

How to Create Accessible Documents in Microsoft Office (Word, PowerPoint or Excel) or Google Doc

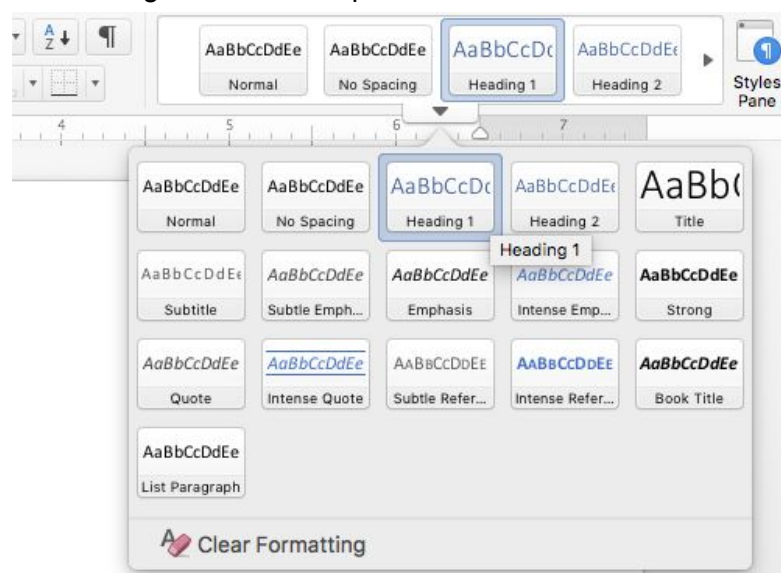
Microsoft Word application is commonly used among individuals with and without disabilities, and it has accessibility features. The following part provides information to guide you to build accessible documents in Microsoft Word. Those steps are applicable in other Microsoft Office (PowerPoint or Excel) and Google Doc as well. The major components include use of **Font**, **Headings**, **Lists**, **Meaningful Hyperlinks**, **Alternate Text for Images**, **Table**, and **Document Language Identification**.

❖ Use Sans Serif Fonts

- Sans serif fonts (Helvetica, Arial, Verdana, Calibri, Comic Sans, and Geneva) are easier to read by digital, for learners with dyslexia
- Serif fonts (i.e., Times New Roman) are easier to read in print
- Suggest the use of an 11- or 12-point font size

❖ Use Headings to Organize the Document Instead of Manual Formatting

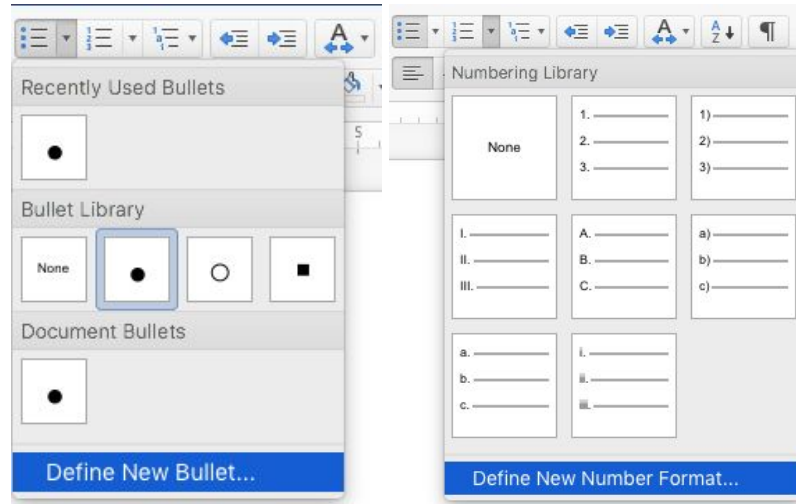
- Point your mouse to Home tab
- Find and click on Styles
- Use the built-in Heading styles, such as “Heading 1” (as the main heading) and “Heading 2” (as subheadings)
- The default, light blue, can be hard to read and is not accessible. Use the right mouse button to click on Heading 1, select Modify, and change the color of the heading from blue to black
- Change the default font from Calibri to any other sans serif font, select a different size, or select bold; the American Federation for the Blind suggests, “Use bold. Avoid using italics or all capital letters.”



- Form an outline with headings
- With additional levels of headings within the document’s outline, use “Heading 3”, “Heading 4”, etc.

