Making Accessible Documents

Microsoft Office:

Word, PowerPoint

Purpose of Instruction

Provide tips and strategies on creating documents accessible to individuals with disabilities.

Accessibility tools and simple techniques to help identify and remediate common accessibility errors in documents.
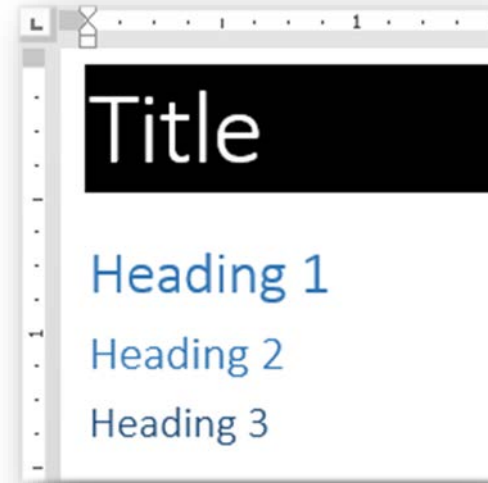
Making Accessible Documents
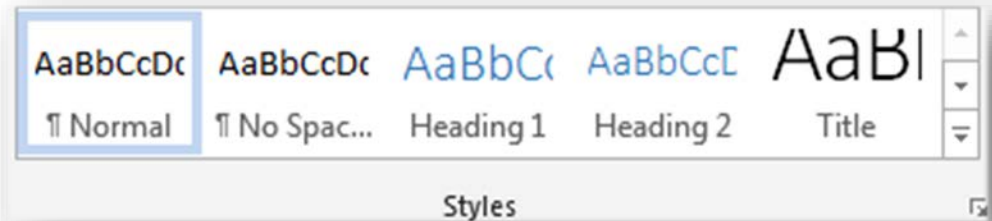
MICROSOFT OFFICE: WORD

Styles

- Styles can be created to easily modify and format a document.

- When used correctly styles help assistive technology (JAWS) to find different parts of a document.

- Structure documents with custom title, subtitle, headings, lists, quotes, etc.
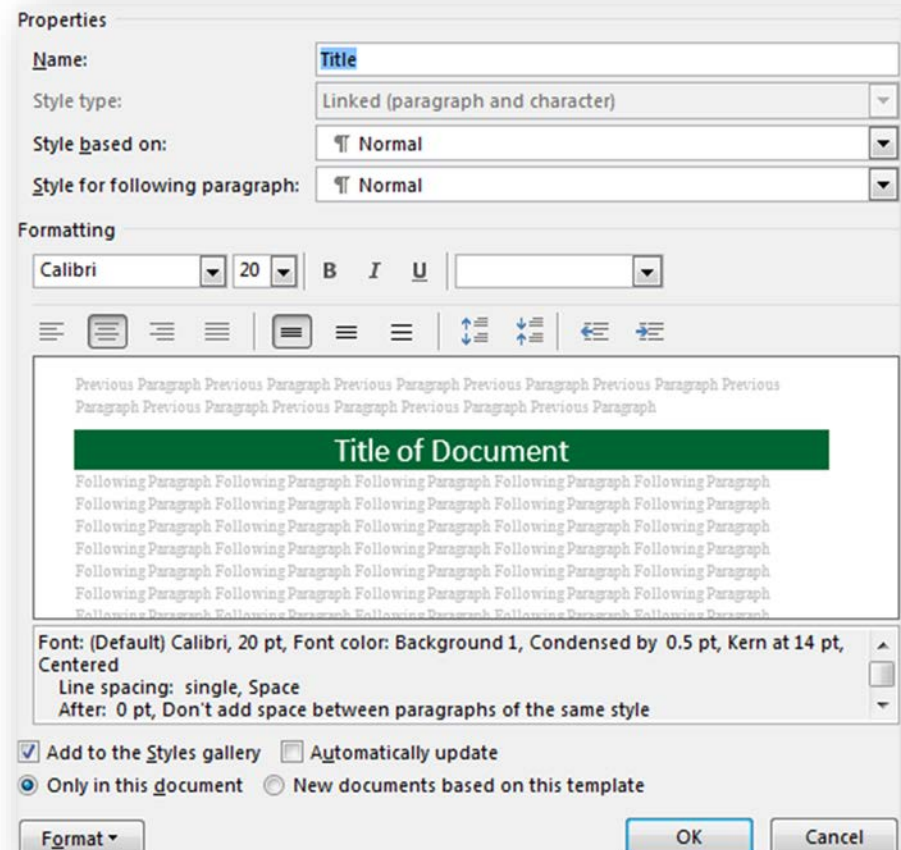
Select a Style

1. Highlight text.
2. Then click on a style.

# Creating Styles

Custom Headers

1. Right-click on a style and select **Modify**.

2. Modify the font, font size, bold, italics, underline, etc.

3. Adjust the formatting to match the styles intended use. For example, a title may have larger font size or color.

4. Click **OK** when finished.

5. Repeat steps 1-4 to create other styles.

Alternative (Alt) Text

Alternative Text provides a written substitute for images.

