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# Introduction to MS Word Accessibility

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College of Education  
& Health Professions

# Housekeeping

- Captioning
- Q and A
- Accessible Handouts
- Recording
- Certificates of Attendance



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# Handouts

[exploreaccess.org/handouts/](https://exploreaccess.org/handouts/)



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# A Partnership between U of A Partners and iCAN

- iCAN (Increasing Capabilities Access Network) is the Arkansas statewide Assistive Technology program designed to make technology available and accessible for everyone who needs it.
- Partners collaborates to promote disability access through training, technical assistance, resource development and dissemination, and research.



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# Alternative Ways of Navigating

- Screen readers:  
Voiceover, JAWS/Fusion, NVDA
- Magnification Software
- Braille display
- Voice recognition software
- Keyboard only navigation
- Other mouse alternatives



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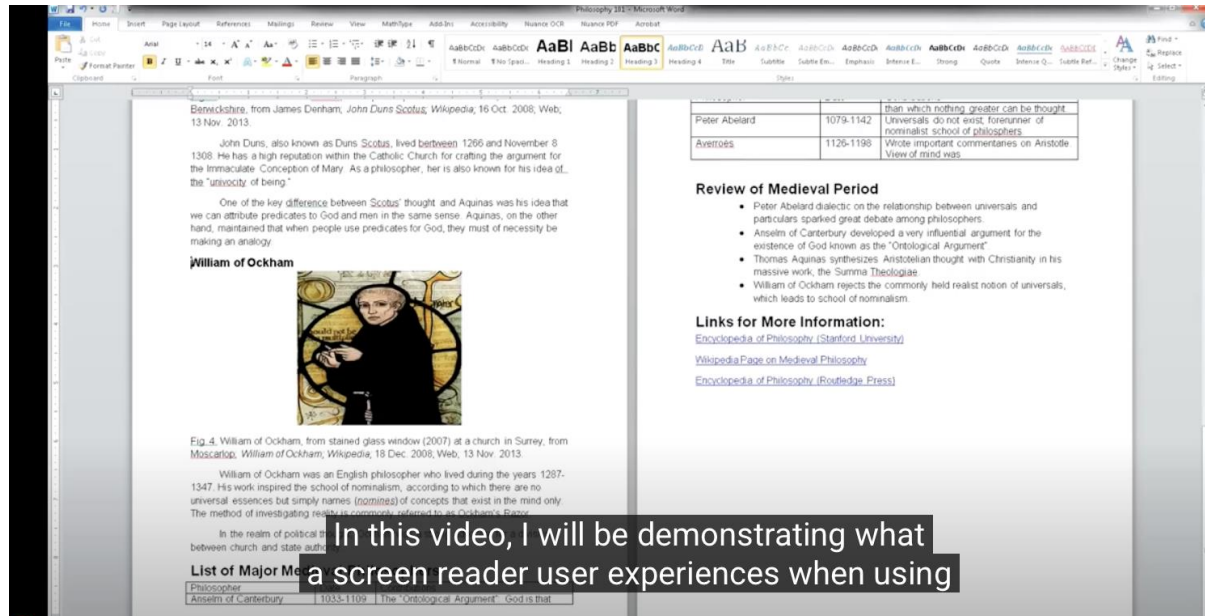
# Common Barriers in Documents

- Images with no alt text
- Poor contrast
- Links that are not descriptive
- Lack of heading structure
- Text that is not clear or large enough



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# Screen Reader User Experience



