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WEB AND I.T. ACCESSIBILITY

Accessible Document Practices in Microsoft Word

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Microsoft Word is one of the most popular applications in the world, widely used to create worksheets, articles, syllabi, and other documents.

Here are a few tips and tricks to help you provide more accessible Microsoft Word documents for your students and others.

Microsoft Word Accessibility Checker 2
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Provide ALT Text for Images 4
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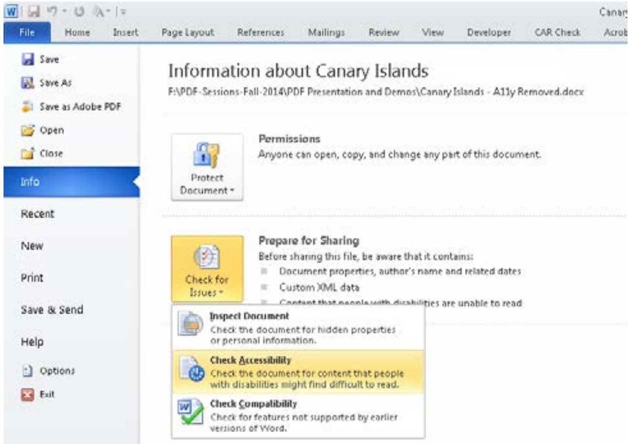
Microsoft Word Accessibility Checker

Word's accessibility checker doesn't provide a comprehensive assessment of a document's accessibility, but it can help you to find opportunities to add important accessibility features to your Word document.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
CAR Check
Save
Save As
Save as Adobe PDF
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Protect Document
Check for Issues
Inspect Document
Check Accessibility
Check Compatibility

Information about Canary Islands

F:\PDF-Sessions-Fall-2014\PDF Presentation and Demos\Canary Islands - A11y Removed.docx

Permissions

Anyone can open, copy, and change any part of this document.

Prepare for Sharing

Before sharing this file, be aware that it contains:

- Document properties, author's name and related dates
- Custom XML data
- Content that people with disabilities are unable to read

Inspect Document
Check the document for hidden properties or personal information.

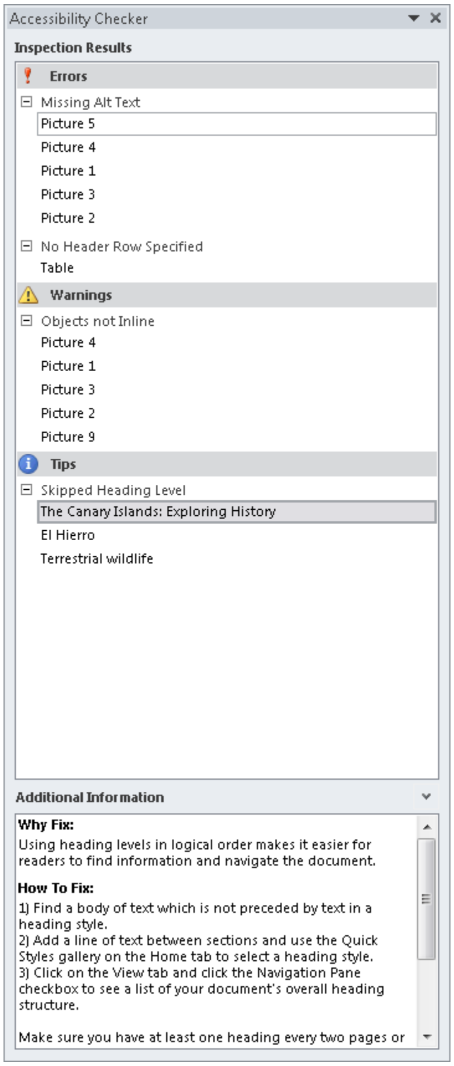
Check Accessibility
Check the document for content that people with disabilities might find difficult to read.

Check Compatibility
Check for features not supported by earlier versions of Word.