1. Right-click on an image and select **Format Picture**.
2. Select **Size & Properties**.
3. Click on **Alt Text**.
4. Enter illustrative text into the description.

Format Picture

SIZE

POSITION

TEXT BOX

ALT TEXT

Title ⓘ

Description

George Mason University
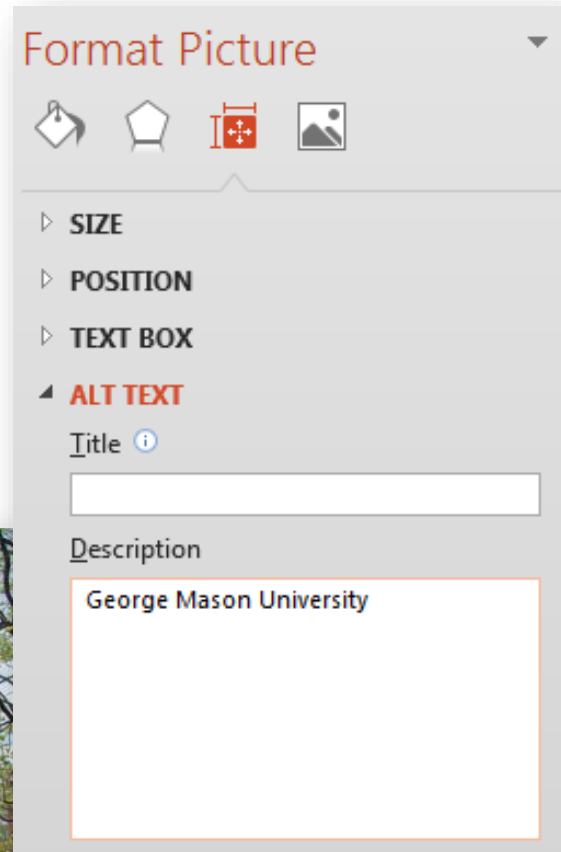
Data Tables

Use the Tables ribbon instead of using tabs and spaces. This reduces issues with assistive technology to navigate and access the data.

Creating Tables

1. Click on the **Insert** ribbon.
2. Select **Table**, and choose a table size.
3. Enter data into the table.

Tables Crossing Multiple Pages

1. Highlight the first row.
2. Right-click and select **Table Properties**
3. Select the **Row** tab.
4. Check the **Repeat as header row at the top of each page** check box to enable.
5. Click **OK**.
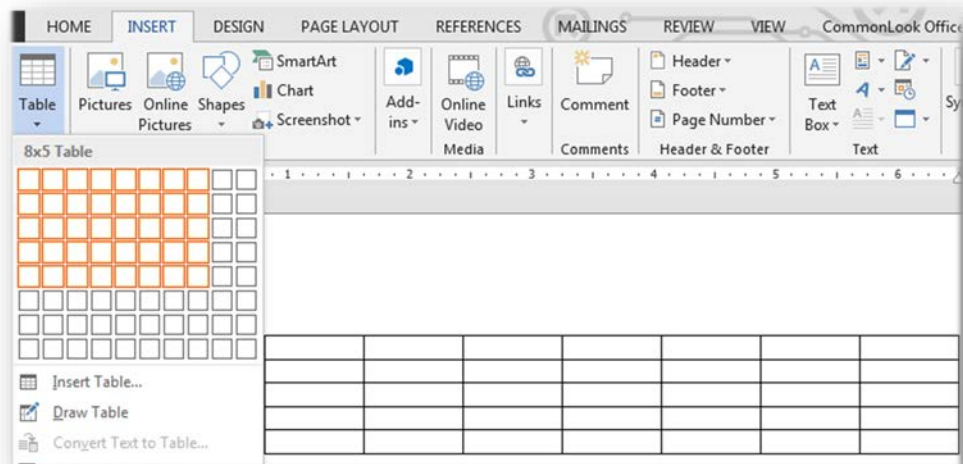
Lists

- Create lists using the built in bullets and numbering list options.
- Lists ensure navigation of documents by screen readers, as lists are identified as a list instead of text.

