

6 Tips for Accessibility

Using Microsoft Word to make more accessible documents

Goal of Accessibility

- Your content is available to the widest audience possible
- Accomplish this goal by:
 - Matching presentation and structure
 - Ensuring content is visibly perceivable

6 Topics

- Heading structure
- List structure
- Text equivalents
- Descriptive link text
- Color use & contrast
- Data tables

Real Headings

- Break your content into **sections**
- Form a **hierarchy** (think Table of Contents)
- **Styles** create visual and “behind screen” headings
- Create more **equivalent experience**

Headings in MS Word

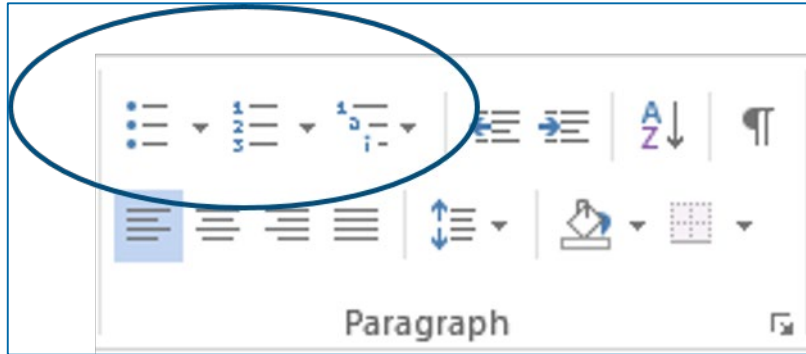


Real Lists

- **Group** items
- Ordered (numbered) or unordered (bulleted)
- Handle **indentation** for you
- Create structure so that lists are **identified by screen readers**
- Create more **equivalent experience** for human readers



Lists in MS Word



Text Equivalents for Visuals

- How would you describe the image to someone over the phone?
- Convey **meaning**
- Can live in a few places
 - **Alternative text** (usually here for most content)
 - Caption
 - Document body

What Meaning Does the Image Convey?

