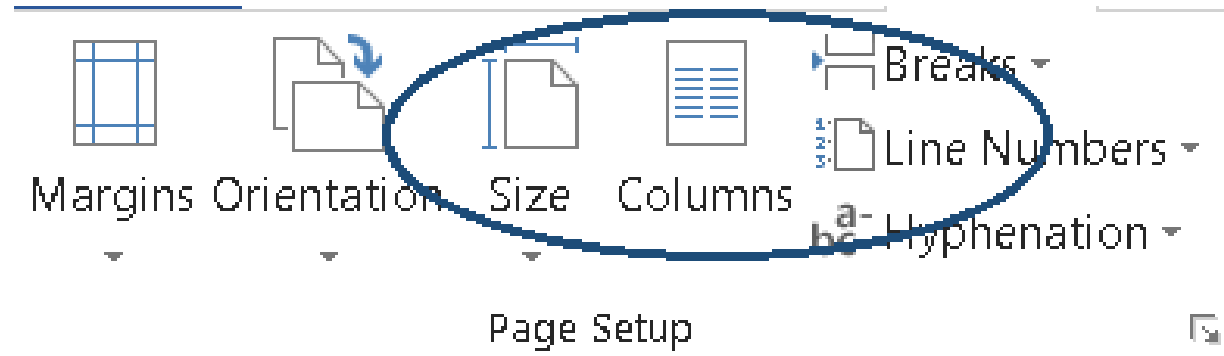


Table for Layout in Word

Alright?

This

Is

Training Tip – Tables for Layout and Columns

- When needing to make random text use this macro to create text on the fly
 - = rand (1,1) (remove the spaces)
 - The macro will generate random text, the first number is how many paragraphs the second number is how many sentences

Built In Microsoft Accessibility Checker

- Microsoft Word has a tool that will help you check the basic accessibility of your word document
- This tool checks against three sets of possible issues
 - Errors - Content that in most (but not all) cases makes the document difficult to understand for people with disabilities
 - Warnings - Content that in most (but not all) cases makes the document difficult to understand for people with disabilities
 - Tips - Content that people with disabilities can understand but that could be presented in a different way to improve the user's experience
- The accessibility checker is a place to start - it is not always right and can make the novice worry about things that are unnecessary

File...Save As...PDF