Grocery Shopping List

- Bananas
- Apples
- Broccoli
- Milk
- Cheese
- Yogurt
- Pretzels
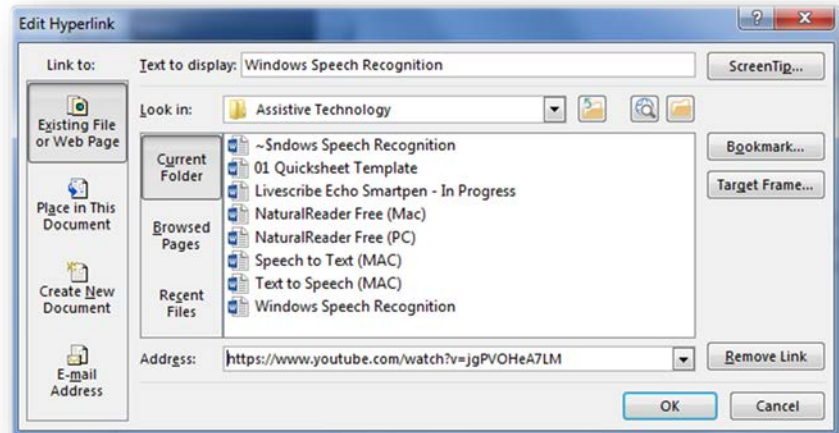- Bread

Links

Use simple, meaningful descriptions.

- Assistive Technology Lab website.

Avoid vague links descriptions.

- Click here, here, read more, etc.

Create Hyperlinks

1. Highlight text.
2. Right-click and select **Hyperlink**.
3. Enter the display text in to the **Text to display field**.
4. Enter the address of the link in the **Address** field.
5. Click **OK**.

Additional Information

Watch a YouTube video for more information on Windows Speech Recognition Video

Outline and Notes Panels

Outline Panel

- The outline panel is a text outline of each slide.
- The outline panel can be used as a reference for creating a logical reading order.

Notes Panel

- The notes panel is mainly used by presenters for additional information about a slide.
- The notes panel does not appear on the slides or show during a presentation.

Converting to PDF

Review document to ensure accessibility before converting to a PDF document.

1. Select **File**.
2. Click on **Save As**.
3. Select the save destination folder.
4. Enter a name for the document.
5. Set the **Save as type** to **PDF**.
6. Click **Save**.
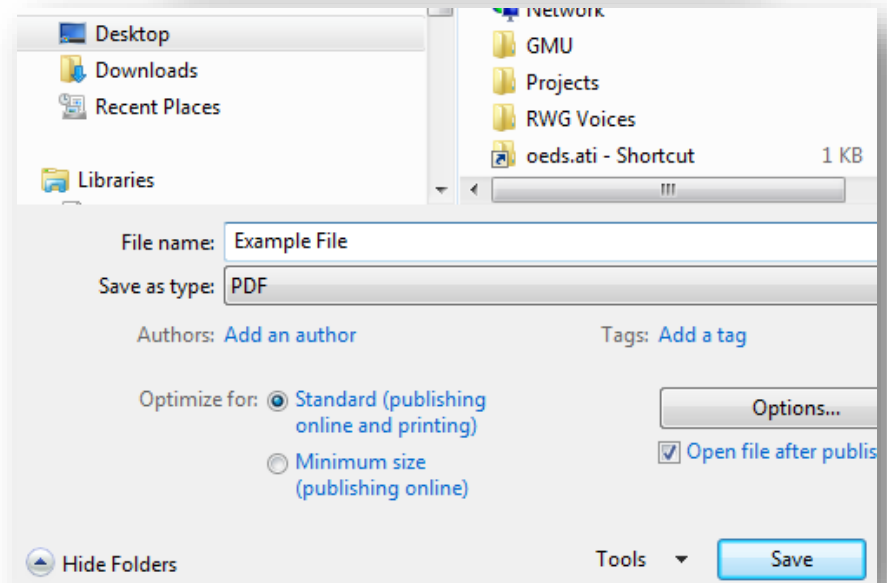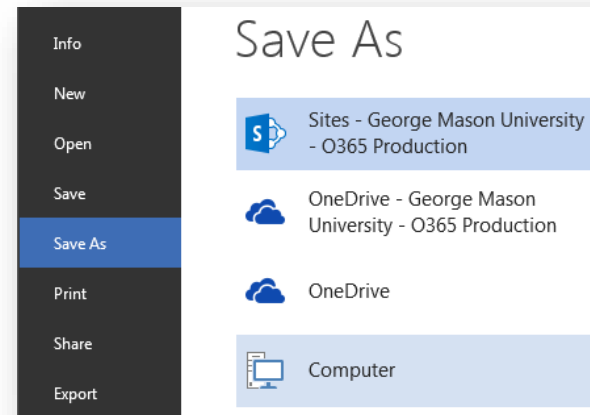
Word Resources

