



Creating Accessible Word and PPT Documents

Creating Accessible Documents Series



Today's Agenda



- ATI's Role
- Accessible Documents
- Blackboard Ally
- Word Accessibility
 - Issues and how to remediate
- PowerPoint Accessibility
 - Issues and how to remediate

ATI's Role

- In addition to the ***provision of assistive technology resources***, the ATI works to ensure equivalent access for course and Mason related documents.
 - **Course documents**
 - **Documents available on a Mason website**
- ATI is here to assist faculty and staff learn to develop accessible documents.
 - **Trainings (group, webinar)**
 - **“how-to” resources found on ati.gmu.edu/caresguide/**



What are Accessible Documents?

Purpose

Accessible documents are any form of digital document which can be accessed via screen reader or text-to-speech device for those who are blind/visually impaired, have a learning disability, or English as a second language learners.

Accessible Documents Include

- Alternative Text for Images
- Headings
- Lists
- Tables
- Meaningful Hyperlink Text
- Color Contrast

Common accessible document formats:

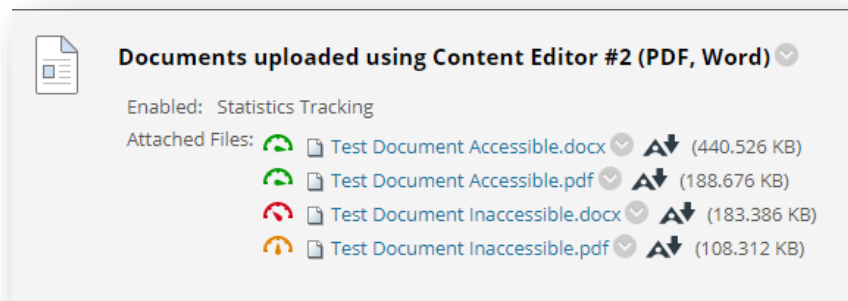
- **Word**
- **PowerPoint**
- PDF

Blackboard Ally

What is Ally?

Ally is an accessibility tool that integrates with the Blackboard LMS. Designed to improve access to instructional resources.

- Accessibility Scores
 - Green (Good or Perfect)
 - Orange (fairly good, needs additional help)
 - Red (Inaccessible)
 - Improve scores to improve accessibility
- What should I do?
 - Create your own accessible documents
 - Submit documents to ATI for review/remediation

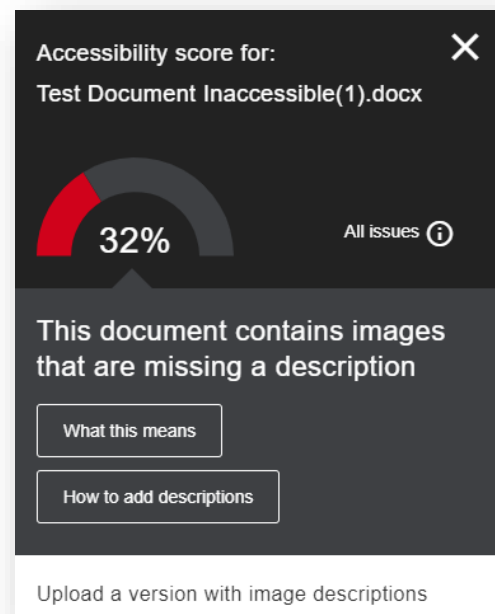


Documents uploaded using Content Editor #2 (PDF, Word) ▼

Enabled: Statistics Tracking

Attached Files:

- Test Document Accessible.docx (440.526 KB)
- Test Document Accessible.pdf (188.676 KB)
- Test Document Inaccessible.docx (183.386 KB)
- Test Document Inaccessible.pdf (108.312 KB)