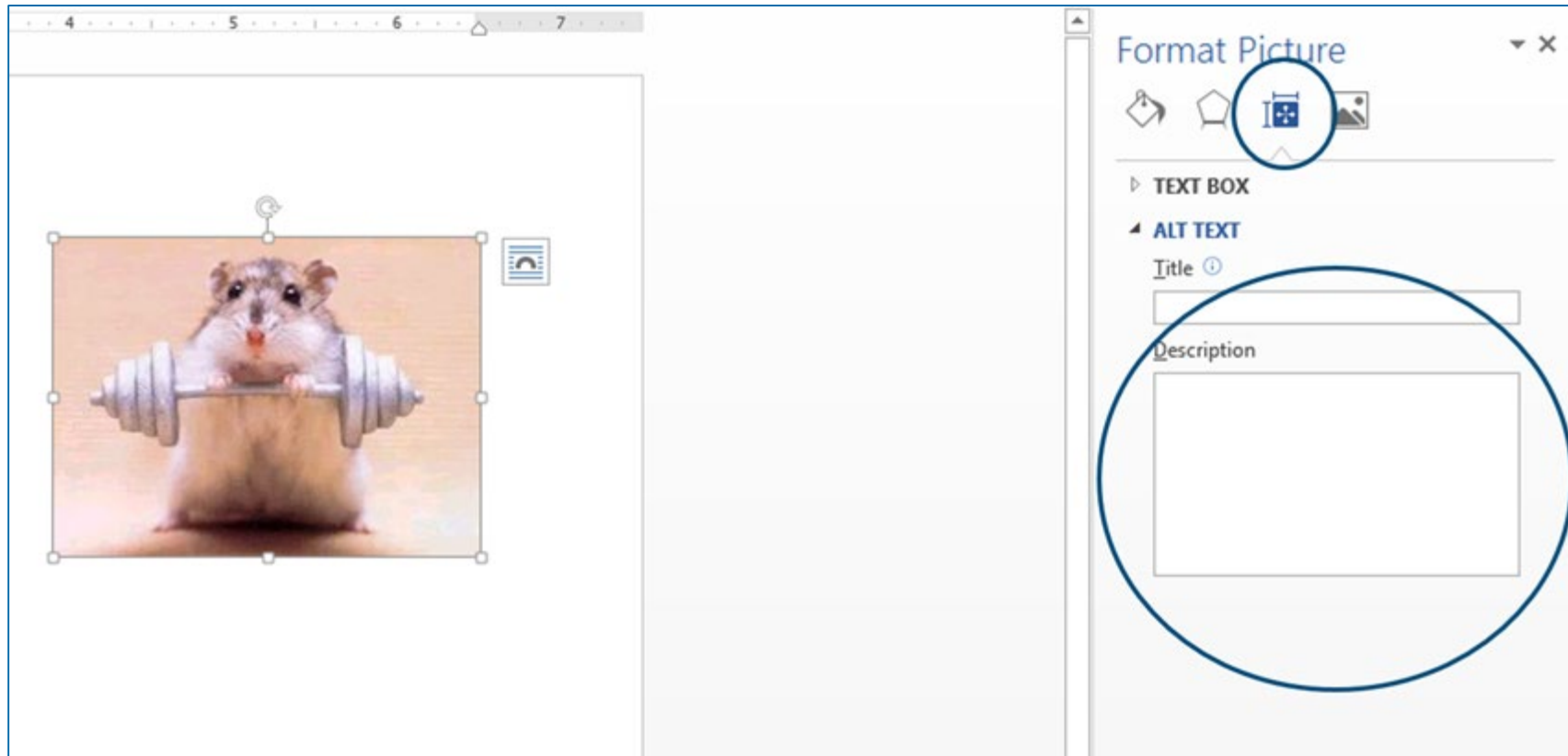


Alternative Text

- Concise
- Meaningful
- Usually entered in a context menu
 - Right click image
 - OR
 - Highlight image > Shift+F10



Alternative Text in MS Word 2016



Descriptive Link Text

- Link text should make sense in context at a minimum
- Ideal: make it make sense on its own
- Best practice: avoid “Click here” and “Read more”

Confusing Link Text

https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=88917525eae4a02e75030112715662529cebda3f143efe72167c49cd55ced323

Helpful Link Text

[Fill out our session evaluation form here.](#)



