

Word Accessibility

AN ACCESSIBLE WORD DOCUMENT...

Uses Styles

A Style is a set of predetermined formatting characteristics for text in a document. This includes font type, font size, spacing, indentation, borders, bullets or numbers for lists, color, etc.

There are various built in Styles in Word that group together different formatting characteristics and are ready to be applied to text. You can modify existing styles or create your own based on your formatting preferences.

Not only are Styles necessary for structure, they mark up a document to define the elements that it contains: titles, headings, subheadings, paragraphs, lists, tables, headers, among others. This provides an organized structure that is easily read by all users including individuals using assistive technologies like screen readers.

Has Alternative Text Descriptions for Images

Images used in documents like descriptive images, decorative images (logos and icons) and charts that are used to illustrate data, need an Alternative Text description so that individuals using a screen reader can detect the image and understand its purpose in the document.

Has Text labels/descriptions for Hyperlinks

Avoid using "Click Here" or only the URL for hyperlinks. Provide a text description to the document or website you are linking to. This will help the reader know where the link will take them to and the content they will access.

Has Simple Data Tables

Keep tables simple. Simple data tables have one row of headings, one column of headings or both. Avoid using nested tables or merging cells, which are difficult to read using a screen reader.

Is available in other formats

Convert documents into multiple formats like PDF that can be viewed using Adobe Acrobat Reader (free download) or in HTML which can be opened using any internet browser (Internet Explorer, Firefox, Safari).

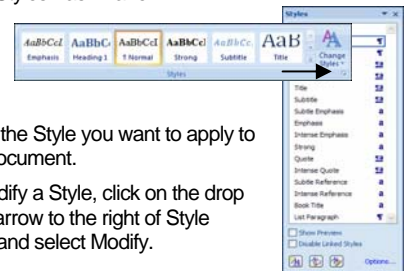
<http://www.csus.edu/atcs/quikrefsite/>

6/24/08 QuikRef Site

CREATING ACCESSIBLE WORD DOCUMENTS

To begin using Styles:

1. From the Home Tab Ribbon locate the Styles Group.
2. Click on the Styles Task Pane launcher to display the entire Styles Task Pane.



3. Select the Style you want to apply to your document.
4. To Modify a Style, click on the drop down arrow to the right of Style name and select Modify.

To Add Alternative Text Descriptions to Images:

1. Click on the image to select it.
2. Locate the Size Group from the Format Ribbon and click on the Size box launcher.
3. Select the Alt Text tab and In the Alternative text box, enter a brief description.

Word on Macintosh does not provide the Alt text option. Use Word on Windows to add alt text descriptions to images or use the Insert Caption option to add a description above or below the image.

To Create Descriptive Hyperlinks:

1. Select the text that will link to a website or document.
2. Click on the Insert Ribbon and locate the Links Group.
3. Select Hyperlink.
4. Enter the document path or URL address in the Address Field.

To Convert to other Formats:

To convert to PDF:

1. Locate the Acrobat Tab and Ribbon.
2. Select the Create PDF option and Save document.

Before converting to PDF check the Preferences to ensure that Accessibility for the document is enabled.

To convert to HTML:

1. From the Office Button click on Save As, the Save As dialog box will open.
2. In the Save As Type field select Web Page, Filtered.

ADDITIONAL INFORMATION

Syllabus Templates

Download a ready to use accessible syllabus template from the Creating Instructional Materials website (<http://www.csus.edu/atcs/tools/accessible/>).

Handouts

For full explanations and details please see the Creating Accessible Word 2003 and Word 2007 Workshop Handouts from our Handouts website (<http://www.csus.edu/training/handouts/>).