Making Your Word and PPT Documents Accessible

Creating Accessible Documents Series

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Today's Agenda

- Word Documents
  - Structural Elements, color, contrast, hyperlinks, alt text for images
- PPT Documents
  - Structural Elements, tables, hyperlinks, alt text for images
- Additional Resources
- Upcoming Trainings
- Questions and Contact Information

Live captions for this webinar can be found on: https://webcaptioner.com/s/HmyFwpLy

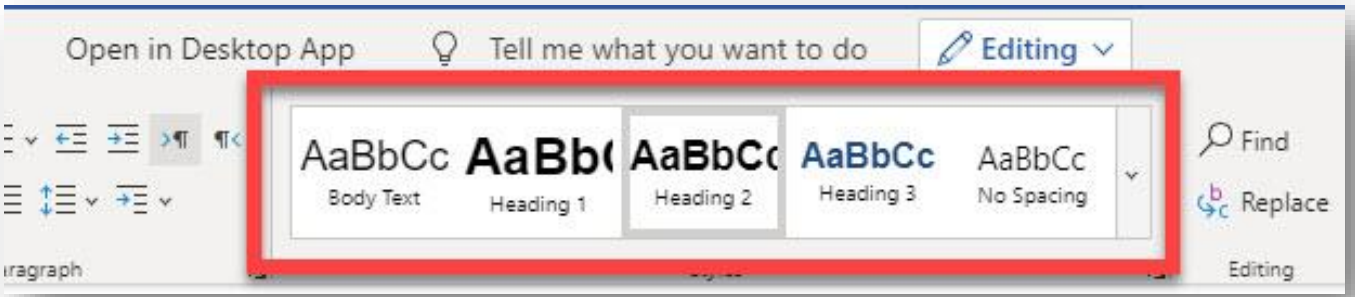
Accessible Word Documents

- Headings
- Lists
- Tables
- Color Contrast
- Hyperlinks
- Alternative Text for Images

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.

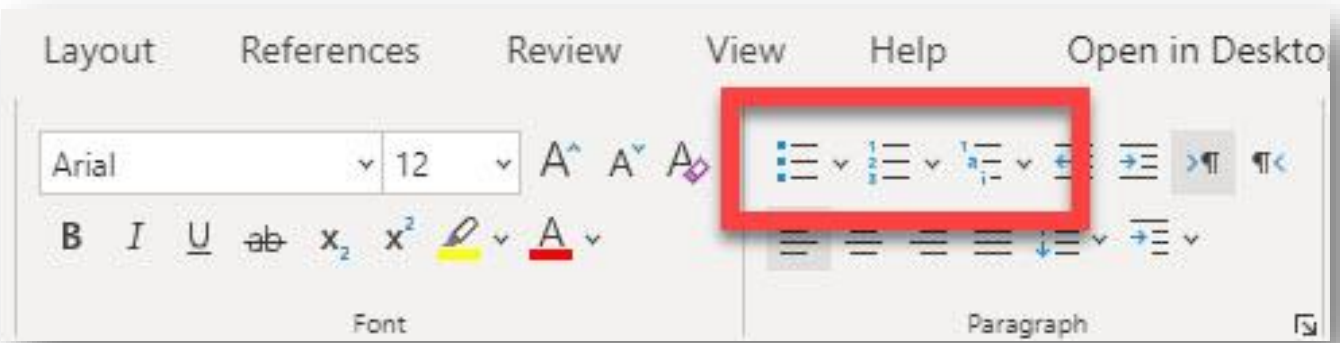
1. Highlight text and select appropriate ‘**Heading**’ from top menu bar on *Styles* sections in the **HOME** tab.
2. The first **Heading** in a document should be assigned as a *Heading 1*.



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.