- [Creating Accessible Word Documents](#) by Algonquin Academic (4:51)

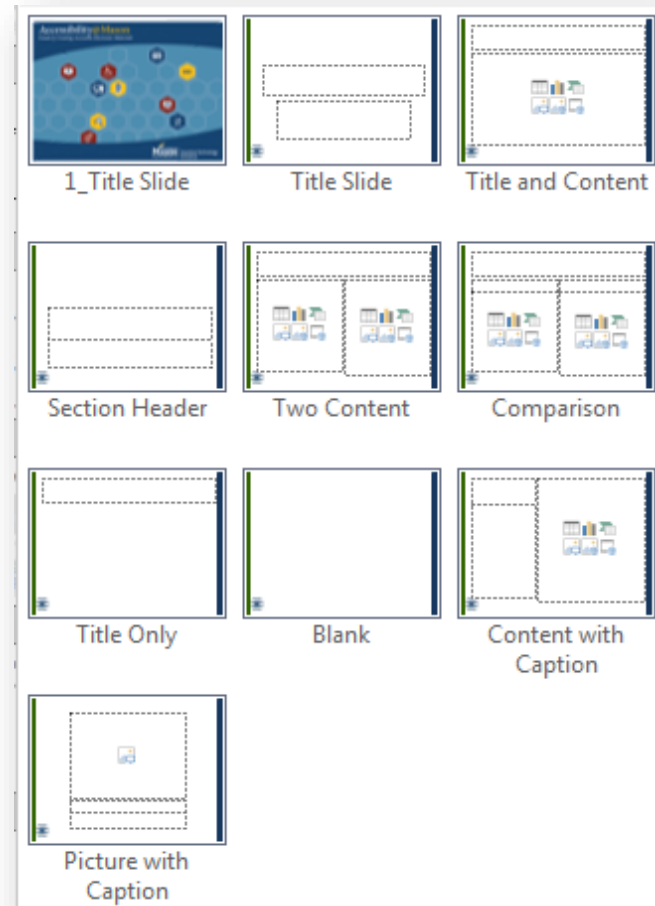Making Accessible Documents

MICROSOFT OFFICE: POWERPOINT

Slide Layouts

Layouts ensure proper headings and lists are used in a presentation.
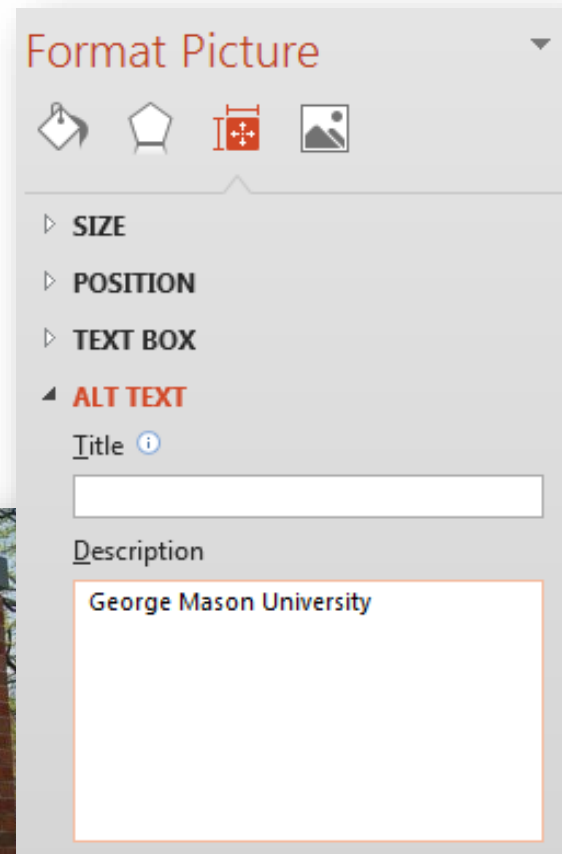
Slide Layouts

1. On the Home ribbon, select **New Slide**.
2. Choose a slide layout based on the information being presented.

Alternative (Alt) Text

Alternative Text provides a written substitute for images.