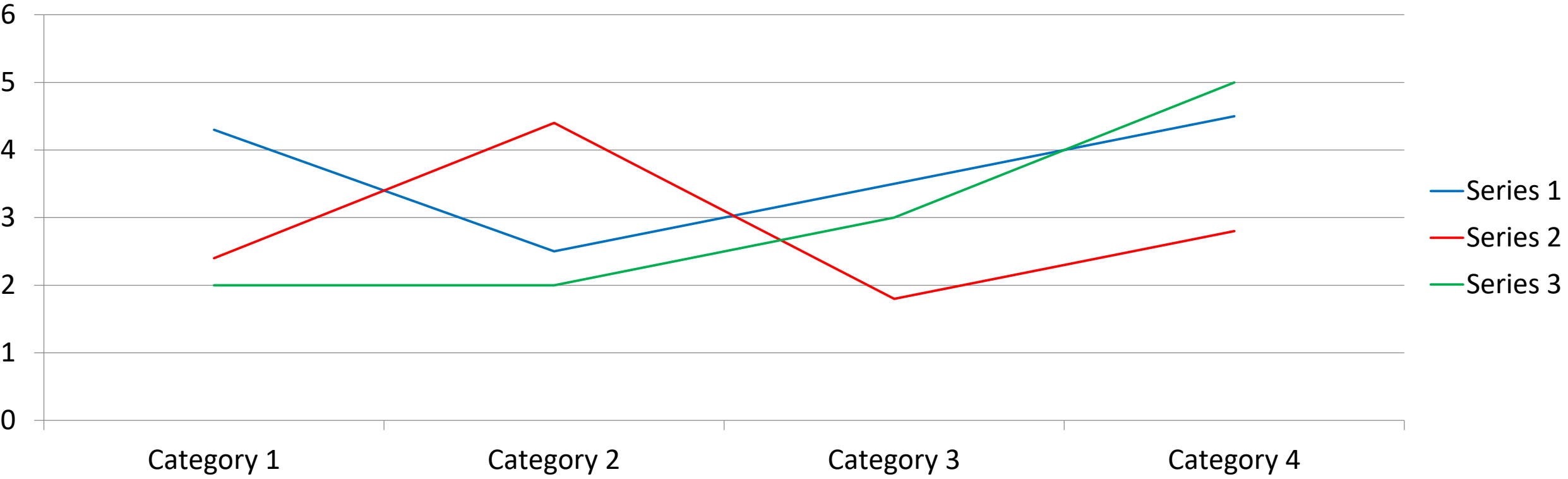
For Print: Both URL and Link Text

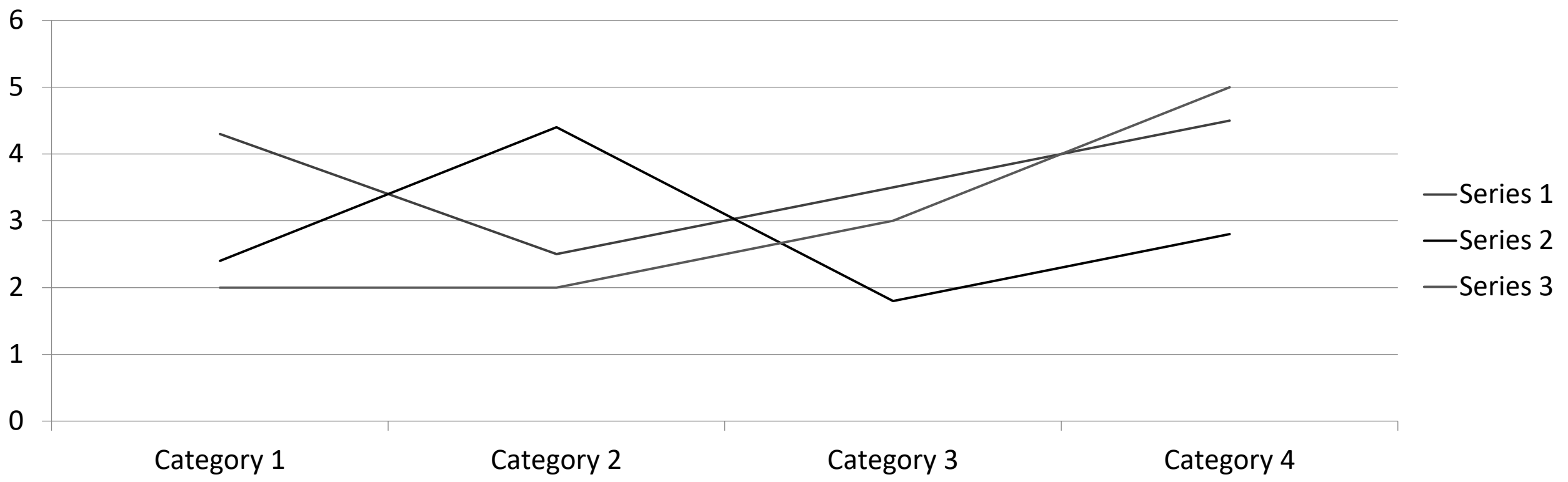
[Fill out our webinar evaluation form here.](https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=88917525eae4a02e75030112715662529cebda3f143efe72167c49cd55ced323)

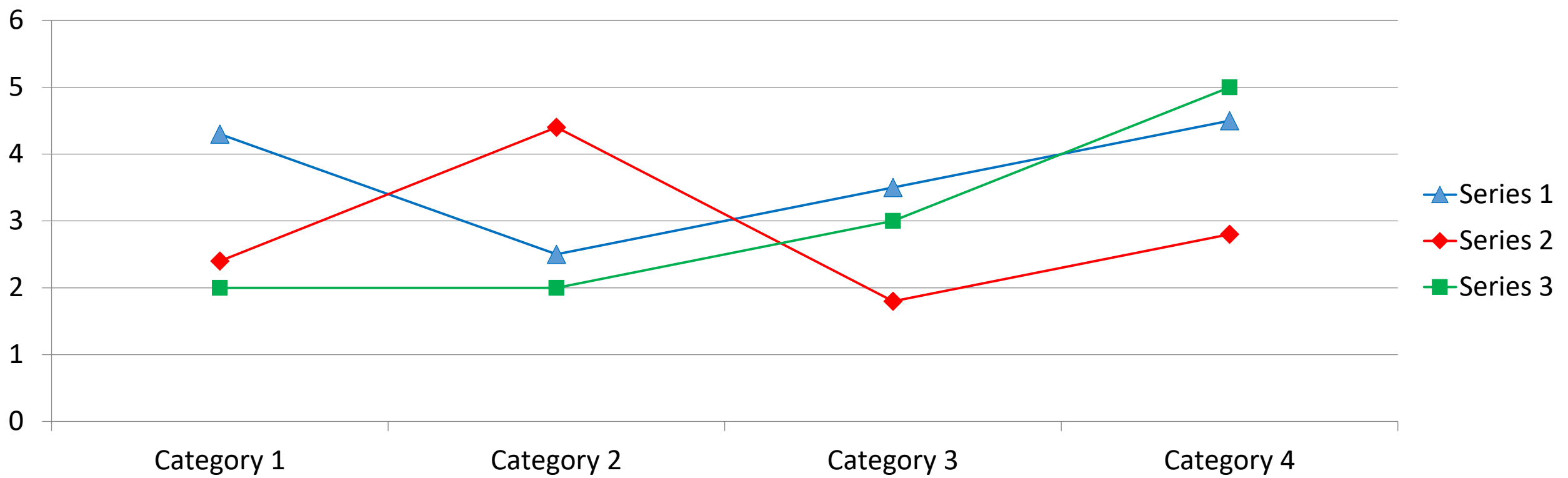
- https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=88917525eae4a02e75030112715662529cebda3f143efe72167c49cd55ced323

