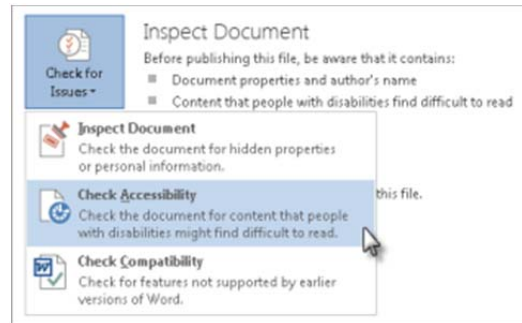


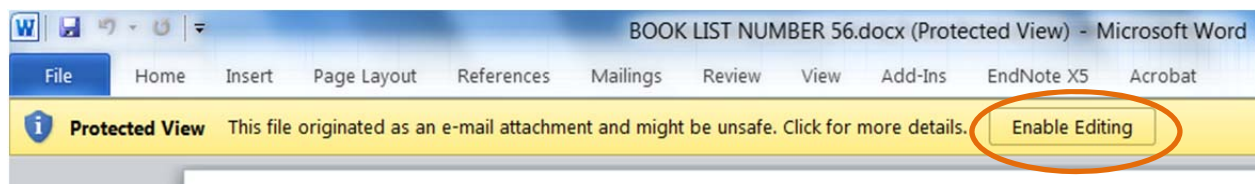
Resolving Accessibility Issues in Word 2010/2011

Use the Accessibility Checker

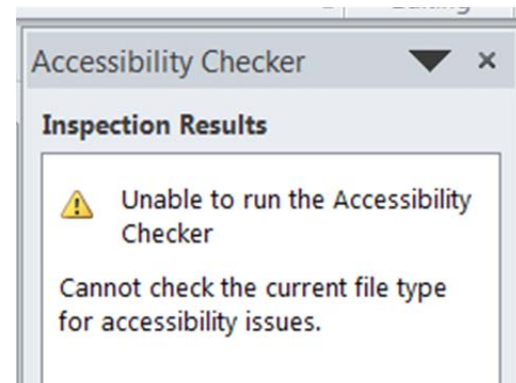
1. Click **File > Info > Check for Issues**
2. If the Accessibility Checker sees any potential issues, you will see a message next to the **Check for Issues** button.
3. To view and repair the issues in your file, click **Check for Issues > Check Accessibility**
4. Your file reappears, and the **Accessibility Checker** task pane lists the inspection results.
5. Click a specific issue to see **Additional Information** and steps to change the content.



TIP: Documents being viewed in Protected view (opened from an e-mail or the Web) will not offer the option to Check for Issues. **Enable Editing** in the highlighted area at the top of the document and then return to **File > Info > Check for Issues > Check Accessibility**.



TIP: Documents with a .doc extension cannot run the Accessibility checker. Go to **File > Save As**, and save as .docx. Then return to **File > Info > Check for Issues > Check Accessibility**.

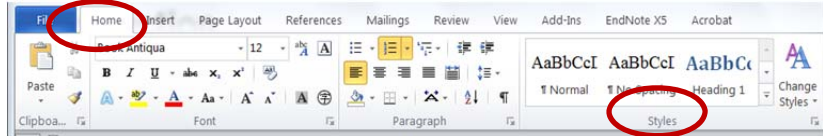


Designate Headings

Headings allow screen readers to easily navigate a document. A screen reader won't recognize **bold text** or large font as a heading. Headings are located in the **Home** tab, **Styles** Group.

To designate a heading:

1. Go to the **Home** tab in the ribbon, **Styles** group.
2. Highlight the appropriate text to be used as a heading.
3. Select the appropriate heading level. Use Heading 1 for main titles, etc.