## Screen Reader User Experience and MS Word (YouTube)

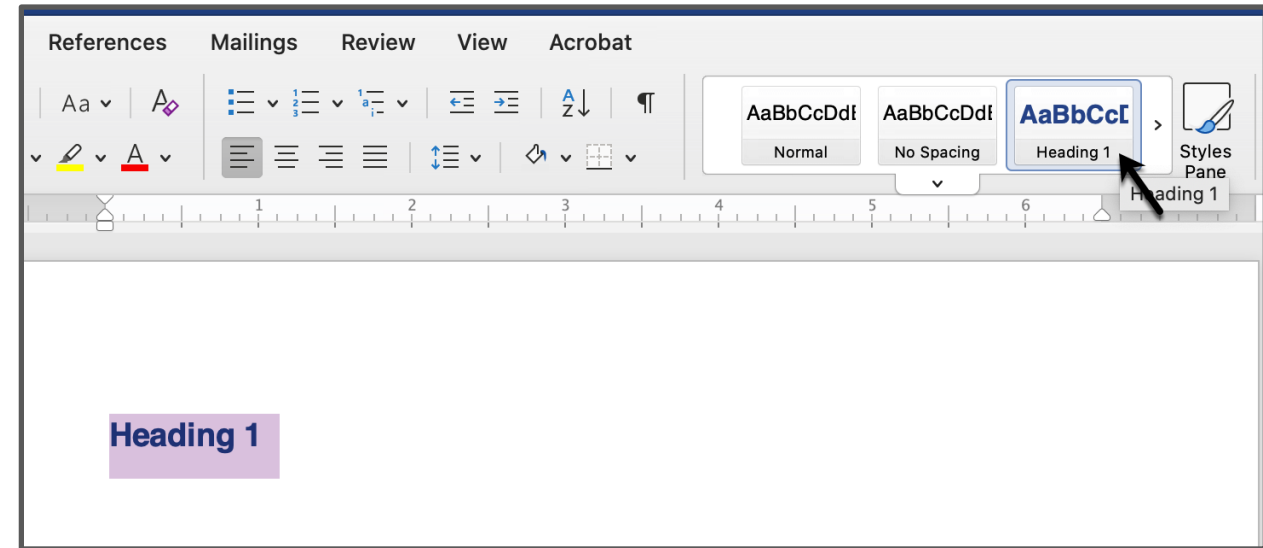
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# Using Headings to Provide Structure

- Headings provide structure to your document.
- Using normal text and applying styles such as larger size, different color, or bolder text does not create a true heading.
- Don't use headings when you don't need a true heading.

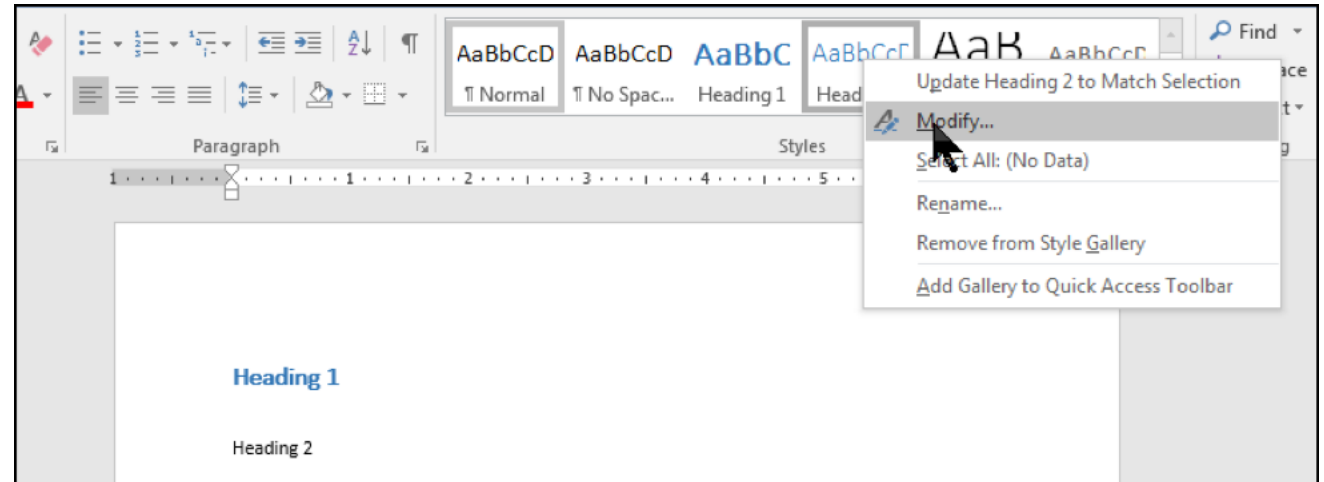
# How to Add Headings

- Highlight the text
- Click on the appropriate heading
- Or use keyboard shortcuts
  - PC: Control+Alt+1
  - Mac: Command+Option+1