Accessibility score for:
Test Document Inaccessible(1).docx

32%

All issues ⓘ

This document contains images that are missing a description

What this means

How to add descriptions

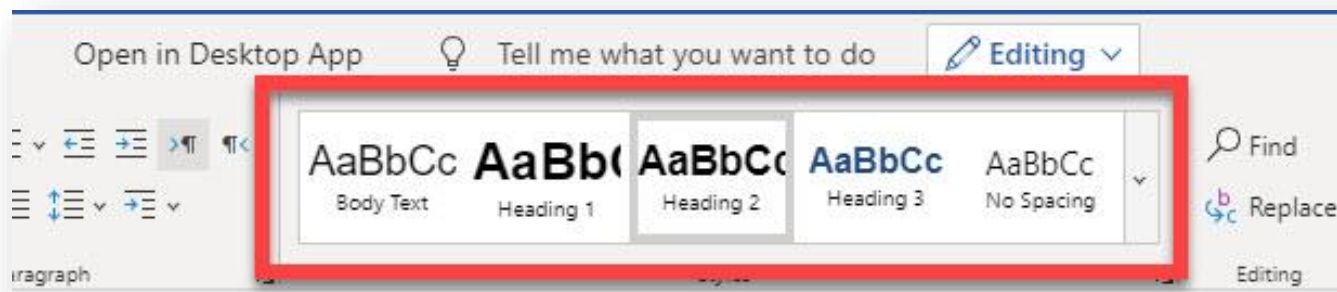
Upload a version with image descriptions

WORD ACCESSIBILITY

Word - Headings

Headings act much like an outline. Moving from heading to heading is the number one way people who use assistive technologies navigate to the section or content they need.

1. Highlight text and select appropriate '**Heading**' from top menu bar on *Styles* sections in the **HOME** tab.
2. The first **Heading** in a document should be assigned as a *Heading 1*.



Word - Lists

Lists allow a screen reader users to determine the list length, number, and organization. They also naturally 'break up' the document, improving readability for individuals with low vision and/or learning/cognitive challenges.

1. Select the type of **Bullets** (unordered) or **Numbering** (ordered) from the *Paragraph* section on the HOME tab.

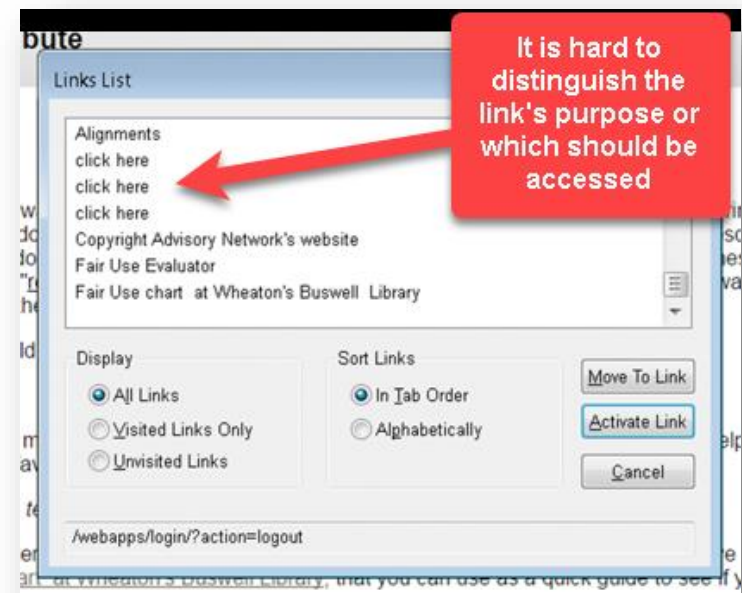
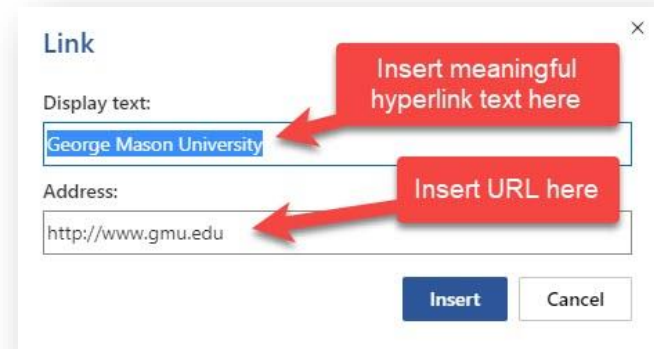


Word - Hyperlinks

Hyperlinks should inform users where the link will actually take them.