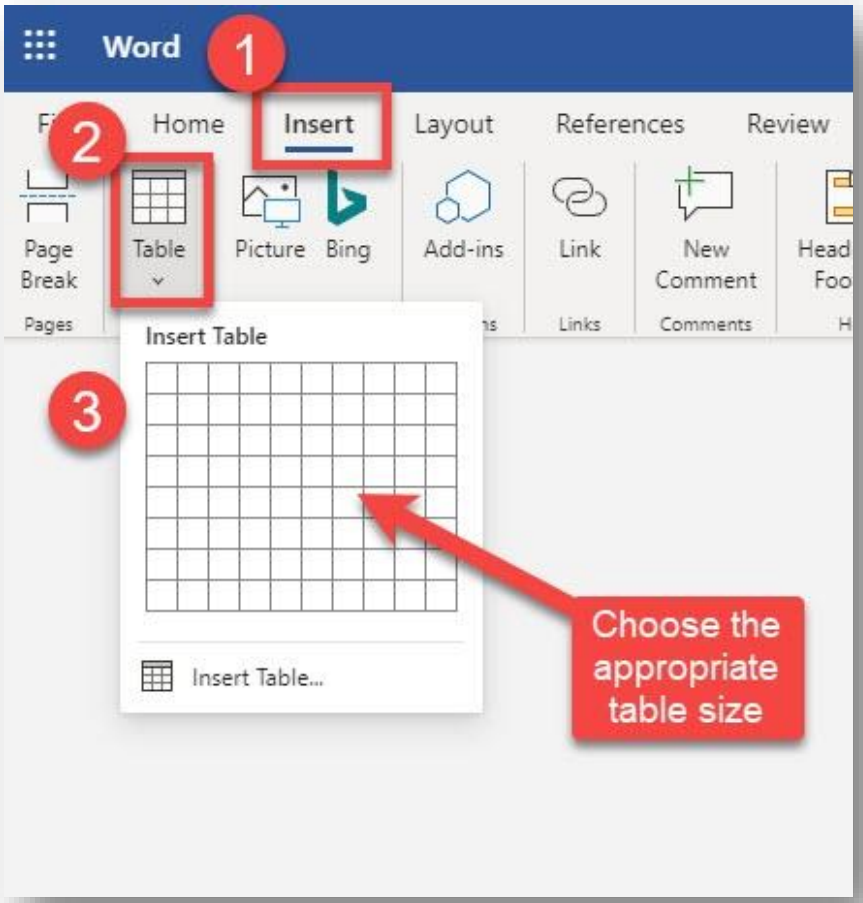
1. Select the type of **Bulleted** (unordered) or **Numbering** (ordering) from the *Paragraph* section on the HOME tab.



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 – Color Contrast

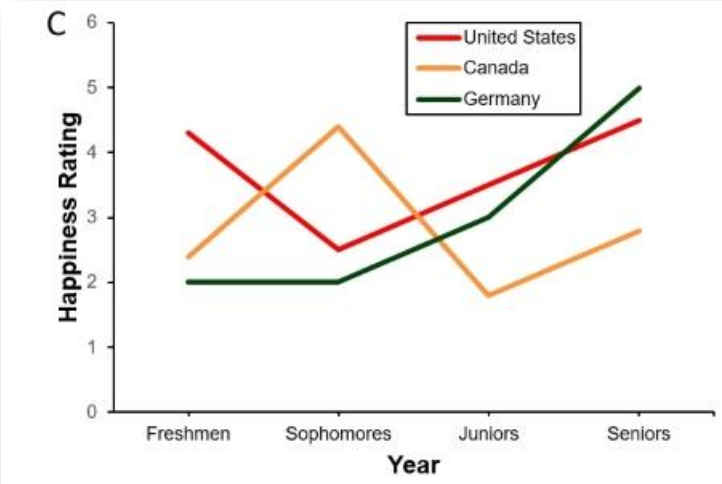
Using color alone to identify or emphasize important information could impact individuals with visual challenges (i.e., low vision, colorblindness).