# Modify Headings

- Modify a heading by:
  - Right clicking on the heading in the styles group and choosing modify
- OR
- Change the heading in your document and choosing Update Heading to Match Selection



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# Alt Text:

**a text description of an image (or other non-text content)**

Also called:

alternative text, image description

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# Why Use Alt Text

- Without alt text, a screen reader user will not know what an image is.
- Images often convey important information.
- The screen reader will just say “graphic”



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# Sample Alt Text

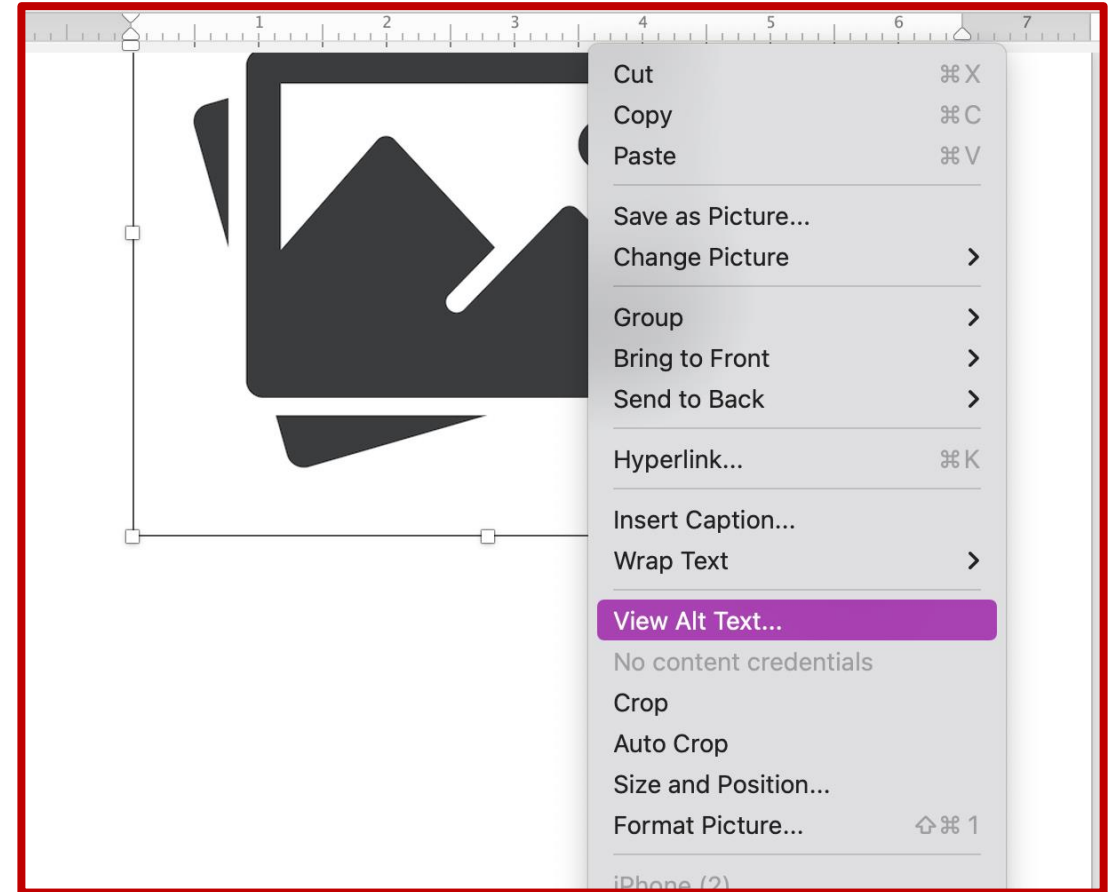
A Pomeranian wearing glasses looks down at an open book.