1. Right-click on an image and select **Format Picture**.
2. Select **Size & Properties**.
3. Click on **Alt Text**.
4. Enter illustrative text into the description.

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Use simple, meaningful descriptions.

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4. Enter the address of the link in the **Address** field.
5. Click **OK**.
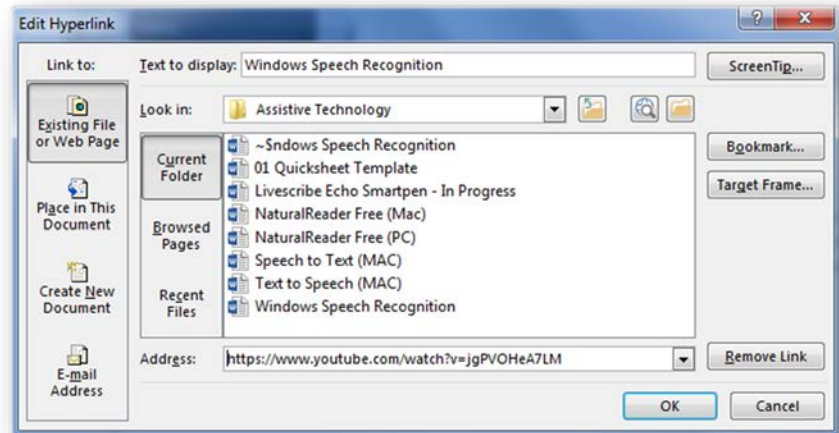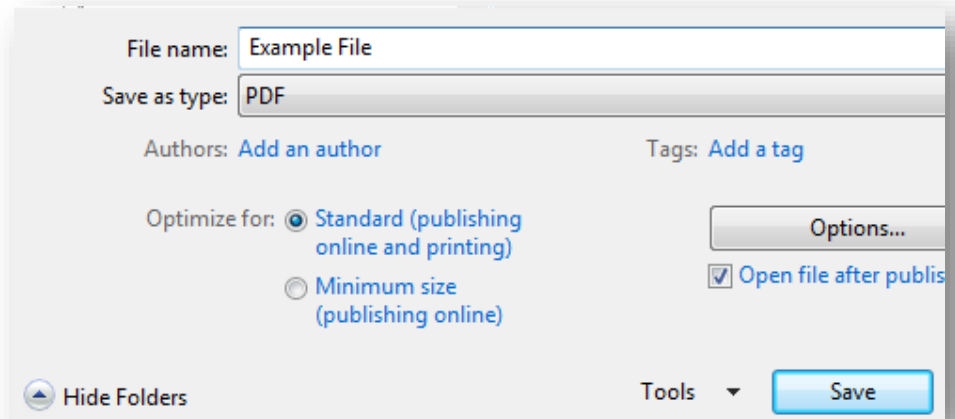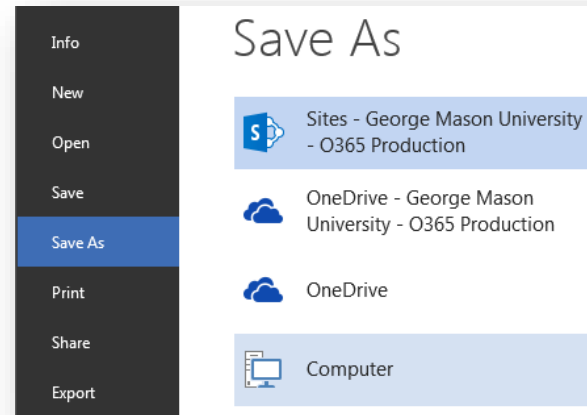

Additional Information

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Converting to PDF

Review document to ensure accessibility before converting to a PDF document.

1. Select **File**.
2. Click on **Save As**.
3. Select the save destination folder.
4. Enter a name for the document.
5. Set the **Save as type** to **PDF**.
6. Click **Save**.