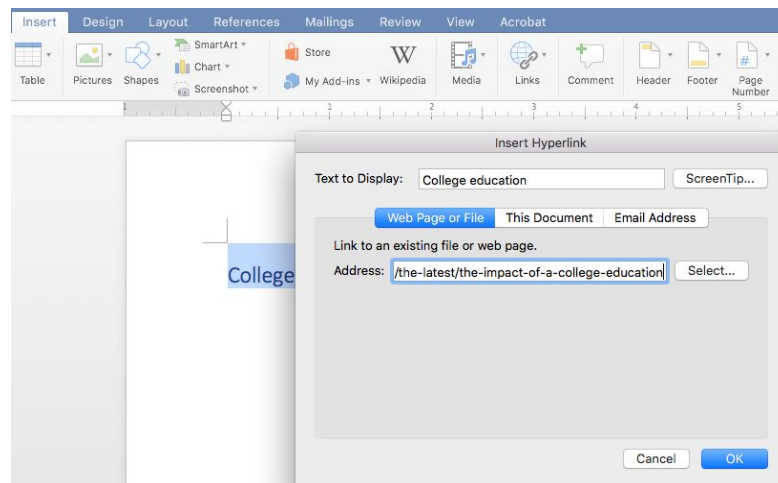
❖ Use **Lists (MS Word's built-in tools)** to Create Document Structure, Not Manual Formatting

- Point your mouse to home tab
- Find and click on Bullet Library or Numbering Library lists
- Customize and design your list button by clicking on the Define New Bullet or Define New Number Format button



❖ Use **Meaningful Hyperlinks**, Not Cutting and Pasting the Full Text of a Link in a Doc

- Highlight the text (being concise, descriptive) you want to make into a hyperlink
 - The conciseness helps your readers scan the hyperlink quickly to determine whether they want to click through and read it
 - The created embeded text clearly explains what information your readers will find when they click on a hyperlink
- Move your mouse to Insert
- Find and click on the Button Links
- Copy the address of the hyperlink into the address line



- Click on OK, then the hyperlink is embedded within the other text
- For email addresses, type out email addresses where they occur on your web pages and then hyperlink the text of the email address, NOT embedding the email address in other text
- Good example VS bad example

A good example of using hyperlinks in your email or document

All Curious

Redesign of COURSE 333

Hi Dr. Curious,

Thank you for contacting our office. We can schedule a meeting soon to discuss the details of how to support the redesign of your course 333 for Fall 2019. Normally a project like this takes 6 weeks. Please see [some frequently asked questions](#) for the support from our office.

Before we have our first meeting, please:

1. read this web information that describes [the accessibility, usability and inclusion](#) feature of an online course, and
2. request a course design support [using the request form](#).

If you have any questions, please contact this email address: ltt@truman.edu.

Thank you,
Learning Technologist

A bad example of using hyperlinks in your email or document:

Recipients

Redesign of COURSE 333

Hi Dr. Curious,

Thank you for contacting our office. We can schedule a meeting soon to discuss the details of how to support the redesign of your course 333 for Fall 2019. Normally a project like this takes 6 weeks. [Here](#) are some frequently asked questions for the support from our office.