Run the Microsoft Office Accessibility Checker

- Select File→Info
- Select Check for Issues→Check Accessibility
- Errors, Warnings, and Tips appear in the Accessibility Checker pane

Not all accessibility issues are of equal concern. Focus on structural and content issues like headings, tables, and ALT text. Be aware that images that are not inline will not be read by some screen readers.


Accessibility Checker
Inspection Results
Additional Information

Errors

- Missing Alt Text
  - Picture 5
  - Picture 4
  - Picture 1
  - Picture 3
  - Picture 2
- No Header Row Specified
  - Table

Warnings

- Objects not Inline
  - Picture 4
  - Picture 1
  - Picture 3
  - Picture 2
  - Picture 9

Tips

- Skipped Heading Level
  - The Canary Islands: Exploring History
  - El Hierro
  - Terrestrial wildlife

Why Fix:

Using heading levels in logical order makes it easier for readers to find information and navigate the document.

How To Fix:

1) Find a body of text which is not preceded by text in a heading style.
2) Add a line of text between sections and use the Quick Styles gallery on the Home tab to select a heading style.
3) Click on the View tab and click the Navigation Pane checkbox to see a list of your document's overall heading structure.

Make sure you have at least one heading every two pages or

Use headings to create outline and structure

For documents with multiple topics or sections, headings are a simple way to simplify navigation. Screen reader users are able to efficiently traverse a file using headings; others can use the Navigation pane or Outline view. Word headings will also export to PDF and HTML, ensuring a higher level of accessibility in those formats as well.

Document creators can also leverage headings and other style elements for consistent formatting and simplified maintenance.

Organize your document with Word headings

1. Open your Word document for editing
2. Click or key your cursor into the text you want to present as a heading
3. In the Formatting toolbar (Home tab) click the Heading 1 button, OR use key combo ALT+O, S to open the style pane and key to the Heading 1 style option
4. Continue through the document, applying appropriately nested headings for each topic heading.
5. Review the document outline in Navigation View (View→Navigation Pane)

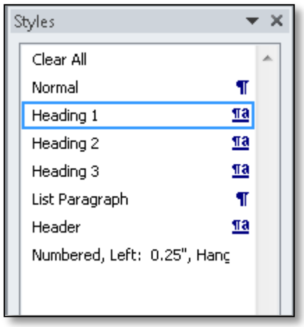

Styles
Clear All
Normal ¶
Heading 1 ¶a
Heading 2 ¶a
Heading 3 ¶a
List Paragraph ¶
Header ¶a
Numbered, Left: 0.25", Hang

Figure 1: Styles Pane, opened with ALT+O, S

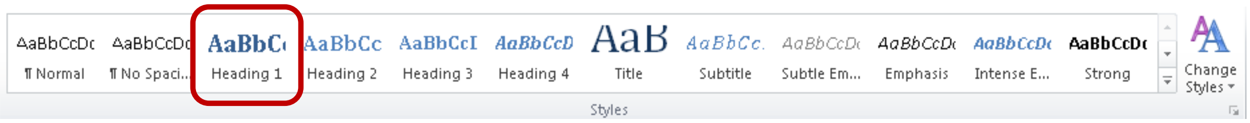
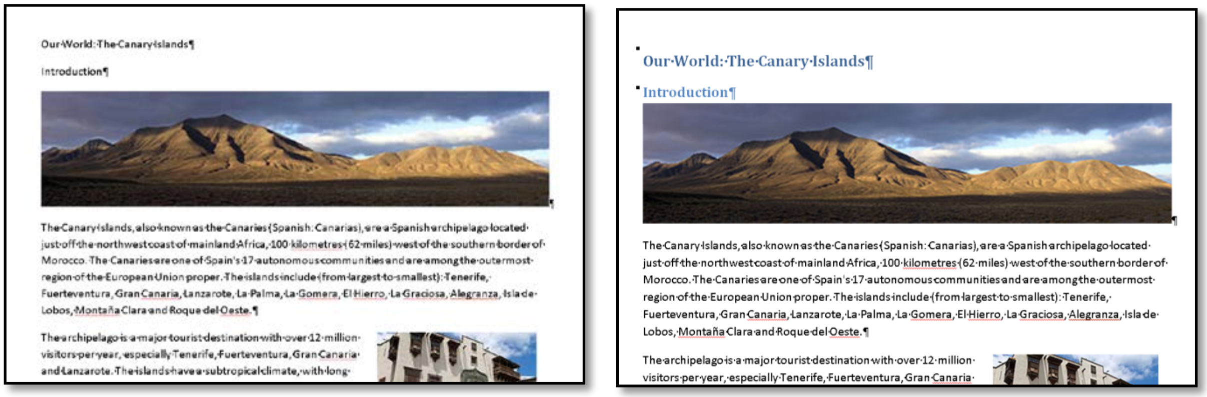

AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC
Heading 1
AaBbCc
Heading 2
AaBbCcI
Heading 3
AaBbCcD
Heading 4
AaB
Title
AaBbCc.
Subtitle
AaBbCcDc
Subtle Em...
AaBbCcDc
Emphasis
AaBbCcDc
Intense E...
AaBbCcDc
Strong
Change Styles
Styles

Figure 2: Heading buttons in the Styles ribbon



Our World: The Canary Islands¶

Introduction¶

The Canary Islands, also known as the Canaries (Spanish: Canarias), are a Spanish archipelago located just off the northwest coast of mainland Africa, 100 kilometres (62 miles) west of the southern border of Morocco. The Canaries are one of Spain's 17 autonomous communities and are among the outermost region of the European Union proper. The islands include (from largest to smallest): Tenerife, Fuerteventura, Gran Canaria, Lanzarote, La Palma, La Gomera, El Hierro, La Graciosa, Alegranza, Isla de Lobos, Montaña Clara and Roque del Oeste.¶

The archipelago is a major tourist destination with over 12 million visitors per year, especially Tenerife, Fuerteventura, Gran Canaria and Lanzarote. The islands have a subtropical climate, with long

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Figure 3: Document before and after application of headings

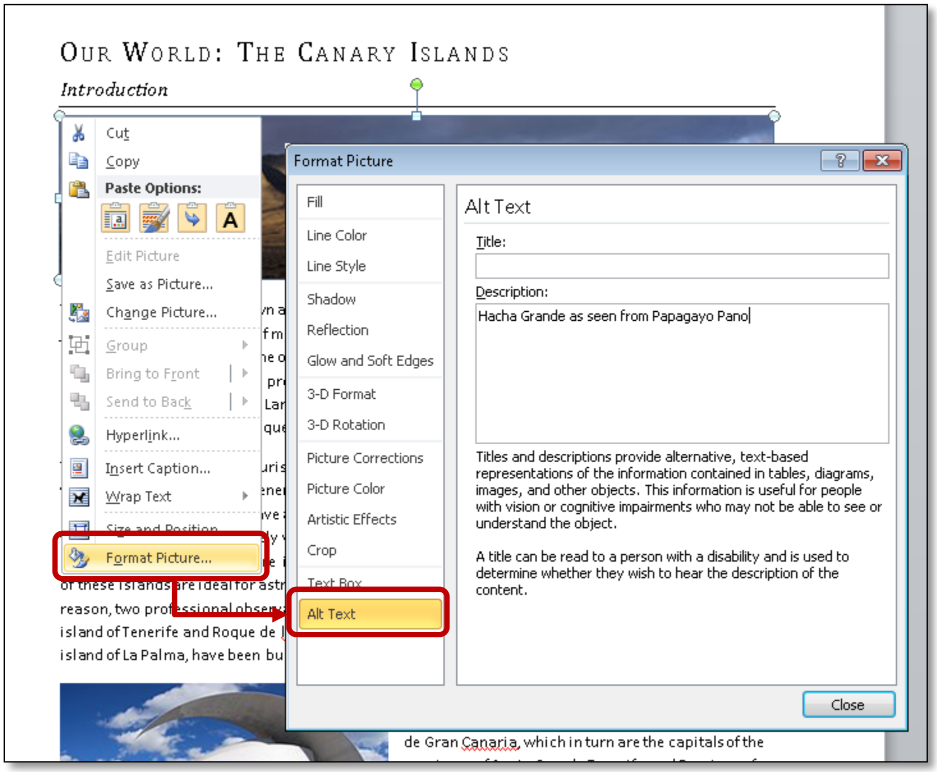
Provide ALT Text for Images

Images, charts, and other graphical elements are not read by screen readers, and present an accessibility barrier to users of those technologies. Good ALT text lets users know the meaning and purpose of a graphical element when they can't view the image on the screen.

In Word, ALT text is exposed to screen readers when an image is positioned inline with text; images that use wrapping are excluded from the document flow and unavailable to screen readers.

