



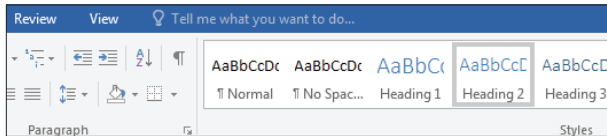
# CREATING ACCESSIBLE MICROSOFT WORD 2016 DOCUMENTS (WINDOWS)



## Heading Styles

Create a uniform heading structure through use of styles in Word. This allows screen readers to navigate a document and improves accessibility for everyone.

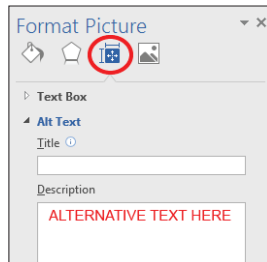
1. Start a new line to create a heading, or select text to change to a heading.
2. Open the Home tab, and choose the appropriate heading in the Styles panel.
3. Headings 1, 2, or 3 can also be assigned using **Control + Alt + 1, 2, or 3**, respectively.



## Adding Alternative Text

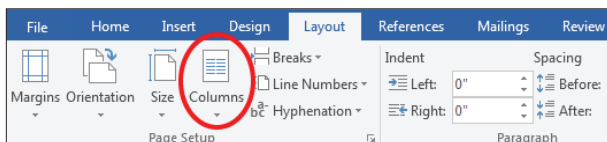
Images can be given appropriate alternative text in Word. This alt text is read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.

1. Right-click on the image and select **Format Picture**. A dialog will appear.
2. Select the **Layout & Properties** icon and choose **Alt Text**.
3. Enter appropriate alt text only in the **Description** field (not the **Title** field).



## Columns

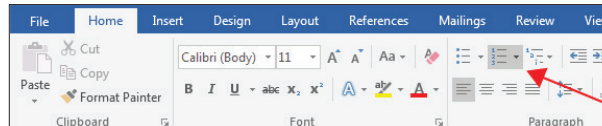
When creating columns, *always use true columns*, not columns created by hand with the **Tab** key.



1. Select the **Layout** tab on the ribbon.
2. Select **Columns** in the **Page Setup** group.
3. Choose the number of columns.

## Lists

Use *true numbered and bulleted lists* to emphasize a point or a sequence of steps.

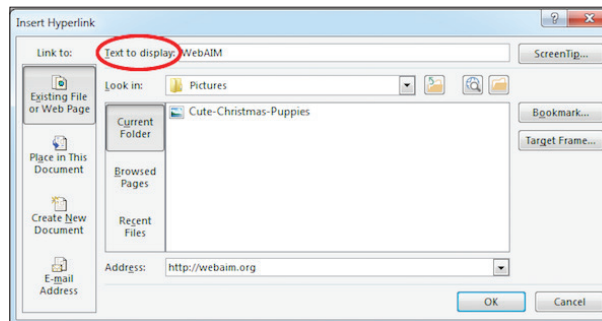


1. Select the **Home** tab on the ribbon.
2. Choose the **Numbered List** or **Bulleted List** option from the **Paragraph** group.

## Hyperlinks

Word *automatically creates a hyperlink* when a user pastes a full URL onto a page. These may not make sense to screen reader users, so make sure the link text is unique.

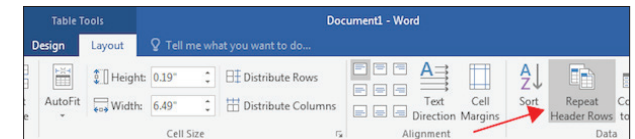
1. Select a hyperlink, right click, and select **Hyperlink** or **CTRL + K**.
2. Change the text in the **Text to Display** field to a more meaningful description.



## Creating Tables

Accessible tables need a *clear table structure* and *table headers* to help guide a screen reader user.

1. Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.
2. To add table headers to the first row, select **Table Tools > Layout** on the ribbon, then choose the **Repeat Header Rows** option in the **Data** section.

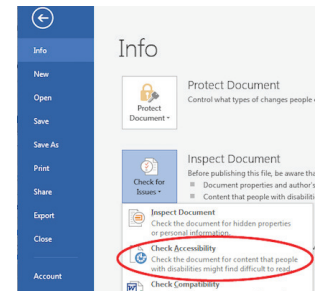


Options in the **Design** tab may be used to change appearance but will not provide the necessary accessibility information.

## Accessibility Checker

Word includes an accessibility resource that *identifies accessibility issues*.

1. Select **File > Info > Check for Issues > Check Accessibility**.
2. The checker presents accessibility errors, warnings, and tips for making repairs.



Select specific issues to see **Additional Information** at the bottom of the task pane.

## Other Principles

- Ensure that font size is sufficient, around **12 points**.
- Provide sufficient **contrast**.
- Don't use **color** as the only way to convey content
- Provide a **table of contents** for long documents.
- Use **simple** language.