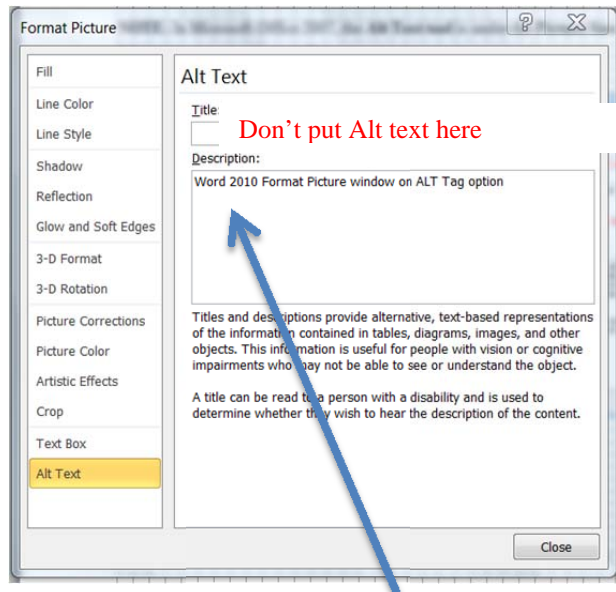
Adding Image ALT Tags

Recent versions of Microsoft Office offer ALT tags for inserted images, which can be read by a screen reader. Descriptions should be limited to approx. 20 words or 155 characters. Charts and graphs may require longer explanations.

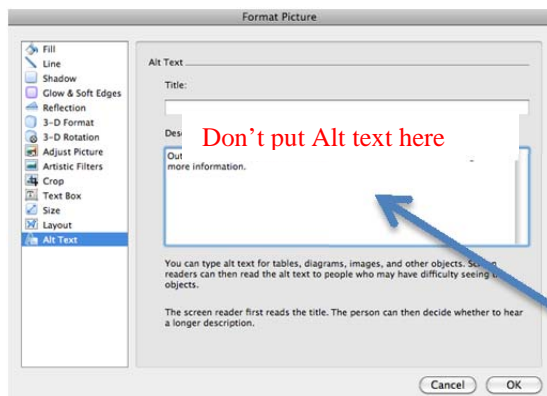
Word 2010

The **Alt Text** tool can be found under **Picture Tools, Format, Picture Styles** group. (In Word 2007, right-click after adding an image and choose **Size**. In Word 2003, it is under the **Format Picture** options.) Alternatively:

1. Select an image so that square anchors are visible.
2. Right-click the mouse and select **Format Picture**.
3. In the **Format Picture** window, select the **Alt Text** link on the right, and insert text into the **Description** field. Click **Close** to save the Alt Text.



Word 2011 (Mac)



Note: This tool is not available in Office 2004 or Office 2008 for Macintosh. You must have Service Pack 1 to access the Alt text feature.

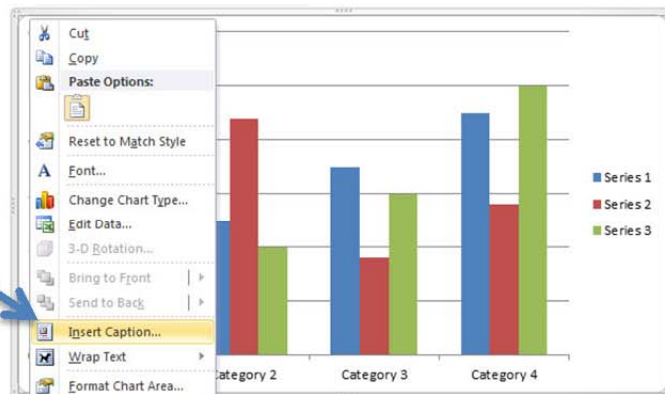
1. Select an image [square anchors are visible].
2. Right-click the mouse, select **Format Picture**.
3. In the **Format Picture** window, select the **Alt Text** link.
4. Insert the ALT text into the **Description** area.
5. Click **OK** to close and save the Alt Text.

