Creating Accessible Word Document

Alex Li

Microsoft

Microsoft

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This presentation offers guidance to create Microsoft Word documents to make them more accessible to users with disabilities. You will learn about:

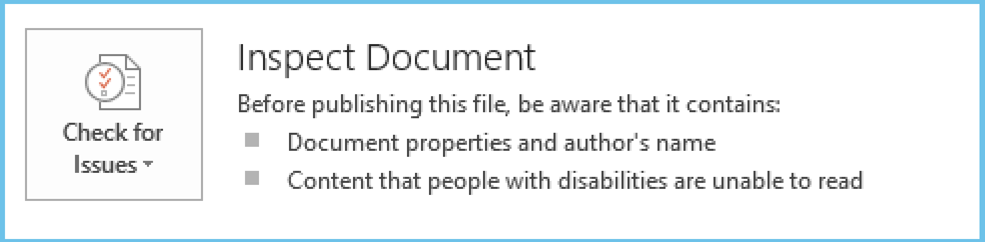
- Using the accessibility checker feature
- Applying styles
- Adding alt text to images and tables
- Formatting tables for accessibility
- Extra accessibility tips and tricks
- Online Resource

Microsoft

Accessibility checker works like spellcheck

Microsoft Word 2010 and 2013 includes an accessibility checker that tells you about possible accessibility issues in your file so you can fix these issues in order for people with disabilities to read and collaborate.

1. Click File > Info.
2. If the Accessibility Checker sees any potential issues, you will see a message next to the Check for Issues button.



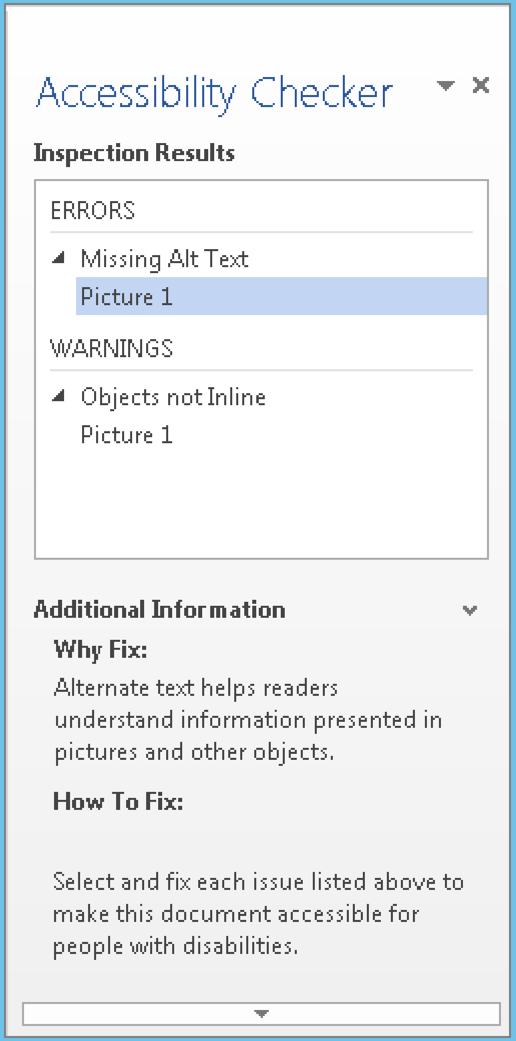
Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name
- Content that people with disabilities are unable to read

Accessibility checker (slide 2)

3. To view and repair the issues in your file, click Check for Issues > Check Accessibility.
4. Your file reappears, and the Accessibility Checker task pane shows the inspection results.
5. Click a specific issue to see Additional Information and steps you can take to change the content.



Accessibility Checker

Inspection Results

ERRORS

- Missing Alt Text
  - Picture 1

WARNINGS

- Objects not Inline
  - Picture 1

Additional Information

Why Fix:

Alternate text helps readers understand information presented in pictures and other objects.

How To Fix:

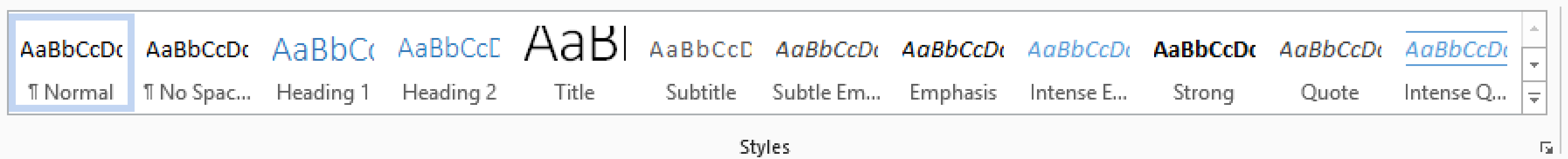
Select and fix each issue listed above to make this document accessible for people with disabilities.