Add ALT text to an image in Word

1. In the Insert tab, click Picture, OR use key combo (ALT+N, P) to insert an image into your Word document
2. Right click on the image, OR use key combo SHIFT+F10 to open the context menu
3. Select Format Picture from the context menu
4. In the Format Picture menu, select ALT text
5. In the ALT text view, enter your ALT text in the DESCRIPTION field
6. Close the Format Picture dialog box


OUR WORLD: THE CANARY ISLANDS
Introduction
Cut
Copy
Paste Options:
Edit Picture
Save as Picture...
Change Picture...
Group
Bring to Front
Send to Back
Hyperlink...
Insert Caption...
Wrap Text
Size and Position...
Format Picture...
Format Picture
Fill
Line Color
Line Style
Shadow
Reflection
Glow and Soft Edges
3-D Format
3-D Rotation
Picture Corrections
Picture Color
Artistic Effects
Crop
Text Box
Alt Text
Close

Alt Text

Title:

Description: Hacha Grande as seen from Papagayo Pano

Titles and descriptions provide alternative, text-based representations of the information contained in tables, diagrams, images, and other objects. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the object.

A title can be read to a person with a disability and is used to determine whether they wish to hear the description of the content.

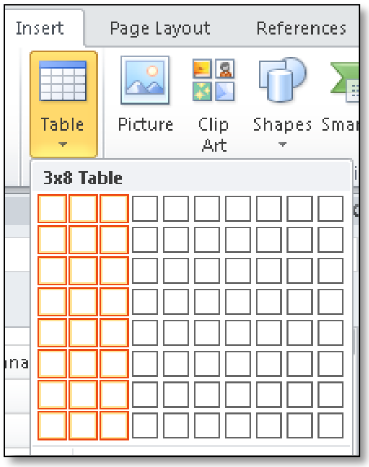
Figure 3: ALT Text dialog

Provide Header Cells for Data Tables

Compared to other file formats, Word offers little in the way of accessibility for data tables. Still, there are a couple of steps you can take to ensure that your data table is as accessible as Word will allow. Your best bet is to keep your table as simple as possible; straightforward, grid-shaped tables with a single row of header cells will yield the most accessible results.