Charts and Graphs

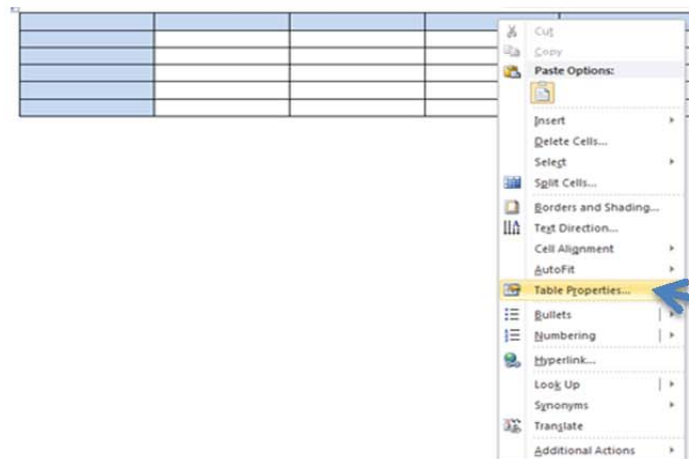
Charts and graphs may require longer explanations than simple images. There are two actions recommended to make these items accessible: 1) Add a short caption preceding that describes the content; 2) Provide an alternative presentation of the findings. For many charts, the best alternative format is a table with the original figures.

To add a caption:

1. Right click near the edge of the chart, graph or table and choose **Insert Caption**.



2. Word offers a few default options for the caption. Create your own by selecting **New Label** and enter a caption into the pop-up dialog box.



Tables

Tables may also require longer explanations than simple images.

To add Alt text:

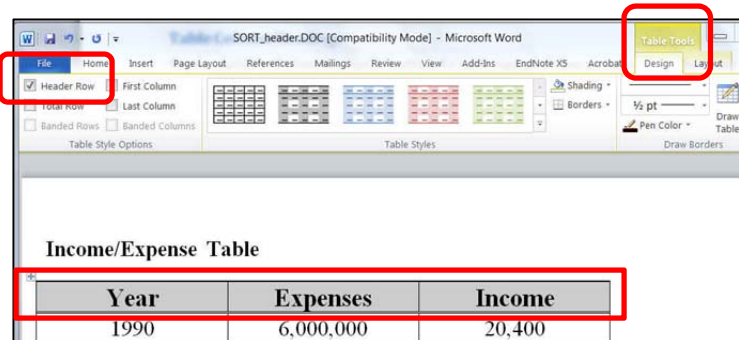
1. Right-click within the table.
2. Select **Table Properties**.
3. Under the **Alt Text** tab, insert your description in the **Description** area. Do NOT use the "Title" area.

Table Column Headings

Screen readers will identify column headings for table content, if they are specified in the Word document. This information is critical for vision-impaired users to understand a table's content.

To specify column headings:

1. Click anywhere in the table.
2. Go to the **Design** tab at the top of the page.
3. Check the **Header Row** check box.
4. Type (or retype) your column headings.
5. Press the **Enter** key.



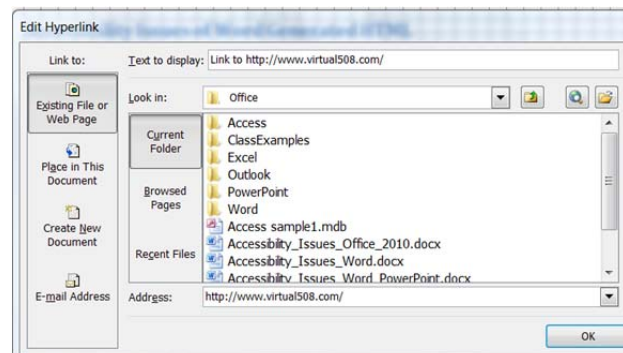
Hyperlinks

Screen reader users often scan a document for hyperlinks, so it is important to make sure your links make sense without their surrounding content.