Use styles of distinguish the structure

Styles create a consistent visual look and feel for your document. But they also make it possible for screen readers to differentiate between table of content, title, subtitle, and headings.

To apply styles:

1. Select the text you want to style
2. On the Home tab, in the Styles group, select the appropriate style from the Quick Styles gallery.


AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AaBbCc
Heading 1
AaBbCcD
Heading 2
AaB
Title
AaBbCcD
Subtitle
AaBbCcDc
Subtle Em...
AaBbCcDc
Emphasis
AaBbCcDc
Intense E...
AaBbCcDc
Strong
AaBbCcDc
Quote
AaBbCcDc
Intense Q...
Styles

Images and objects need alt text

Alternative text, also known as alt text, appears when you move your pointer over a picture or object. Alt text helps people who use screen readers to understand the content of images in your document. For many readers, this is the only information they have about the images and objects in your document. Alt text should be included for pictures, clip art, charts, tables, SmartArt, shapes, and video.

Add alt text by doing the following:

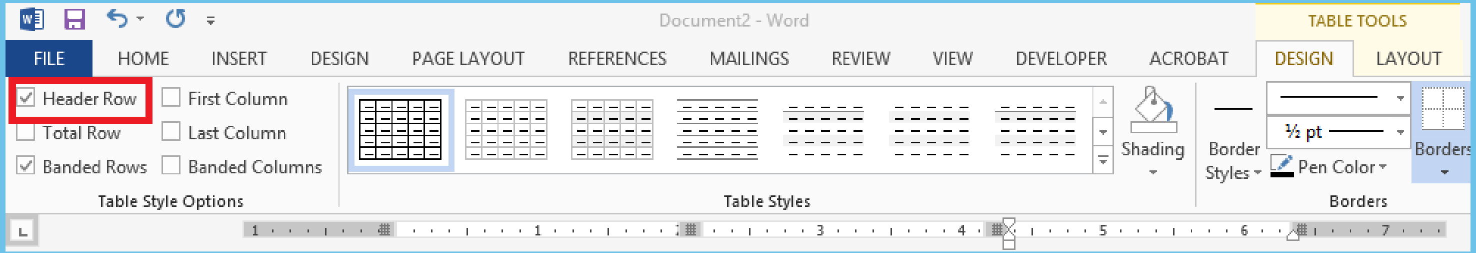
1. Right click the image or object, and click Format. (For tables, click table properties.
2. Click Alt Text.
3. Enter a description of the object into the title and description text boxes.
4. Click close

Specify column header row in tables

In addition to adding alt text that describes the table, having clear column headings can help provide context and assist navigation of the table’s contents.

To specify a header row in a table, do the following:

1. Click anywhere in the table.
2. One the Table Tools Design tab, in the Table Style Options group, select the Header Row check box.
3. Add your header information on the top row of the table.


Document2 - Word
TABLE TOOLS
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
DEVELOPER
ACROBAT
DESIGN
LAYOUT
Shading
Border Styles
½ pt
Pen Color
Borders
Table Style Options
Table Styles
Borders

☑ Header Row
☐ Total Row
☑ Banded Rows
☐ First Column
☐ Last Column
☐ Banded Columns

Extra accessibility tips and tricks

- Keep the heading styles in logical order. Heading 4 should always be a child of Heading 3, not Heading 2.
- Use meaningful Hyperlink text. "Click Here" is the poster child of poor link text.
- Avoid complex nested tables with merged cells.
- Avoid image watermarks. If you must use watermarks, make sure that the information is duplicated elsewhere in the document.
- Use the List and Bullet tools instead of typing them in with text.
- Make sure there is enough contrast between text and background color.
- If you use video, add captions.
- If you plan to convert a Word document to PDF, save the file as DOC format first.

We are here to help

- Microsoft Accessibility Site
- Word accessibility video tutorial
- Office 2013 accessibility tutorial
- Contact Microsoft Accessibility Support