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=88917525ea4a02e75030112715662529cebda3f143efe72167c49cd55ced323
Helpful Link Text

Fill out our session evaluation form here.
Fill out our webinar evaluation form here.

- https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=88917525eae4a02e75030112715662529cebd3f143efe72167c49cd55ced323
Only Color Conveying Meaning
The quick brown fox jumps over the lazy dog.
Verify Contrast

- Check with TPG Colour Contrast Analyser (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

<table>
<thead>
<tr>
<th>Column 1 Header</th>
<th>Column 2 Header</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data 1</td>
<td>Data 1</td>
</tr>
</tbody>
</table>
Make Header Cells Real
Reading Order Check

alright?

this

Is
<table>
<thead>
<tr>
<th></th>
<th>alright?</th>
</tr>
</thead>
<tbody>
<tr>
<td>this</td>
<td></td>
</tr>
<tr>
<td>Is</td>
<td></td>
</tr>
</tbody>
</table>
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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