Screen reading applications allow users to list the links on the page in a separate dialog window. This feature allows a user to quickly scan through all of the links on a web page.

1. Select the URL that you would like to replace with meaningful hyperlink text.
2. Go to the **Insert** tab. Select **Links**.
3. Enter the descriptive link text in **Display text** text box.
4. Enter the URL in the **Address** text box.
5. Click **Insert**.



Word – Color Contrast

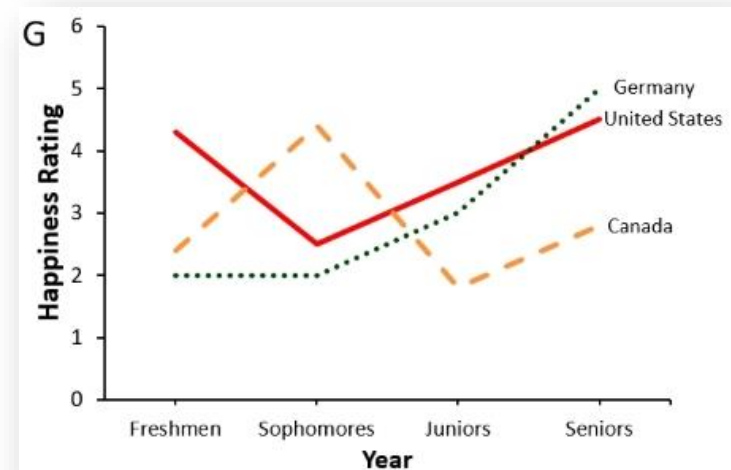
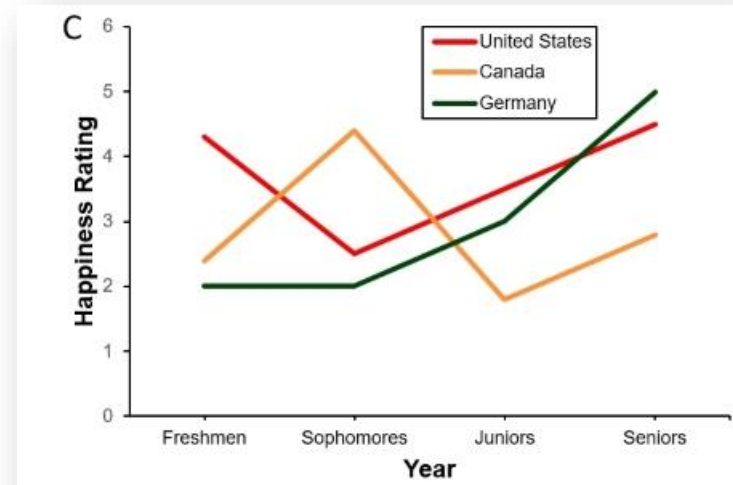
Using color alone to identify or emphasize important information could impact individuals with visual challenges (i.e., low vision, colorblindness).

Example 1:

- In this example, the US, Canada, and Germany are identified by color alone.

Example 2:

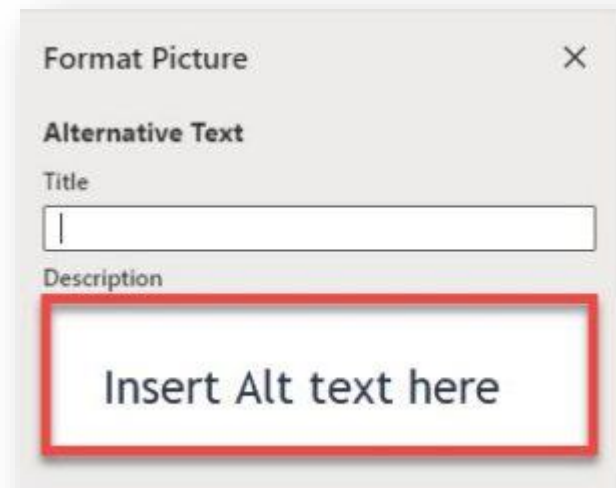
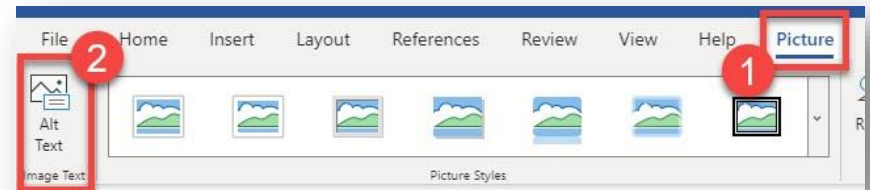
- Using the same chart, now color, line type (i.e., dashed, solid), and labels are used to distinguish between the different countries.



