

CREATING ACCESSIBLE DOCUMENTS: WORD 2013

BASIC CONCEPTS

Sans-Serif fonts, such as Verdana, Tahoma, and Arial are recommended for easy reading on computers.

- Serif fonts, such as Times New Roman, and Georgia are recommended for easy reading in print.
- Minimum font size of 12 pt. is suggested in most situations.
- Do not use color alone to convey information.
- Consider text to background color contrast when creating content.
- File names should be alphanumeric, begin with a letter, avoid spaces, avoid symbols other than underscore or dash, and contain less than 32 characters.

HEADINGS-LISTS-STYLES

HEADINGS

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¶ Normal	¶ No Spacing	Heading 1	Heading 2	Heading 3	Heading 4	Heading 5	Chang Styles	je •
			Styles					5

Headings add structure and improve the readability of a document. Apply the appropriate heading using the **Styles** group; do not make adjustments using the **Font** group. Incorporating the **Styles** gallery enables easy navigation of documents for all.

- 1. Select the heading text.
- 2. Select the Home tab.
- 3. In the Styles group, choose appropriate headings from the Styles gallery.

Heading 1 is the title of a short document. It should be brief and concise. Generally, there is just one Heading 1 per page. Headings should continue in logical order based on their hierarchy or order of importance. Do not skip heading levels. It can be helpful to view the **Navigation Pane** while applying structure to a document.

LISTS

Utilize built-in lists. Use numbers if a sequential order is important to the list, and bullet lists if all items are of equal value.

- 1. Select the Home tab.
- 2. In the Paragraph menu, select the number or bullet option.

STYLES

You can change the look of a document without disturbing the hierarchy.

Change Document Style

- 1. Select the Home tab.
- 2. Click the small down arrow in the Styles Gallery menu on the far right beside Change Styles.
- 3. Click Style Set.

4. Choose any of the default styles to change the look of your entire document.

Change Individual Styles

- 1. Select the Home tab.
- 2. Right click on the individual applied style in the Styles Gallery.
- 3. Select Modify.
- 4. Edit the individual style item elements that you would like to modify. All like style items will automatically update to reflect those changes.

ALTERNATIVE TEXT

All non-text elements must have a text- based alternative that concisely presents (in context) the information to be conveyed.

- Average 8-80 characters
- Never use *image of* or *graphic of*
- Replace, don't describe...

ADD ALTERNATIVE TEXT

- 1. Right click on the image.
- 2. Select Format Picture.
- 3. Select Layout & Properties.
- 4. Select Alt Text.
- 5. Add alternative text in the Title and Description text box.
- 6. Click the **Close** button.



LONG DESCRIPTIONS

If 8-80 characters will not convey the message, a Long Description is needed.

Long descriptions are usually necessary for:

- Complex images
- Graphs
- Charts
- Diagrams
- Tables

Add alternative text to the image (see instructions above), but include a longer description in the document (as a caption or in the content of the document,) so it is available to all students.

HYPERLINKS

A properly formed hyperlink answers three important questions:

- Where am I going?
- Why am I going?
- What is going to happen when I get there?

A properly formed hyperlink makes sense independently.

It is not required, but it is a good idea to also provide the URL address as plain text (not an active hyperlink).

BARRIERS - CHALLENGES

Potential Word document accessibility barriers include:

- Header/Footer content may not be available to a screen reader.
- SmartArt accessibility is not consistent at this time.
- WordArt is an image and requires alternative text.
- Images should always be inline, never wrapped.

DOCUMENT LANGUAGE:

Document Language identification is critical for accessible PDF conversion.

- 1. Select the **File** tab
- 2. Select **Options**.
- 3. Select the Language.
- 4. Select or confirm **English (US)** as the **Default**, or the main language of the document. (You may also add other languages if the content requires it.)
- 5. Click the **OK** button.

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TABLES

- Merged, nested, and split cells change the reading order of table content.
- Tables are for data, not page layout.
- Content must be presented in a logical order. Screen Readers read from top to bottom, left to right.
- Readability should be considered when selecting fonts and when formatting text.
- Screen readers have difficulty accessing tables created with the Draw Table tool.

BUILD AN ACCESSIBLE TABLE

Always create a table using the Table tool.

- 1. Choose the **Insert** tab.
- 2. Click Table.
- 3. Click Insert Table.
- 4. Indicate the number of rows and columns.
- 5. Click OK.

You may also select the appropriate configuration of row and column cells from the graph.

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ADD TABLE STYLE

Choose a Table Style to visually distinguish the header row. Table styles help header text stand out.

- 1. Click the selection handle outside the top left corner of the table. The entire table should turn blue when selected.
- 2. The Table Tools tab appears above the Word ribbon.
- 3. Below Table Tools, Choose the Design tab.
- 4. Choose a simple Table Style for header row focus.
- 5. Click the **Borders** arrow to the right of the Table Styles menu to add visible table column and row borders as needed.

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				Table Style	s		 ▲ Shading ▼ ▼ Borders ▼ ▼

ADD TABLE HEADERS

Accessible tables need a designated header row. In Word, header rows are limited to horizontal rows. Identify a row as the header, it is necessary to set the header row to repeat.

- 1. Click the selection handle outside the top left corner of the table. The table should turn blue to indicate that it has been selected.
- 2. Right click on the selected table.
- 3. Choose Table Properties from the context menu.
- 4. Choose Row.
- 5. Click the **Next Row** button until the first row is blue and visible at the top of the page.
- 6. Click the check box to choose Repeat as header row at the top of each page.



ADD A TABLE CAPTION

A table caption summarizes and identifies a table. A table caption also prepares a screen reader to access a different type of content.

- 1. Select the table by scrolling over and clicking the + outside the top left corner.
- 2. Right click on the selected table.
- 3. Choose Insert Caption.
- 4. In the **Caption** format menu, add a brief table summary.
- 5. Confirm Label-Table and Position: Above selected item.
- 6. Click OK.

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