PowerPoint Resources

- [Creating Accessible PowerPoint Presentations](#) by Algonquin Academic (4:22)
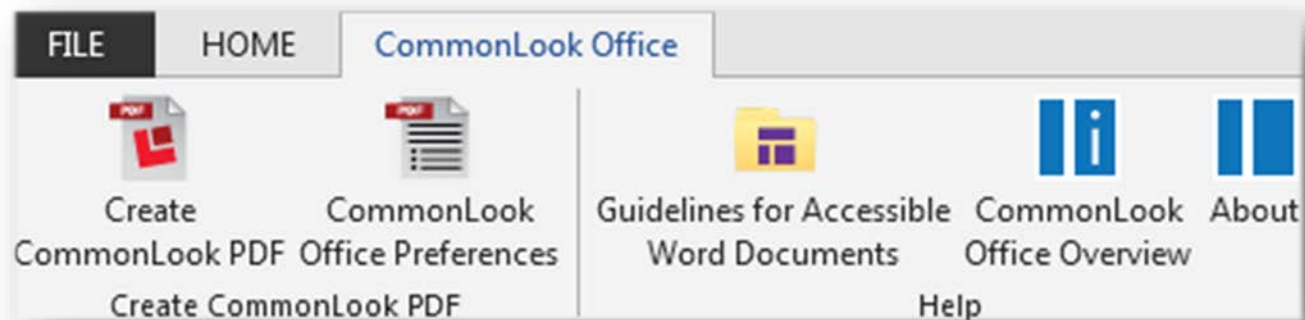
Making Accessible Documents

COMMONLOOK OFFICE

CommonLook Office

CommonLook Office add-in for Microsoft® Word and PowerPoint is a powerful tool to test and correct accessibility issues and convert documents to PDF files. No prior knowledge of accessibility necessary.

Start CommonLook Office

Once a Word document or PowerPoint is complete:

1. Click on the **CommonLook Office** ribbon.

2. Select Create **CommonLook PDF**.

3. Choose **WCAG 2.0** from Standards Compliance.

4. Click **OK**.
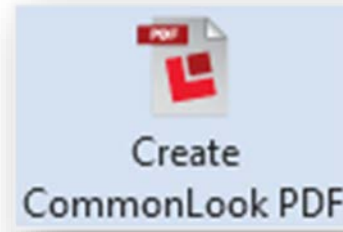
CommonLook Checkpoints

CommonLook uses a series of checkpoints to identify accessibility features contained in a document.

The bolded checkpoints show applicable accessibility issues contained in the document.
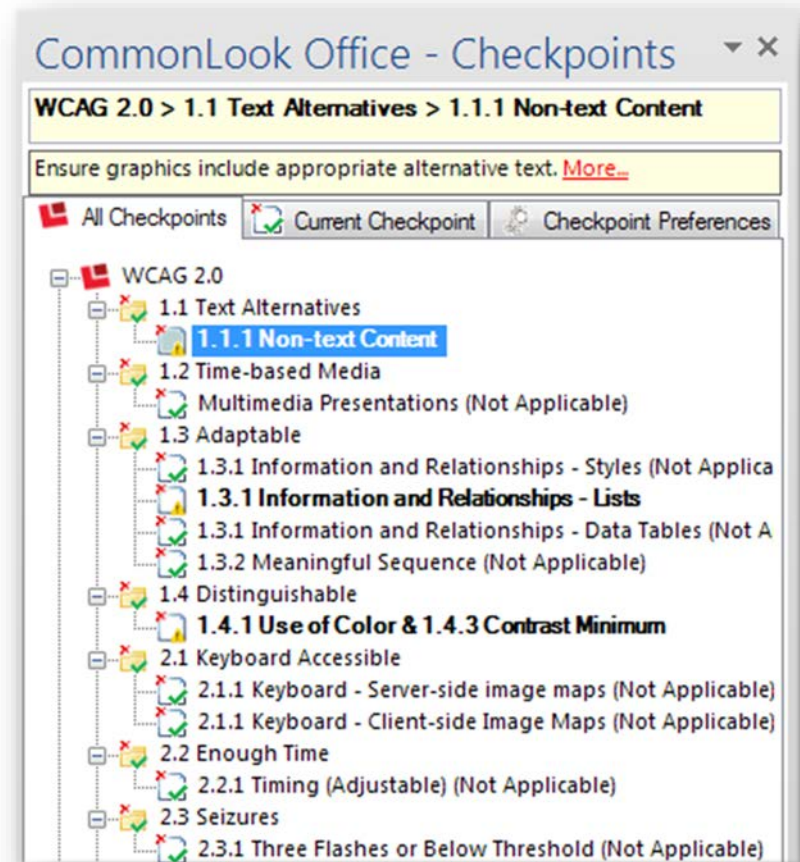
1.1.1 Non-text Content

Checkpoint 1.1.1 refers to alternative (alt) text.