Word – Alt Text for Images

Images, charts, and objects within documents should be described using alternative text descriptions. The alternative text (i.e., alt text) is necessary for screen reader users to interpret what information the images are intending to relay.

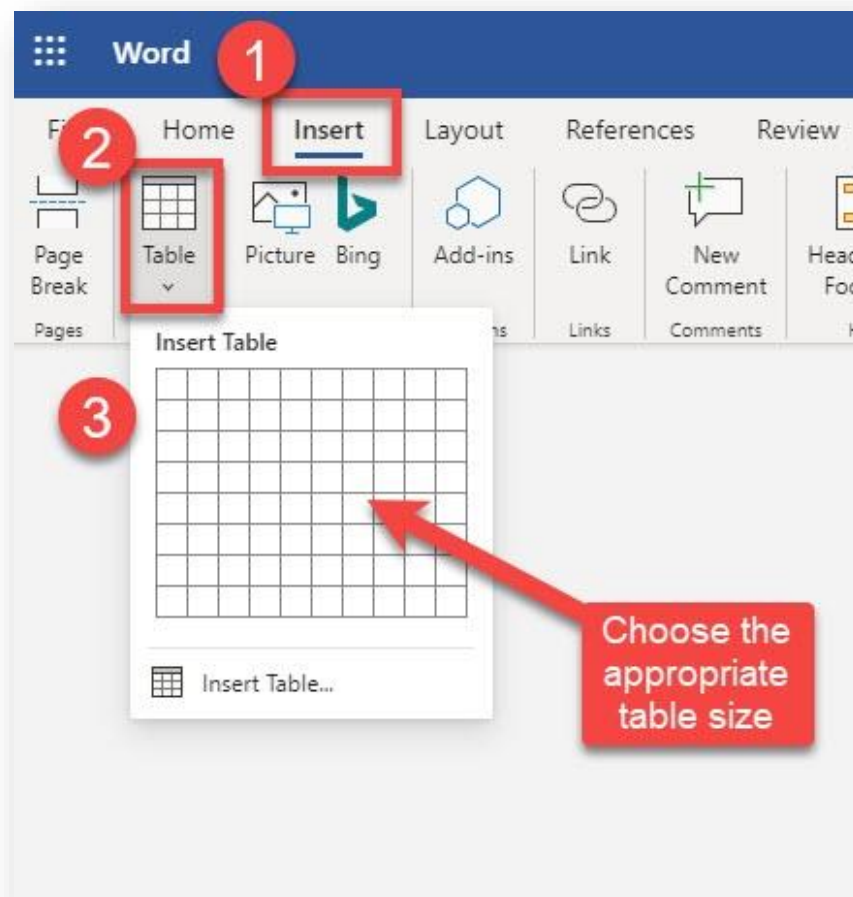
1. Select an image.
2. Click on the **Picture** tab
3. Then select **Alt Text**.
4. Enter the alt text in the **Description** box. (**NOTE:** Leave the *Title* blank. You only need to fill out this field if the alternative text description is long.)



Word - Tables

Tables can be difficult for individuals who use assistive technology to read, especially those using screen readers. Whenever possible, use simple tables (i.e., one row for column headers and one column for row headers). Following the steps below to identify the header rows in tables for MS Office 365.

