

Heading Styles

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

| Review | View | õ | Tell r | me what you v | vant to do | | | |
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| Paragrapl | h | | E. | | | | | Styles |

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.
- Format Picture 🖄 🗘 🐻 🛋 > Text Box ▲ Alt Text Title Description ALTERNATIVE TEXT HERE
- 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.

| File | Home | Insert D | lesign | Layout | | References | | Mailings | Review |
|----------------|-------------|-------------|--------|--------------|----|-----------------------|----|----------|------------|
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| | | Page Setup | | | G, | | | Paragi | aph |

- 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.

| File | Home | Inser | t Design | Layout | References | Mailings | Review | View |
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| | Clipboard | G. | | Font | | Ex. | Parag | raph |

- 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.

| Link to: | Text to displ | lay: WebAIM | | | ScreenTip |
|--------------------------------|--------------------------|------------------------|----------|-----|--------------------------|
| Existing File | Look in: | Pictures | x | 🚳 🚄 | |
| or Web Page | Current Folder | Cute-Christmas-Puppies | | | Bookmark Target Frame |
| Place in This Document | <u>B</u> rowsed Pages | | | | |
| Create <u>N</u> ew Document | Re <u>c</u> ent Files | | | | |
| E-mail | Address: | http://webaim.org | | • | |



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.

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|---|---------|-----------|-----------|--------------------|-------------|----------|------|------|-----------------------|----|
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| | ×. | 1 Height: | 0.19" | Distribute Rows | | A⊒ | | A↓ | | |
| | AutoFit | Width: | 6.49° | Distribute Columns | | Text | Cell | Sort | Repeat Header Rows | 0 |
| | | | Cell Size | r <u>a</u> | | lignment | | - | Dat | ۰. |

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.

Export

- 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.

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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

Paste

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

Selection

Show All Hide All

Bent Arrow 5

Content Placeholder 3

TextBox 3

TextBox 6

Title 1

check or fix reading order, select *Home* > *Arrange* > *Selection Pane*. Reading order is show in reverse, *bottom to top*. Click and drag or use the arrow buttons to change reading order.

| A | lter | 'na | tive | 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.

- 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 <u>webaim.org/</u> <u>techniques/alttext</u> for more information about alternative text.

| ge | Format Picture | * > |
|----|-----------------------|-----|
| | ▷ Size | |
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| | | |
| vt | Description | |
| xt | Alternative text here | |
| | | |
| | | |

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.

- 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.

| sert Hyperlink | | | ? × |
|--------------------------------|----------------------------|------------------------|--------------------------|
| Link to: | Iext to disp | ay: WebAIM | ScreenTip |
| Existing File | Look in: | Pictures | 2 (2) |
| or Web Page | C <u>u</u> rrent Folder | Cute-Christmas-Puppies | Bookmark Target Frame |
| Place in This Document | Browsed Pages | | |
| Create <u>N</u> ew Document | Recent Files | | |
| E-mail | Addr <u>e</u> ss: | http://webaim.org | |
| Address | | | OK Cancel |





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.



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