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# How to Add Alt Text

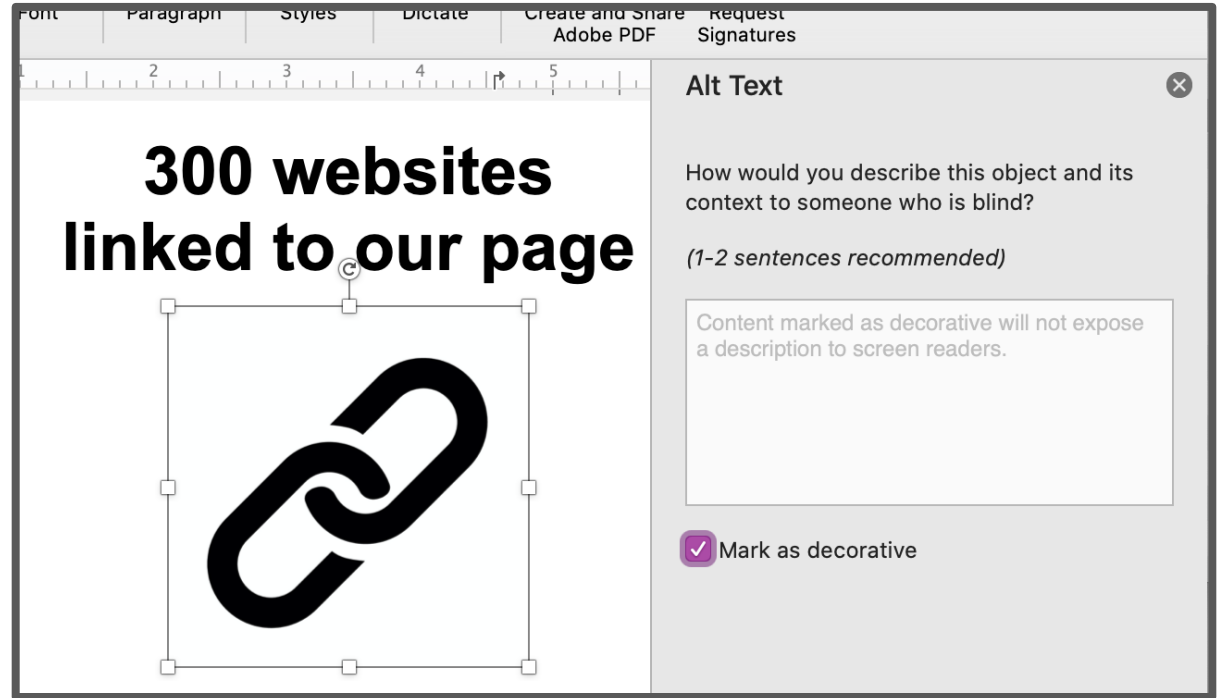
- Right click on the image
- Choose View Alt Text
- Write the description in the box that appears to the right of the document.
- Describe what is in the image.
- No need to say “image of” or “picture of”



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# Purely Decorative Image

- Images that do not add anything to the content
- Images that are redundant to the content
- Images that are visual separators



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# More Complex Images

- Brief alt text description with longer description within the text of the document.
- Brief alt text description of the image with a section at the end of the document for long descriptions.