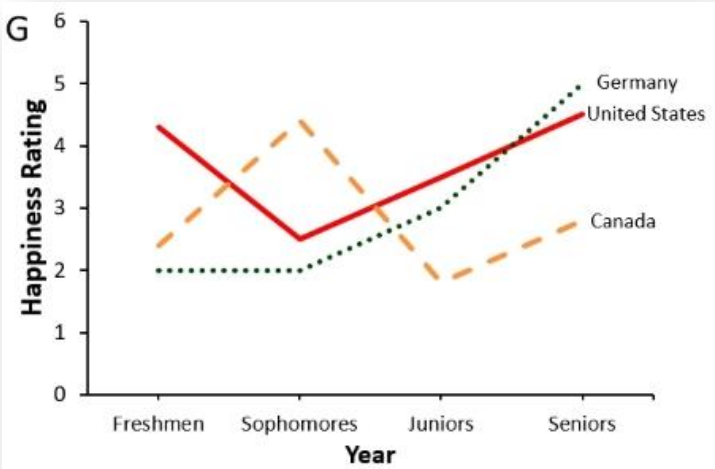
Example 1:

- 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.

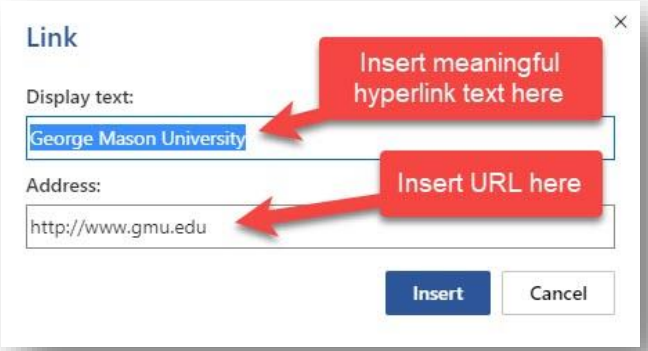


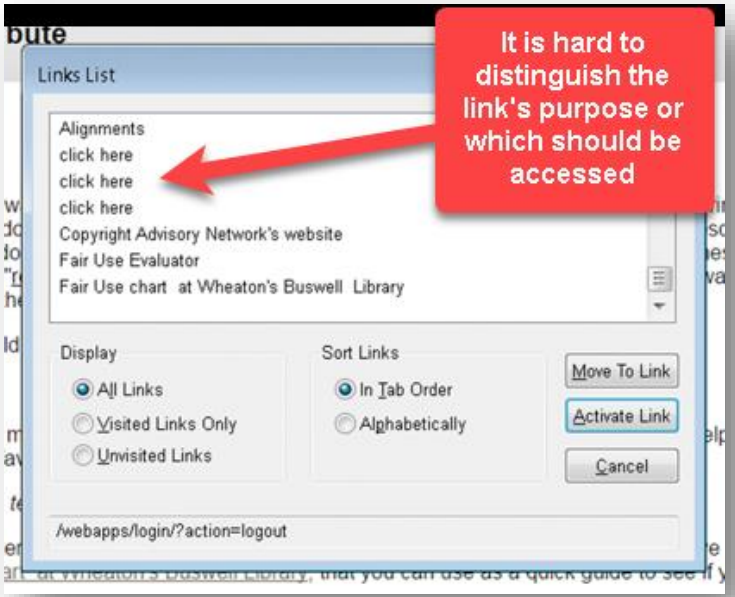


Word - Hyperlinks

Hyperlinks should inform users where clicking 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.

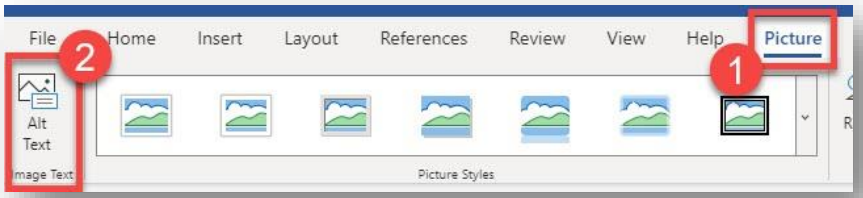
1. Select the URL that you would like to replace with meaningful hyperlink text.
2. Go to the **Insert** tab. Select **Links**.
3. Enter the descriptive link text in **Display text** text box.
4. Enter the URL in the **Address** text box.
5. Click **Insert**.