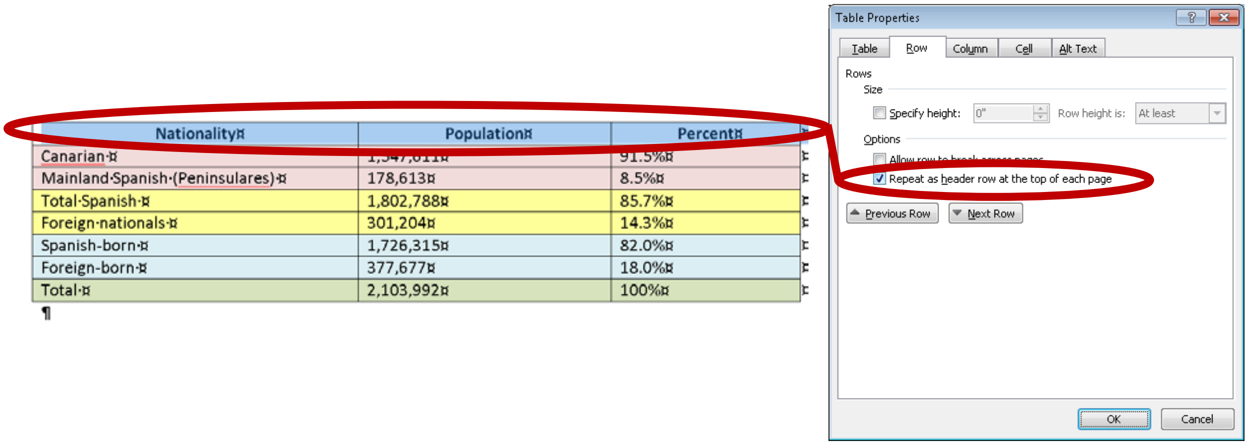
Create Your Table

1. In the Insert tab, select Table (ALT+N, T) to open the Table grid
2. Drag or arrow through the grid to select the dimensions of your table
3. Enter your data into your table
4. Edit the caption if necessary



Designate Header Row

1. Place the cursor in a header cell in the top row
2. Right-click to open the Table Properties (or use Shift+F10 to open context menu)
3. Select the checkbox labeled "Repeat as Header Row at the Top of Each Page"



Nationality¤	Population¤	Percent¤
Canarian·¤	1,547,611¤	91.5%¤
Mainland·Spanish·(Peninsulares)·¤	178,613¤	8.5%¤
Total·Spanish·¤	1,802,788¤	85.7%¤
Foreign·nationals·¤	301,204¤	14.3%¤
Spanish-born·¤	1,726,315¤	82.0%¤
Foreign-born·¤	377,677¤	18.0%¤
Total·¤	2,103,992¤	100%¤

¶

Table Properties

Rows

Size

☐ Specify height: 0" Row height is: At least

Options

☐ Allow row to break across pages

☑ Repeat as header row at the top of each page

Create a Table of Contents

Once you have applied a robust outline structure to your Word document, you can add another layer of accessibility by generating a Table of Contents (ToC). A ToC lists the contents of your document by topic heading, and allows users to hyperlink directly from an entry in the ToC to the corresponding content in the document.

The Table of Contents uses heading levels and other styles as entries, so the ToC will always be in sync with the true structure of the document.

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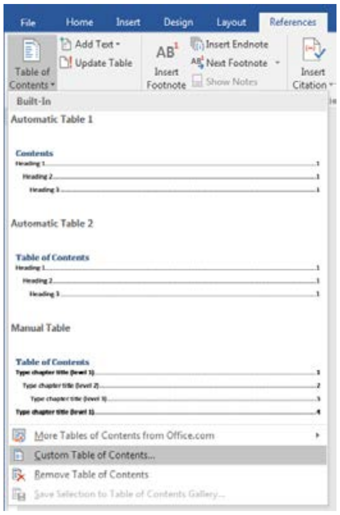
Create a Table of Contents

1. In the References tab, select Table of Contents
2. Select one of the Built-InToC options, or create a custom Table of Contents
3. Select levels and other preferences
4. The ToC appears at the point of insertion


File
Home
Insert
Design
Layout
References
Table of Contents
Add Text
Update Table
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Insert Citation
Built-In
Automatic Table 1
Contents
Heading 1
Heading 2
Heading 3
Automatic Table 2
Table of Contents
Heading 1
Heading 2
Heading 3
Manual Table
Table of Contents
Type chapter title (level 1)
Type chapter title (level 2)
Type chapter title (level 3)
Type chapter title (level 1)
More Tables of Contents from Office.com
Custom Table of Contents...
Remove Table of Contents
Save Selection to Table of Contents Gallery...