1. Add an image description in the **Textual Description** box.

2. Click on the **Next Task** button to move to the next image.

3. Repeat steps 1 and 2 until all images have alt text.

4. Click the **Next Task** button to continue to the next applicable checkpoint.
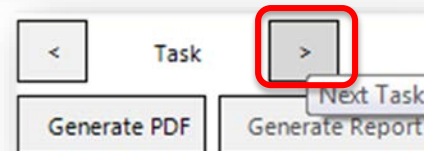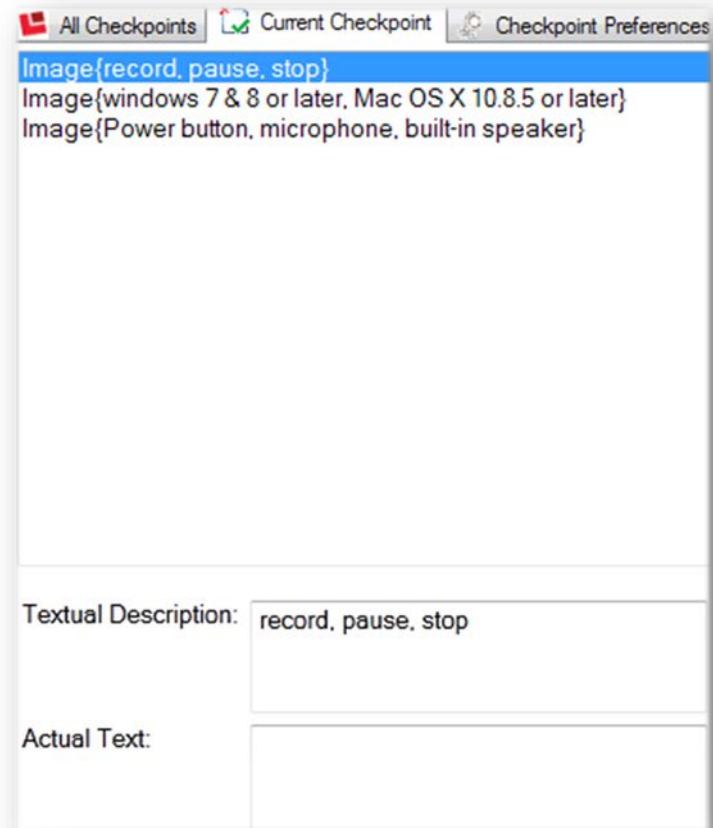
1.3.1 Information and Relationships

Checkpoint 1.3.1 identifies all lists. Review each list to ensure it is properly formatted as a list.

1. Click on the **Next Task** button to move through each list to ensure proper formatting.

2. Click the **Next Task** button to continue to the next applicable checkpoint.

1.4.1 Use of Color & 1.4.3 Contrast Minimum

Checkpoints 1.4.1 & 1.4.3 refers to color and contrast on a page. Individuals who cannot differentiate between certain colors may have difficulty viewing the page.
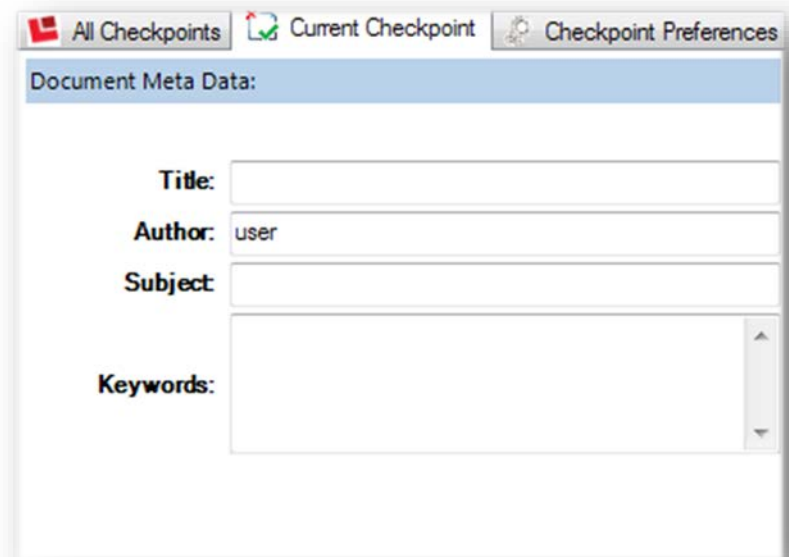
1. Select the **Show Filter** button to display a moveable filter. The filter removes color from the page to identify color and contrast issues.