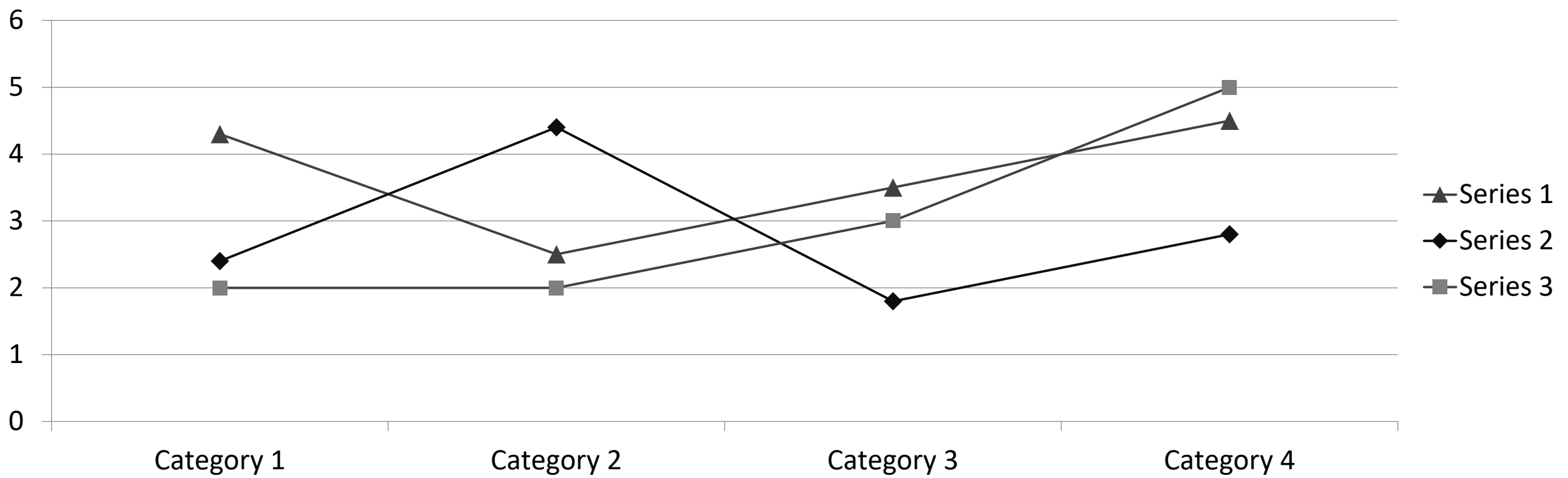


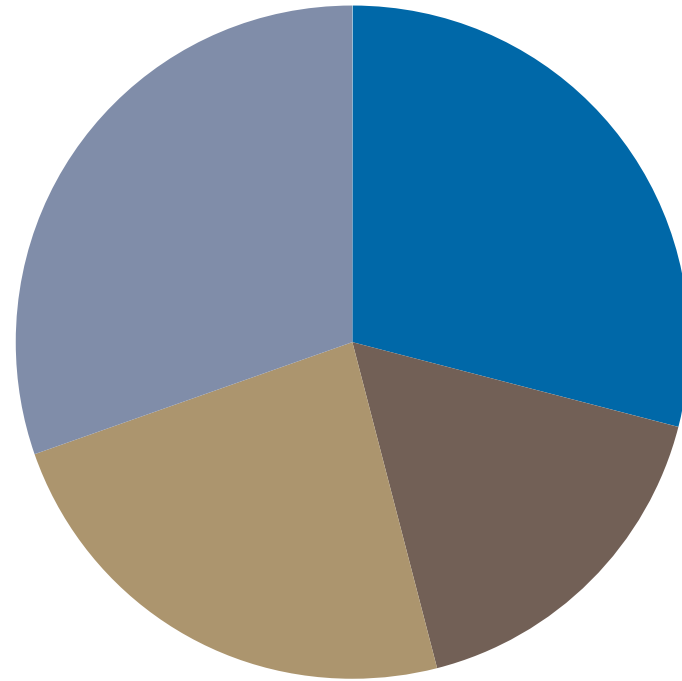
Only Color Conveying Meaning



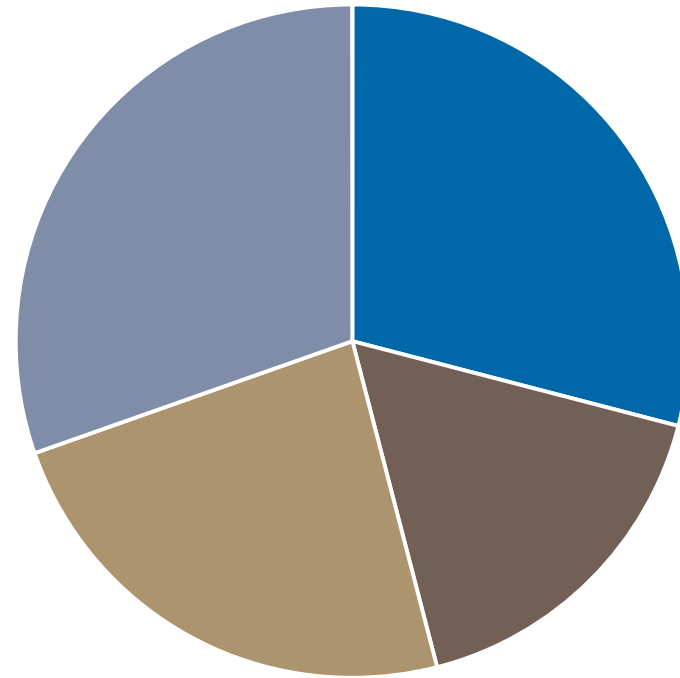




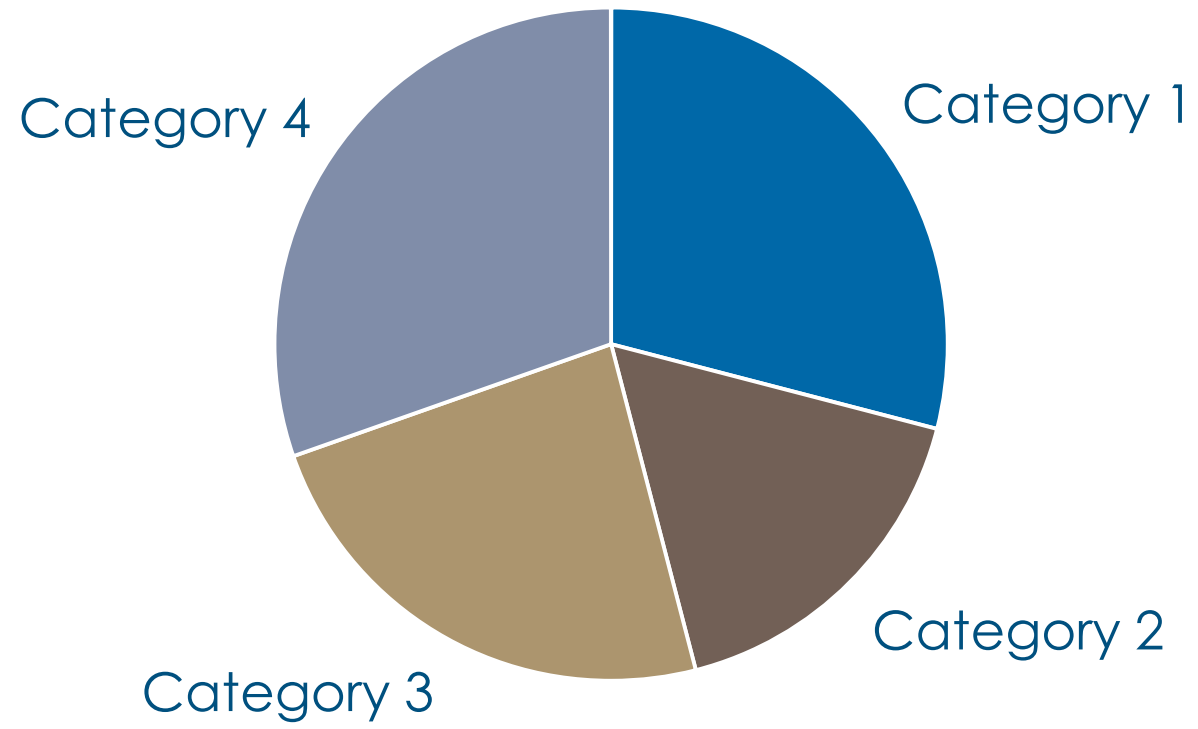




- Category 1
- Category 2
- Category 3
- Category 4



- Category 1
- Category 2
- Category 3
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Color Contrast

The quick brown fox jumps over the lazy dog.



Verify Contrast

- Check with [TPG Colour Contrast Analyser](http://bit.ly/1ME7YE6) (<http://bit.ly/1ME7YE6>)
- Need 4.5:1 ratio of text color to background color