For example, a link should say “[Readings for the week of February 14](#)” rather than “Readings for the week of February 14. [Click here.](#)”

To edit a hyperlink's display text:

1. Right-click the URL
2. Select **Hyperlink**, and then **Edit Hyperlink**.



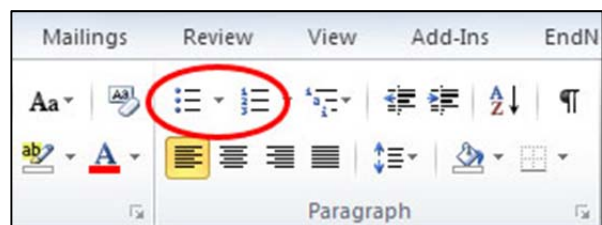
Lists

You should use the **List Tool** to create bulleted or numbered lists instead of manually inserting bullets, numbers or asterisks. As with headers, this tool enables screen readers to process list items more efficiently.

Numbered lists with multiple levels should use a different numbering scheme on each level. For instance, if the topmost level uses “1, 2, 3,” the next level could use “a, b, c.”

To create a bulleted or numbered list:

1. Highlight the text.
2. Under the **Home** tab in the top ribbon, select either the bulleted or numbered list icon.

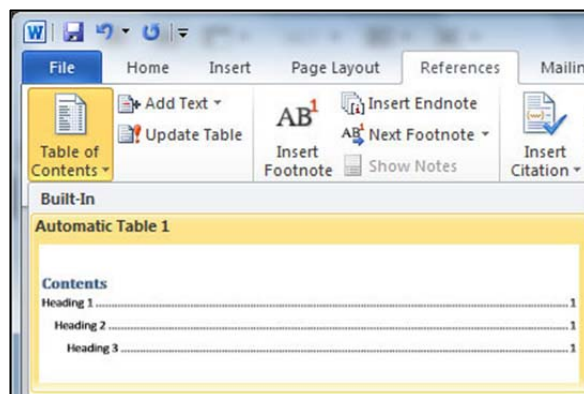


Creating a Table of Contents

Adding a table of contents will help screen reader users to navigate a document quickly and easily, in addition to providing a preview of upcoming content. **NOTE:** Headings must be applied to appropriate text for Word to auto-generate a Table of Contents.

To auto-generate a Table of Contents:

1. Go to the **References** tab in the ribbon at the top of the page.
2. Select **Table of Contents**. You can select one of the automatically generated formats or choose to enter the titles of the sections manually



Cautions on Converting Word to HTML

Although Microsoft products include a function to convert content to HTML, the implementation is not regarded as standards-compliant. If you need to convert to HTML, go to **File > Save As Web Page, Filtered** (Word 2010). Alternately, purchase a plug-in to audit the accessibility of the output file (For Windows only: [Link to http://www.virtual508.com/](http://www.virtual508.com/))

Accessibility Issues of Word Generated HTML

1. Styles use fixed font sizes, not relative font sizes. Fixed font sizes won't allow the text to be zoomed in Internet Explorer 6 or earlier.
2. The font will probably be fixed to Times New Roman, which is designed for print, not for computer monitors.
3. Style sheets are embedded and are time consuming to remove manually. In fact, all Word styles in your template are exported **even if they are not used** in the original document.
4. Word HTML allows designers to specify unusual fonts and/or symbols, which may not be available on all computers.
5. If Smart Quotes are turned on, then they will be converted to a Unicode numeric character or left intact. Older browsers may not be able to decipher these symbols.

More Resources

Visit the Computer Applications Training Handouts page:

[Link to http://lib.colostate.edu/cat/training-handouts](http://lib.colostate.edu/cat/training-handouts)

Visit the Microsoft Support website:

[Link to http://office.microsoft.com/en-us/support/](http://office.microsoft.com/en-us/support/)

Visit the Pennsylvania State University AccessAbility website:

[Link to http://accessibility.psu.edu/](http://accessibility.psu.edu/)