

#### **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.

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### **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.

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- 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.

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- 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.

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or Web Page	Current	Cute-Christmas-Puppies			Bookmark
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Create <u>N</u> ew Document	Re <u>c</u> ent Files				
E-mail	Addr <u>e</u> ss:	http://webaim.org			
Address				OK	Cancel



# **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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			Cell Size	G.	A	lignment	-	100 300	Data

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.

Alte	rnativ	ve 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 <u>webaim.org/</u> <u>techniques/alttext</u> for more information about alternative text.

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# 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.

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# **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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