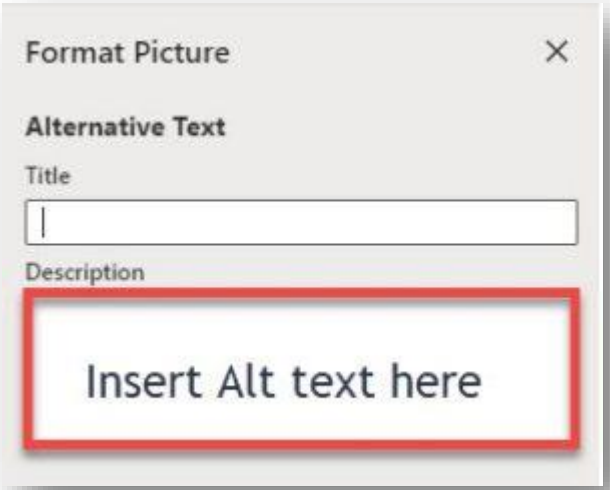


Word – Alt Text for Images

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.)



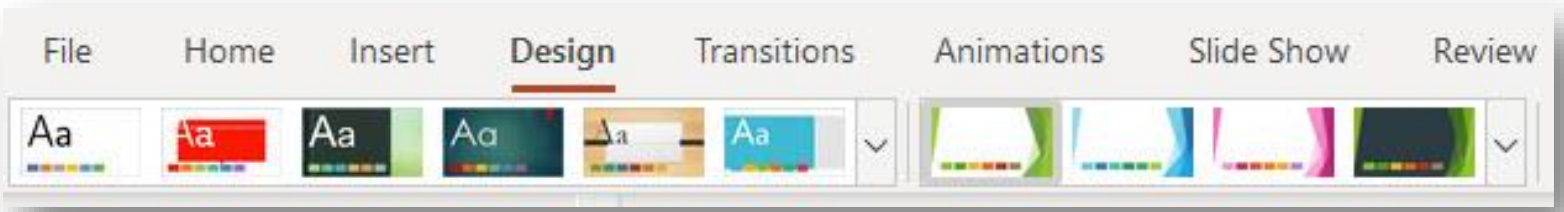
Accessible PowerPoint

- Templates and Themes
- Layouts and Slide Titles
- Tables
- Hyperlinks
- Alt Text for Images

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.