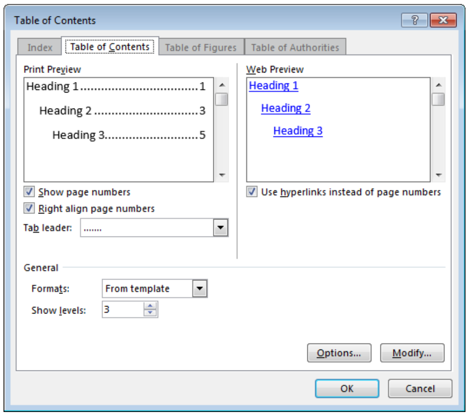
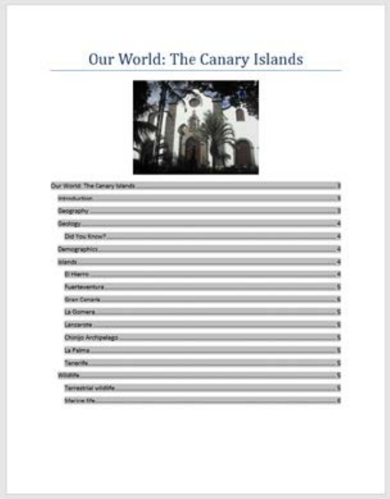


Table of Contents
Index
Table of Contents
Table of Figures
Table of Authorities
Print Preview
Web Preview
General
Options...
Modify...
OK
Cancel

Heading 1 1
Heading 2 3
Heading 3..........................5

Heading 1
Heading 2
Heading 3

☑ Show page numbers
☑ Right align page numbers
Tab leader: ....
☑ Use hyperlinks instead of page numbers
Formats: From template
Show levels: 3



Our World: The Canary Islands

Our World: The Canary Islands 3
Introduction 3
Geography 3
Geology 4
Did You Know? 4
Demographics 4
Islands 4
El Hierro 4
Fuerteventura 5
Gran Canaria 5
La Gomera 5
Lanzarote 5
Chinijo Archipelago 5
La Palma 5
Tenerife 5
Wildlife 5
Terrestrial wildlife 5
Marine life 6

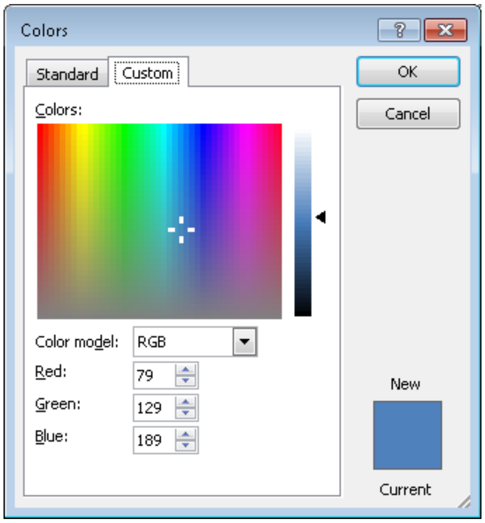
Use Sufficient Color Contrast

Providing sufficient contrast between background and foreground colors is not specifically a Microsoft Word accessibility technique; all documents need a level of contrast that makes them readable by low-vision or color-blind users. In general, light text should go on a dark background, and dark text on a light background.

In digital documents, colors are constructed using a Red, Green Blue (RGB) color model. In Microsoft Word, authors typically select colors from a palette associated with the current document. If you are uncertain which colors your document contains, you can evaluate them for sufficient contrast.

Determine a font color in your Word document

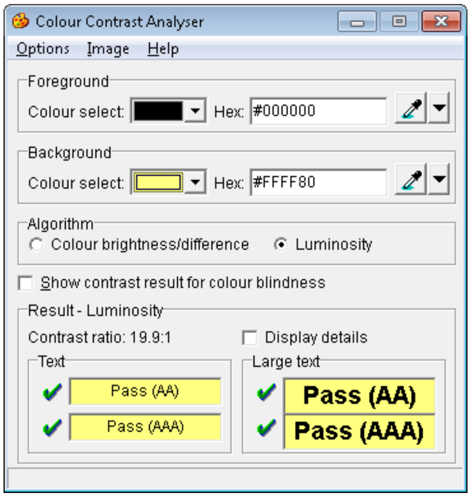
1. Place the cursor in a line of text
2. Open the Format Font dialog (ALT+O, F)
3. Open the Font Color picker and select More Colors (ALT+C, M)
4. The color picker dialog will contain the RGB value of the selected text