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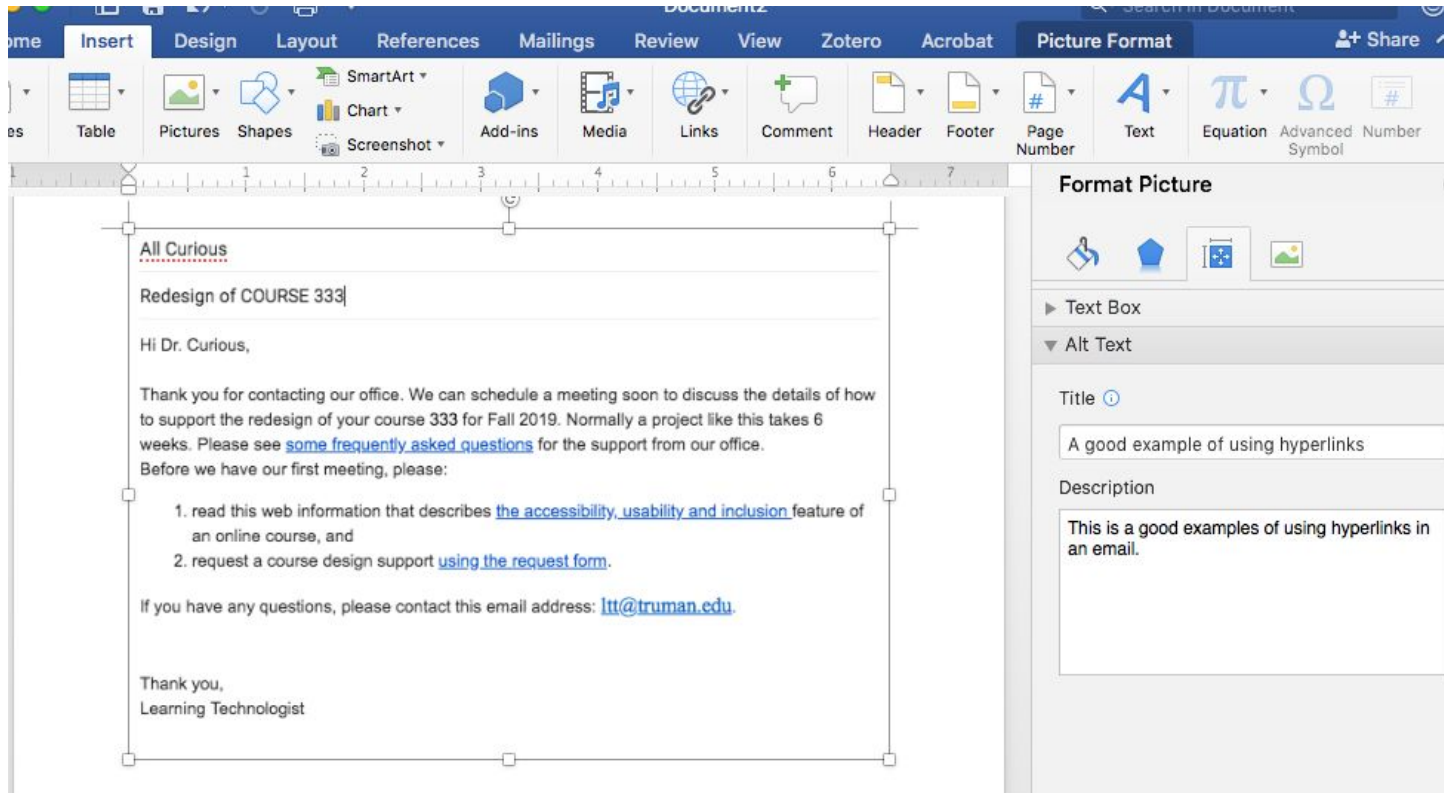
1. read this web information that describes the accessibility, usability and inclusion feature of an online course: <https://www.w3.org/WAI/fundamentals/accessibility-usability-inclusion/> and
2. request a course design support [using the request form](#).

If you have any questions, please contact this email address: [Learning Technologist Team](#).

Thank you,
Learning Technologist

- ❖ Add **Alternate Text** for Images, Charts, Tables, and Graphs
 - In a word document, right click an image
 - Click Format Picture
 - Within the Format Picture, click Alt Text
 - Type the information in the Description field

An example:



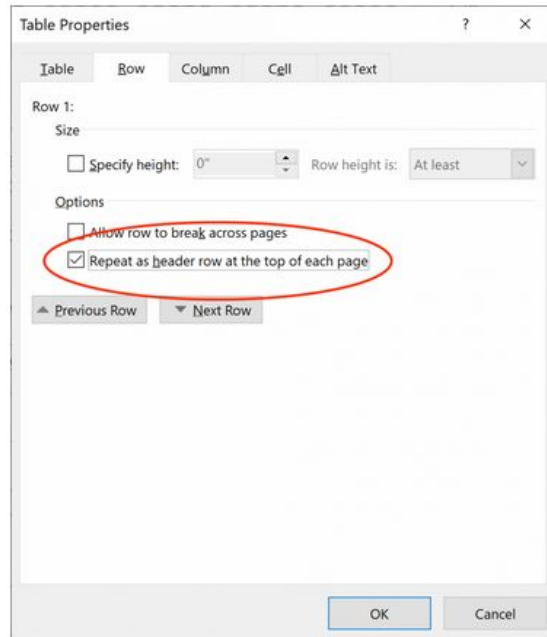
- ❖ Identify **Document Language**
 - In Office, select Tools > Language from the application menu
 - Define the default language
 - To define a different language for part of the document, select each foreign language individually
 - Then select Tools
 - Select Language to define the language for each foreign language

- ❖ Use **Table**

Microsoft Word has limitations to make accessible tables. Only when the relationships between all the parts (e.g., headers and data cells) are clearly defined and marked, it may be readable for screen reader users.

- For simple tables, open Word first
- Go to Insert tab, find and click on Table
- Insert a table that you want to work and select the whole table

- Find and click on Table tab
- Find and click on Table Properties



- Find and click on Row tab
- Find and click on Repeat as header row at the top of each page, then click on OK
- Select the Design tab to define your Header Row, being simple & descriptive



- HTML code or Adobe PDF helps (accessible table markup can be added to the PDF using Adobe Acrobat Pro) to make complex tables accessible.

Use the accessibility Checker

- ❖ In a Microsoft Word document, point your mouse to the tools
- ❖ Click on Accessibility Checker
- ❖ The inspection results will be shown on the right side column
- ❖ Use the suggestions to improve the accessibility of the document

An example of using Accessibility Checker from Microsoft Word