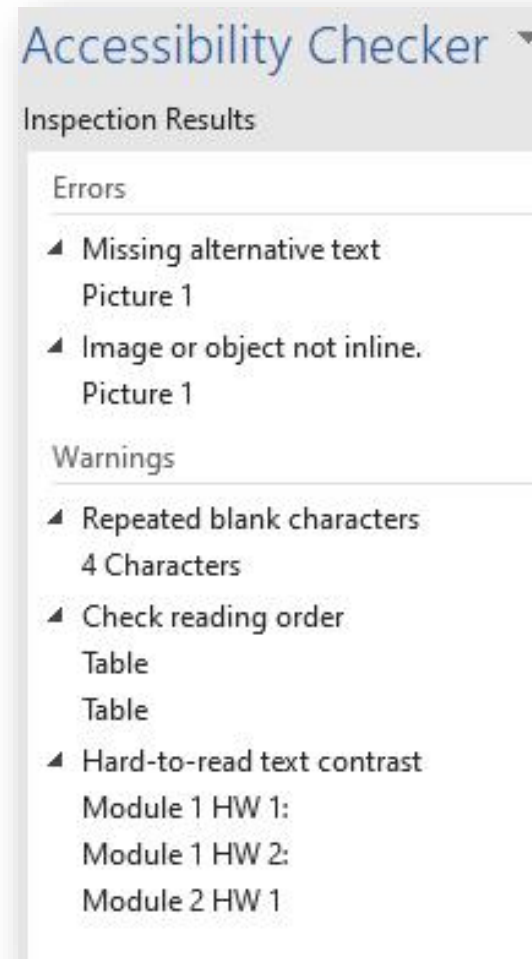
1. Select the **Insert** tab.
2. Click on **Table**.
3. Choose the table size.



Word Accessibility Checker

Word Accessibility Checker helps identify accessibility issues within the document. Utilize the accessibility checker for additional information on how to remediate issues.

1. Navigate to **File**
2. Select **Check for Issues**
3. Choose **Check Accessibility**

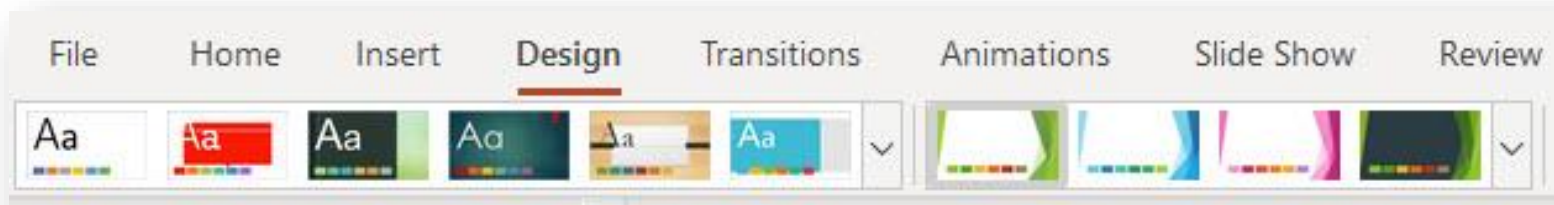


PPT ACCESSIBILITY

PowerPoint – Templates and Themes

PowerPoint's built-in templates and themes provide slides with key accessibility features, such as high contrast ratio and reading order structure.