Website Accessibility Assessment of All Organizational Sites

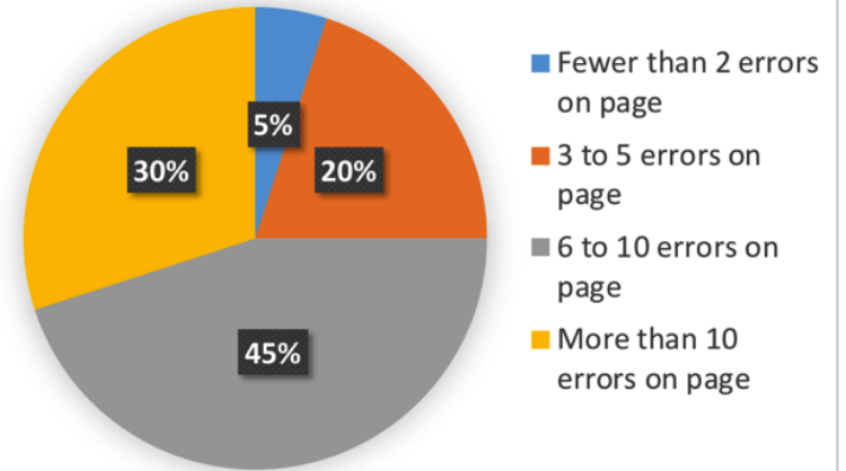
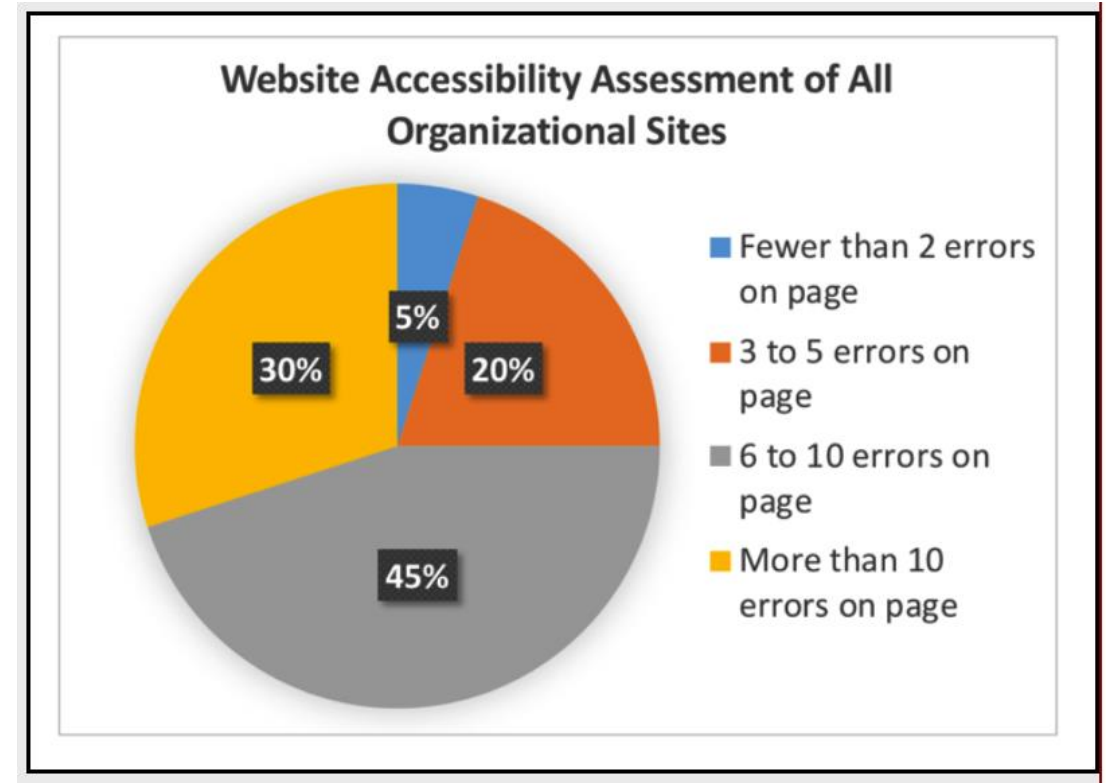


Chart 1. Website Accessibility Assessment of All Organizational Charts. Findings from the assessment indicate the following: 5% of organizational websites had fewer than 2 errors on the home page; 20% had 3 to 5 errors; 45% had 6 to 10 errors; and 30% had more than 10 errors on the home page.

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# Chart Sample

- 45% have 6 to 10 errors on page
- 30% have more than 10 errors on page
- 20% have 3 to 5 errors on page
- 5% have fewer than 2 errors on page.



Alt text: Pie chart title: Website Accessibility Assessment of All Organizational Sites. Data summarized on slide.

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**Next week is Accessibility Awareness Week!**

**[Click Here](#)** for the schedule of events!

The keynote presenter will be Joe the Accessibility Guy... **[more](#)**

Learn more here:

**<https://news.edu/articles/48227434526/accessawarenessweek>**

Accessibility Awareness Week Flyer **[DOC](#)** | **[PDF](#)**

Share this video announcement on your social media channels!