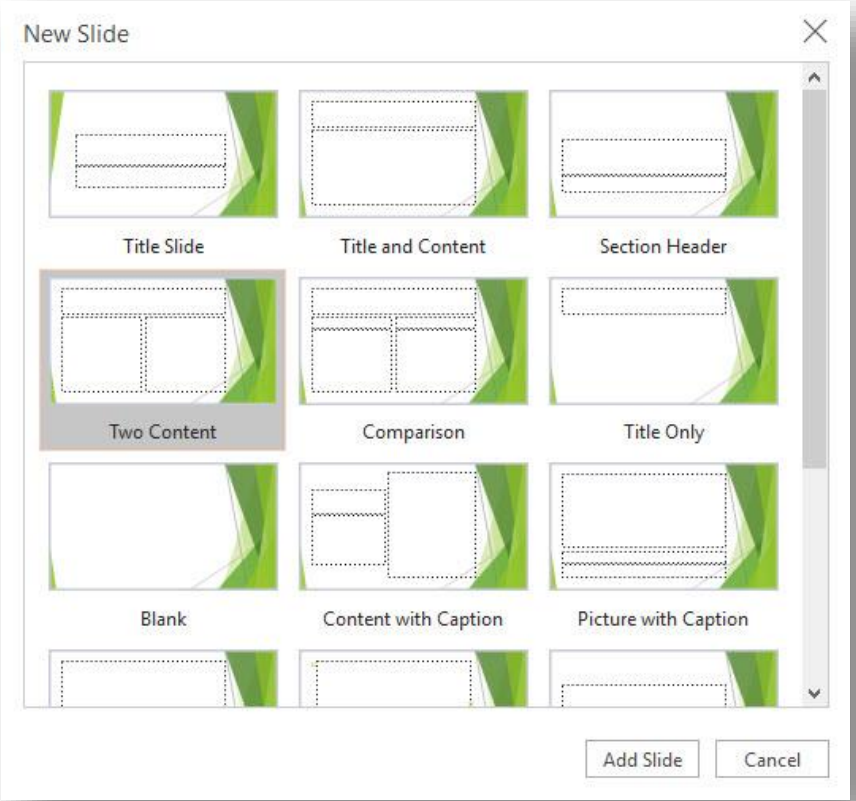


PowerPoint – Layouts and Slide Titles

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.

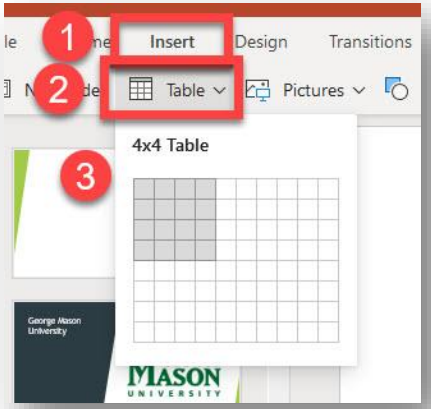
1. From the HOME tab, select **New Slide.**
2. Choose an appropriate layout and select **Add Slide**.
3. Ensure each new slide has a unique title.

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

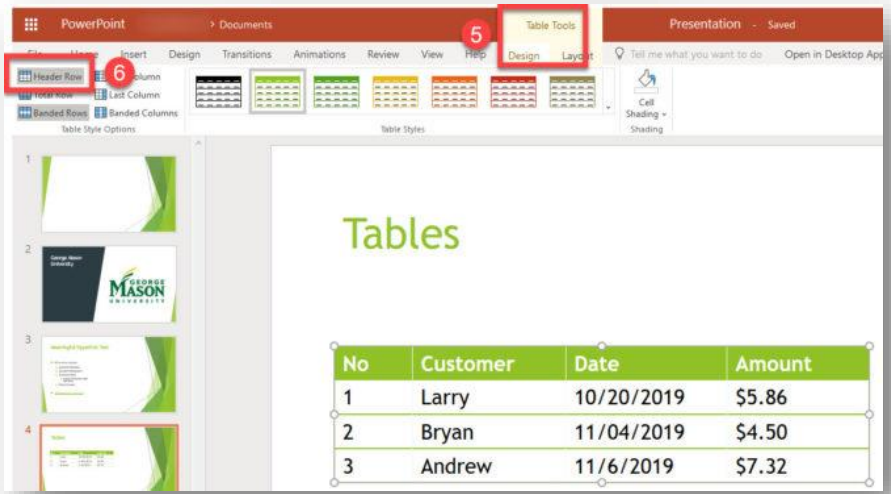


PowerPoint – Tables

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).