1. To access the built-in themes, select the **Design** tab and select a template.

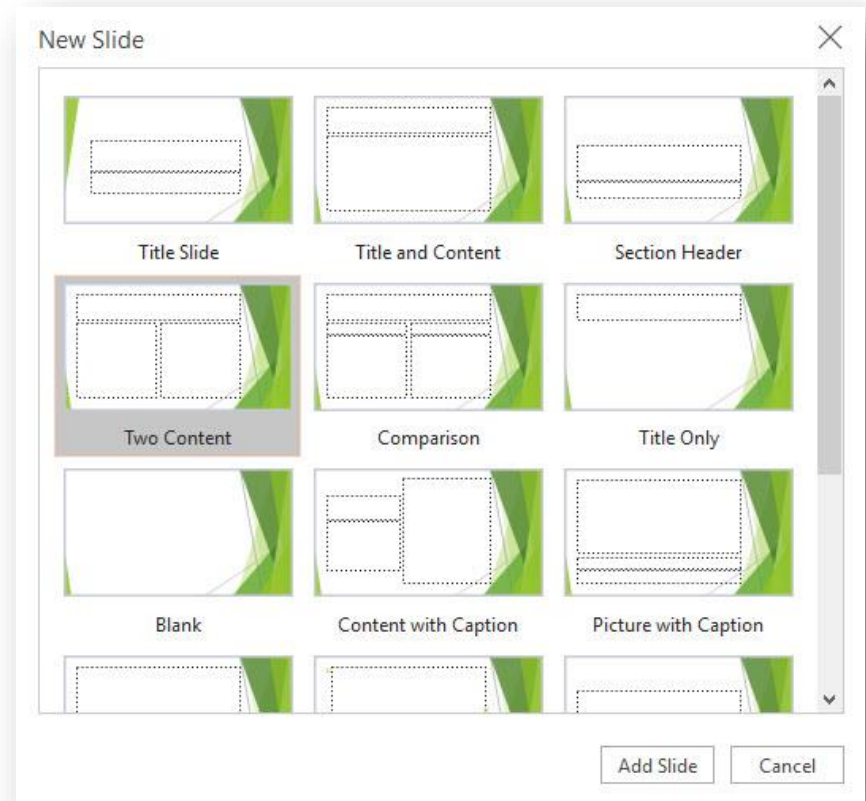


PowerPoint – Layouts and Slide Titles

Similar to templates and themes, built-in layouts provide heading structure and reading order for screen reader users. Inserting text boxes can cause issues with order that information is presented to screen reader users.

1. From the HOME tab, select **New Slide**.
2. Choose an appropriate layout and select **Add Slide**.
3. Ensure each new slide has a unique title.

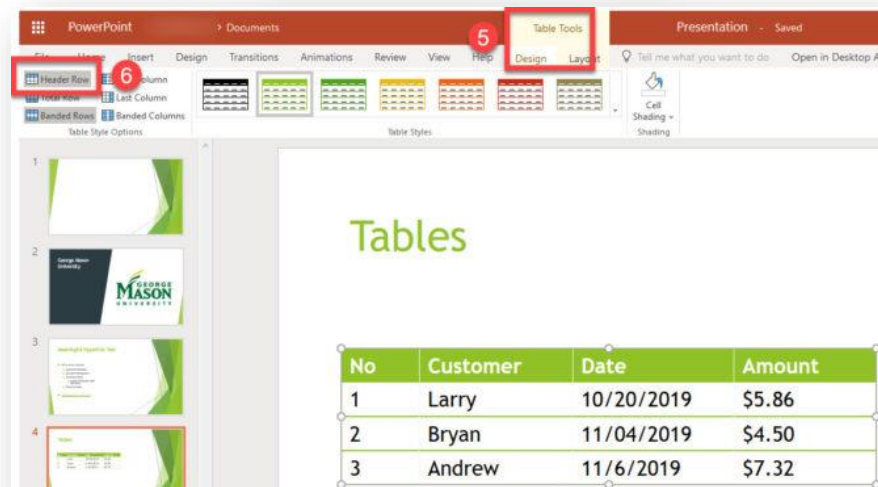
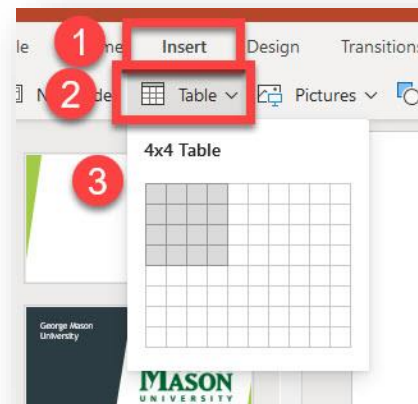
Unique titles assist screen reader users with identifying when they move to a new slide. Each slide should include a unique title.



PowerPoint – Tables

Using simple tables, one row for column headers, one column for row headers, avoiding empty cells and nested headers (when possible), allows screen readers to associate data with the appropriate column and/or row headers.