**<https://www.youtube.com/watch?v=20sfh2falahiflws>**

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**[more](#)**

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**[DOC](#) | [PDF](#)**

**<https://www.youtube.com/watch?v=20sfh2falahiflws>**

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# Accessibility Awareness Week

Next week is Accessibility Awareness Week! Below you will find all of the resources you need to learn more about the week's activities and to advertise the event with others.

- [Schedule of Events](#)
- [Keynote Speaker - Joe the Accessibility Guy](#)
- [News Article: Accessibility Awareness Week at Anytown University](#)
- [Accessibility Awareness Week Flyer \(DOC\)](#)
- [Accessibility Awareness Week Flyer \(PDF\)](#)
- [Accessibility Week Announcement \(YouTube\)](#)

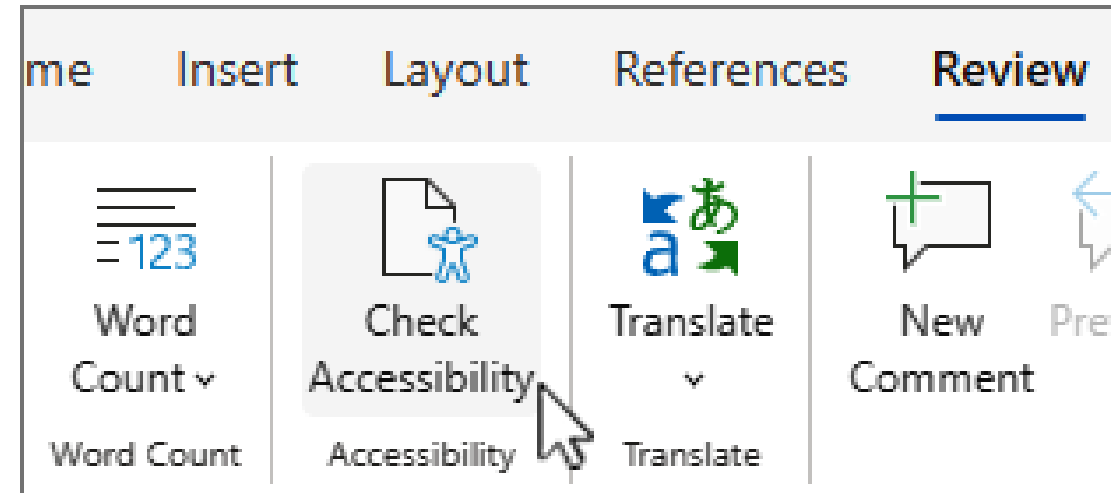
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# If Printing the Document...

- Latest Post: Creating Meaningful Links  
(<https://exploreaccess.org/post-1231413413134134134/>)
- Or use a shortened URL

# Using the Accessibility Checker

- Select Review Ribbon
- Click on Accessibility Checker
- Panel opens to the right



# Save as PDF

- Always “Save As” PDF instead of Printing to PDF
- If using a Mac, also choose “Best for electronic distribution and accessibility”



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# **More Accessibility Considerations**

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# Choosing Fonts and Font Size

- Choose fonts that are clear and easy to read
- Print in 12-point or larger.
- Have an electronic version of your document available
- Use **ALL CAPS**, **SMALL CAPS** or *italics* sparingly



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# Creating Accessible Data Tables

- Choose Table > Insert > Table (Not “Draw Table”)
- Highlight top row
- Right click and choose “Row” tab
- Check the box “Repeat as header row at the top of each page”
- Make sure table has same number of rows and columns

# Other Things to Avoid

- Creating lists without using the bulleted or numbered list tool
- Using full justification
- Using text boxes
- Placing important information in header, footer and watermarks
- Adding multiple space by using the return key
- Presenting data in rows without using a table

# Suggested Resources

- [Explore Access: Creating Accessible MS Word Documents](#)
- [NCDAE Cheat Sheet: MS Word](#)
- [University of Washington: Creating Accessible Documents in Microsoft Word](#)
- [WebAIM: Microsoft Word - Creating Accessible Documents](#)
- [Screen Reader User's Experience and MS Word \(YouTube\)](#)

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# Contact Me

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