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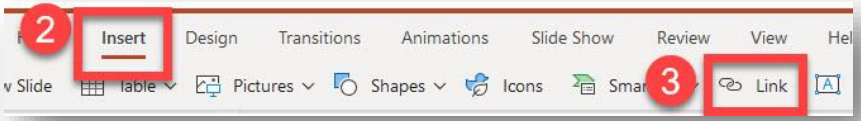

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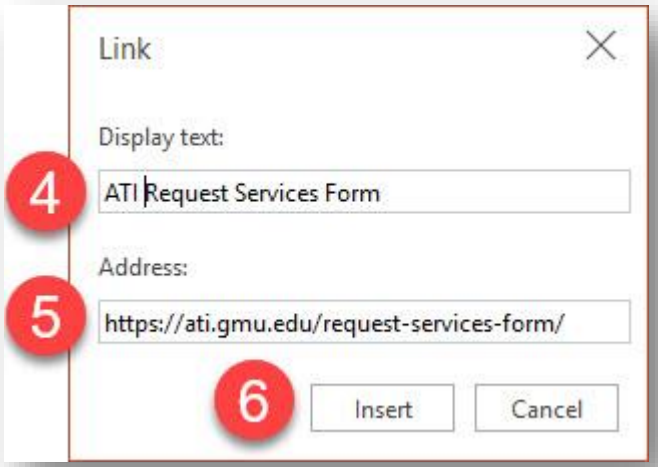

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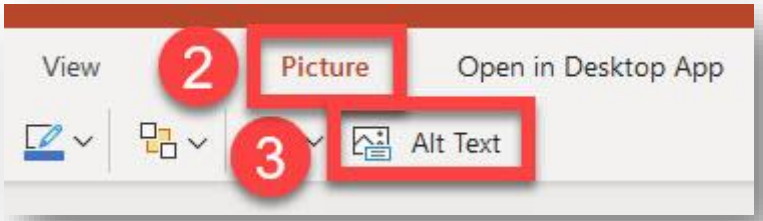

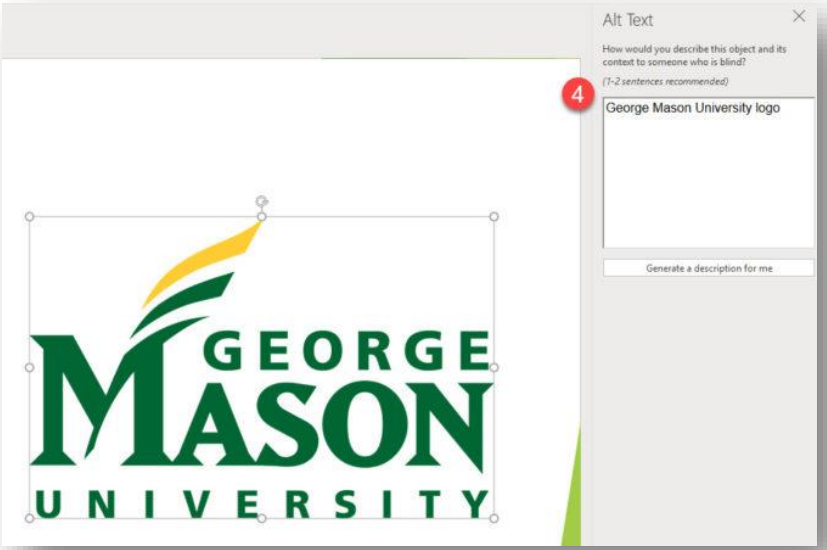

1. Select an image.
2. Click on the **Picture** tab.
3. Then select **Alt Text**.
4. Enter the alternative text description (i.e., *Alt Text*).

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

Upcoming Summer 2020 AT & ICT Training Workshops

Creating Accessible Documents Series (Robert Starr)

- July 2 – DIY…Making your PDF Documents Accessible

Creating Accessible Audio and Video Series (Robert Starr)

- July 7 – DIY…Adding Captions to YouTube and Vimeo
- July 9 – DIY…Live Captioning *on a Budget*

Assistive Technology Series (Tiffany O'Neal)

- July 14 – Notetaking Tools for Online Courses (Audio Notetaker, Otter.ai, etc.)
- July 16 – Text-to-Speech Solutions (Read & Write, Natural Reader, Built-ins, etc.)

Web Accessibility Series (Kristine Neuber)

- July 21 - Web Accessibility Testing Tools

Contact Information

- ATI Office
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  - Web: http://ati.gmu.edu