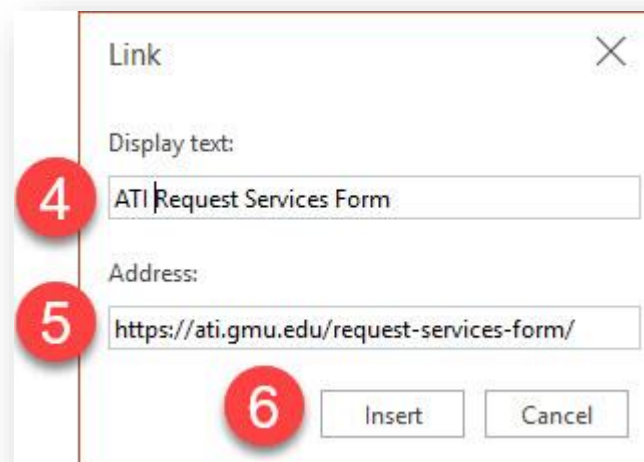
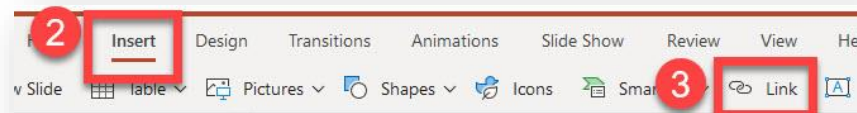
1. Select the **Insert** tab.
2. Click on **Table**.
3. Choose the table size.
4. Enter all table data.
5. Select the table, navigate to the **Table Tools Tab** and click on **Design**.
6. Click on **Header Row** (column headers). If applicable, click on **First Column** (row headers).



PowerPoint – Hyperlinks

Hyperlinks should inform users where clicking the link will actually take them.

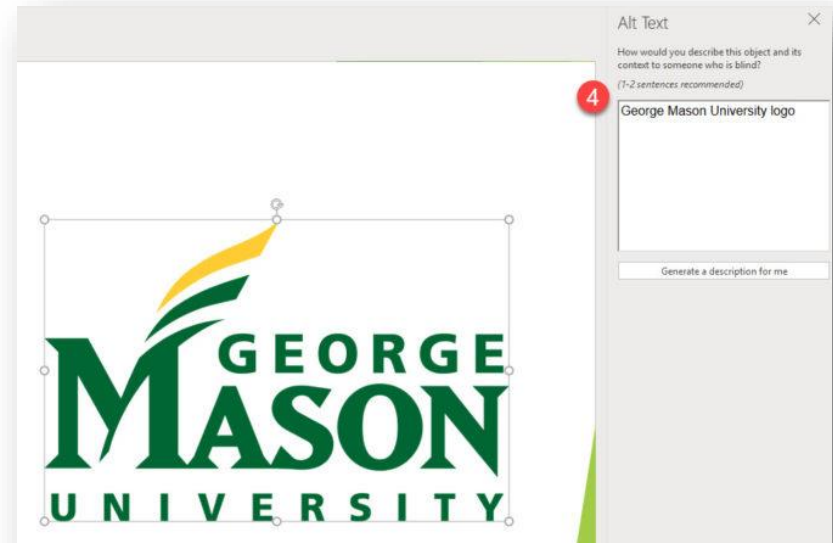
1. Select the URL that you would like to replace with meaningful hyperlink text.
2. Go to the **Insert** tab. Select **Links**.
3. Enter the descriptive link text in **Display text** textbox.
4. Enter the URL in the **Address** textbox.



PowerPoint – Alt Text for Images

Images, charts, and objects within documents should be described using *alternative text descriptions*. The alternative text (i.e., alt text) is necessary for screen reader users to interpret what information the images are intending to relay.

1. Select an image.
2. Click on the **Picture** tab.
3. Then select **Alt Text**.
4. Enter the alternative text description (i.e., *Alt Text*).



Additional Resources

Creating Accessible Resources

[ATI's Mason CARES guide](#)

- [Accessible Documents](#)
- [Accessible Media Content](#)
- [Accessible STEM Content](#)
- [Web Conferencing](#)
- [Web Accessibility](#)

[Request Services Form](#)

- Textbooks
- Documents
- Captions
- Web Accessibility Review
- AT Training



Contact Information

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Questions?