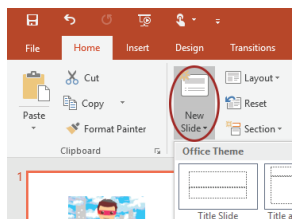
# CREATING ACCESSIBLE MICROSOFT POWERPOINT 2016 PRESENTATIONS (WINDOWS)



## Slide Layouts

Use slide layouts provided within PowerPoint to ensure files have correctly structured headings and lists, and proper reading order.

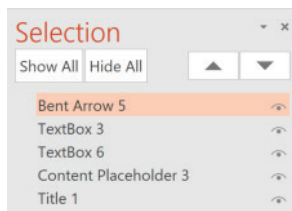
Select **Home > New Slide**, then choose a layout from the dropdown..]



To change a slide layout, select **Home > Layout**, then choose a layout from the dropdown.

## Slide Reading Order

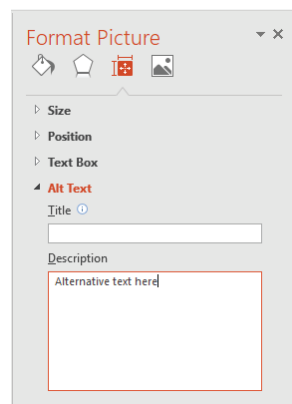
If you **Insert** other content (e.g. a text box) it will be read by a screen reader in the order it is added to the page. To check or fix reading order, select **Home > Arrange > Selection Pane**. Reading order is shown in reverse, **bottom to top**. Click and drag or use the arrow buttons to change reading order.



## Alternative Text

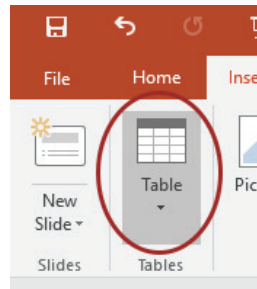
Images should be given appropriate alternative text in PowerPoint. This alt text is read by a screen reader in a PowerPoint file and should remain intact when exporting to HTML or PDF.

1. Right-click on the image and choose **Format Picture**.
2. Select the **Size & Properties** icon and choose **Alt Text**.
3. Enter appropriate alt text only in the **Description** field (not the **Title** field). See [webaim.org/techniques/alttext](http://webaim.org/techniques/alttext) for more information about alternative text.



## Data Tables

Accessible tables need a *clear table structure* and *table headers* to help guide a screen reader user.

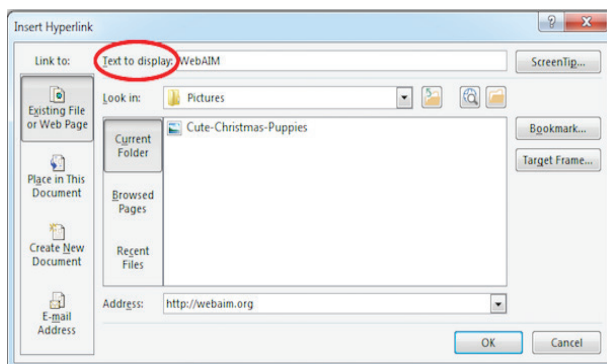


- Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.
- **Keep tables simple**. There is no way to add table header information in a way that will be identified by a screen reader.
- If you have Adobe Acrobat Pro (not just the free Reader), *save your presentation to PDF* and add table headers in Acrobat Pro.

## Links

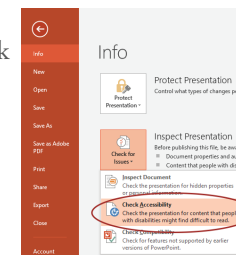
PowerPoint *automatically creates a hyperlink* when a user pastes a full URL onto a slide and presses **Enter** or **Space**. These may not make sense to screen reader users or others, so make the link text descriptive.

1. Select a hyperlink, right click, and select **Edit Hyperlink** or hit **Ctrl + k**.
2. Change the text in the **Text to Display** field to a more meaningful description.



## Accessibility Checker

1. Select **File > Info**.
2. Select the **Check for Issues** button and choose **Check Accessibility**.
3. The Accessibility Checker task pane will show accessibility errors, warnings, and tips on how to repair the errors.



Select specific issues to see **Additional Information** at the bottom of the pane.

## Other Principles

- Ensure **font size is sufficient**. If your presentation will be viewed on a projector, font size may need to be even larger.
- Provide **sufficient contrast**. If your presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced.
- Do not use color as **the only way** to convey meaning.
- Avoid **automatic slide transitions**.
- Use **simple slide transitions** when possible.
- Do not put accessibility information like alternative text in the Notes pane. If you have embedded video, ensure it is **captioned**.
- If you have embedded audio, **include a transcript**.
- If your slides contain animations, ensure they are **brief and do not distract** from the most important content on the page.
- Use **simple** language.