 - Can be lower for “large text”
 - Text in logos is exempt

Data Tables

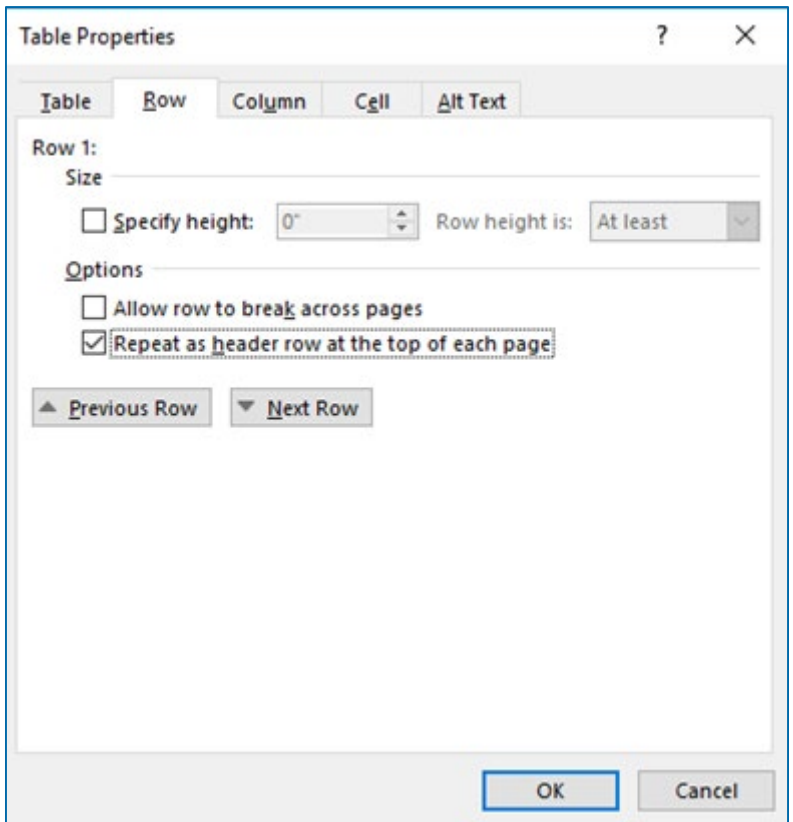
- Display raw data points
- Have at least one level of column or row headers
- Can become incredibly complex

Simple Data Table

Column 1 Header	Column 2 Header
Data 1	Data 1



Make Header Cells Real





Reading Order Check

alright?

this

Is



Reading Order Fail

		alright?
	this	
Is		

More Reading about Accessibility

- Oklahoma ABLE Tech and ICT Accessibility
 - <https://www.okabletech.org/guide-to-all-services/ict-accessibility/>
- ICT Accessibility Resources from ABLE Tech's national TA Center (AT3)
 - <https://www.at3center.net/repository/ICTCoPResources>
- WebAIM
 - <https://webaim.org/>
- World Wide Web Consortium Web Accessibility Initiative
 - <https://www.w3.org/WAI/>
- National Center on Disability and Access to Education
 - <http://ncdae.org/>
- Microsoft on Office Accessibility
 - <https://support.office.com/en-us/article/make-your-content-accessible-to-everyone-38059c2d-45ef-4830-9797-618f0e96f3ab>

Questions?

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