2. Click **Next Task** to move to the next page.

3. Repeat the process for each page of the document.

4. Click the **Next Task** button to continue to the next applicable checkpoint.
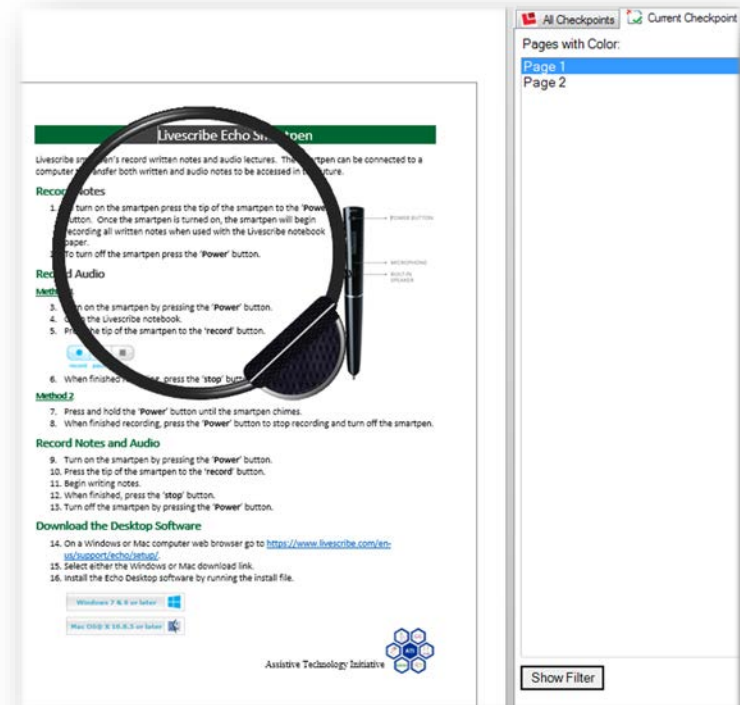
2.4.2 Page Title

Checkpoint 2.4.2

1. Enter the **title** of the document.
2. Enter the **author** of the document.
3. Enter the **subject** of the document.
4. Enter **keywords** (meta data) for the document.
5. Click the **Next Task** button to continue.

2.4.4 Link Purpose Alt Text & In Context

Links should have illustrative alternative text to inform users what webpage the link will take them.

1. Review each link to ensure appropriate Alt Text.

2. Click the **Next Task** button to continue to In Context review.

3. Review each link to ensure each link is identifiable in context to the sentence.

4. Click the **Next Task** button to continue.
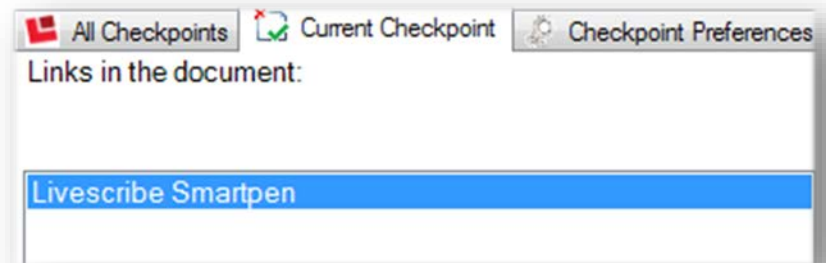
2.4.6 Headings and Labels

Headings and labels provide structure and allow assistive technology to easily navigate a document.

1. Review each heading using the **Next Task** button to ensure proper headings are used throughout the document.

2. If needed reconfigure heading styles to properly format the document.

3. Press the **Next Task** button to continue.
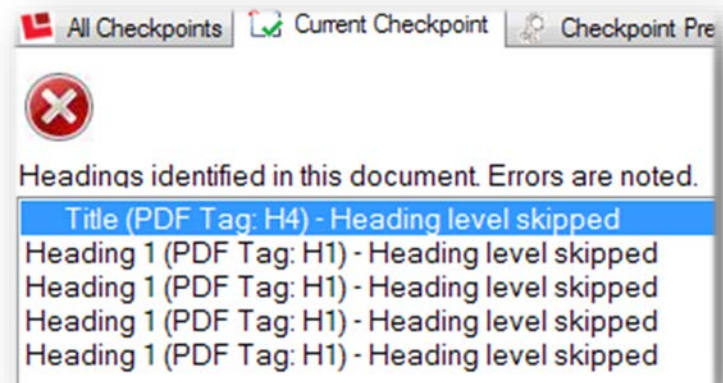
Accessibility@Mason
Guide to Creating Accessible Electronic Materials

GEORGE MASON UNIVERSITY | Assistive Technology Initiative

Contact ATI at 703-993-4329 or ati@gmu.edu