Color model: RGB
Red: 79
Green: 129
Blue: 189

Use the Colour Contrast Analyser

1. [Download the CCA at http:/www.paciellogroup.com/resources/contrastanalyser/](http:/www.paciellogroup.com/resources/contrastanalyser/)
2. Select your foreground and background colors from the CCA color picker, or use the eyedropper to select colors from an existing document, or enter color values into the foreground and background color fields
    - To change between HEX and RGB color values, select Options→Displayed Color Value (Control+E for HEX; Control+R for RGB)
3. Make necessary adjustments to corresponding colors in your Microsoft Word document



Foreground Colour select: Hex: #000000

Background Colour select: Hex: #FFFF80

○ Colour brightness/difference ● Luminosity

☐ Show contrast result for colour blindness

Contrast ratio: 19.9:1 ☐ Display details

Text: ✓ Pass (AA) ✓ Pass (AAA)

Large text: ✓ Pass (AA) ✓ Pass (AAA)

Provide Meaningful Link Text

If you use links in your Word documents, be sure the text of the link clearly indicates where the link goes. Avoid generic link text such as "More" or "Click Here", in favor of descriptive text such as "Read a biography of Carver at Wikipedia" or "View a PDF map of the Canary Islands"

Bad:	Click here
Slightly better, but still not great:	Click here to learn more
Good:	Learn more about the Canary Islands
Still better:	Our World: The Canary Islands (Tagged PDF, 1.2 MB)

Consider all of the information contained in the last hyperlink example above—document title, document format, file size—each element conveys information to the user about the upcoming experience, and helps the user to make an informed choice about how to approach the material.

Ensure that links are understandable out of context

If you include links in a body of text, make sure that the link text contains all of the information a user needs to understand the purpose and target of the link. Do not use link text that consists only of the URL; if you want to provide the URL, place it AFTER the link text, and not in the link itself.

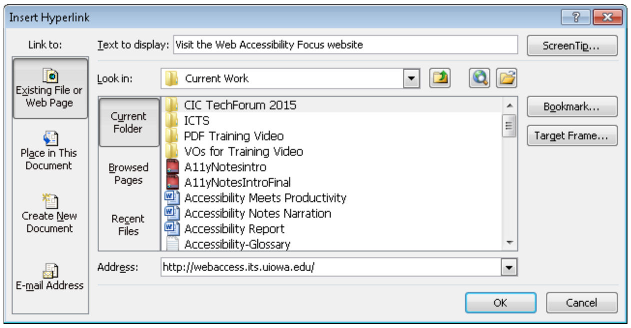
Example:

View the International Space Station Overview (https://www.nasa.gov/mission_pages/station)

Enter or edit link text in your document

To create or edit link text, you can use the Insert Hyperlink command (Control+K), or select Hyperlink from the Insert tab. This opens the Insert Hyperlink dialog box, where you can add both your text and your link's URL.

1. Place the cursor where you want to add a hyperlink
2. Open the Insert Hyperlink dialog (Control+K)
3. In the "Text to display" field, enter the text of your link
4. In the "Address" field, enter the URL of your link



Text to display: Visit the Web Accessibility Focus website

Look in: Current Work

Address: http://webaccess.its.uiowa.edu/

Insert Hyperlink
Link to:
Existing File or Web Page
Place in This Document
Create New Document
E-mail Address
Current Folder
Browsed Pages
Recent Files
CIC TechForum 2015
ICTS
PDF Training Video
VOs for Training Video
A11yNotesintro
A11yNotesIntroFinal
Accessibility Meets Productivity
Accessibility Notes Narration
Accessibility Report
Accessibility-Glossary
ScreenTip...
Bookmark...
Target Frame...
OK
Cancel

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