# Headings

Structural “programmatic” headings provide navigation marks for screen reading software. Headings describe the topic or purpose and are used to organize the document.

Home ribbon, Styles group. View ribbon, Show group, check Navigation Pane.

**Accessibility**

Accessibility is the design of products, devices, services, or environments for people with disabilities. The concept of accessible design and practice of accessible development ensures both “direct access” (i.e., useable without any additional software or hardware) and “indirect access” meaning compatibility with a person’s assistive technology (e.g., computer screen reading software).

**Access for people with disabilities**

Accessibility can be viewed as the “ability to access” and benefit from some system or entity. The concept focuses on enabling access for people with disabilities (or special needs) or enabling the ability to access through compatibility with assistive technology. It is worth noting, however, that accessibility brings benefits to a wider audience.

**Users of Assistive Technologies**

Some people with disabilities use assistive technology to access electronic content. Assistive technology relies on the content to have properties that enable accessibility of the content. Content authors are responsible for providing the required properties.

**Usability**

Accessibility is not to be confused with usability, which is the extent to which a product (such as a device, service, or environment) can be used by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use.

# Links

The text used for a link is descriptive and different from other link text in the document. Instead of something like “click here for more information” do not include the “click here” and expand the link text, for example “more information about ramps is available from USAB”. For electronic documents, it is counterproductive to include the full URL.

Insert ribbon, Links group. Or select text and right click (for context menu).

Section 508 home page or page on content creation. www.section508.gov/create

# Images and Other Objects

All images and objects must be inline. There needs to be text equivalents for images and other non-text content. Some of the time, “descriptive identification” is the best choice.

Select image, context menu, Edit Alt Text.

## Meaningful

1. Determine if the image is meaningful
2. Check that the image’s alternative text describes its purpose
3. Check that the image is inlineA red x-ray of a star

   Description automatically generated with low confidence

## Decorative

Diagram

Description automatically generated

1. Determine if the image is meaningful.
2. Check that the image is marked as decorative.

## Other Objects

### Watermarks

Watermarks with information are not accessible.

### Headers and Footer

Header and footer are not readily available either.

# Lists

Information, structure, and relationships conveyed visually need to have that available to screen reading software and other assistive technology.

Home ribbon, Paragraph group.

## Numbered

Travel prep steps:

Book the tickets

Pack for trip

Go to airport

Board the plane

## Unordered

Animals we saw at the zoo:

Monkey

Lion

Bird

Bat

# Color and other Sensory Characteristics

Color must not be the only visible way information is conveyed. Instructions must not rely upon only color, shape, size, visual location, or other sensory characteristics.

## Orientation

See the sidebar instructions to the left…

## Color dependency

A red status indicates it is a critical project.

| Project | Status |
| --- | --- |
| Project A |  |
| Project B |  |
| Project C |  |

## Color Contrast

Requirement:

* 14+ point Bold and 18+ point require 3:1.
* Smaller font sizes require 4.5:1.

This is red text (C00000).

**This is also red text (FF0000).**

Home ribbon, Font group, Font color, More Colors…

One good tool is [WebAIM: Contrast Checker](https://webaim.org/resources/contrastchecker/).

# Paragraph Spacing

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Show/Hide ¶ (Control-Shift-8)

# Tables

Information, structure, and relationships conveyed visually need to have that available to screen reading software and other assistive technology.

Insert ribbon, Tables to start. When cursor in a table, Table Design and Table Layout ribbons become available.

## Data Tables

### Data Table Tools

1. Check if table is a table.

**Name Age Grade**

Bill 10 A

Sue 8 B

* 1. Fix: Use Insert – Table – Insert Table

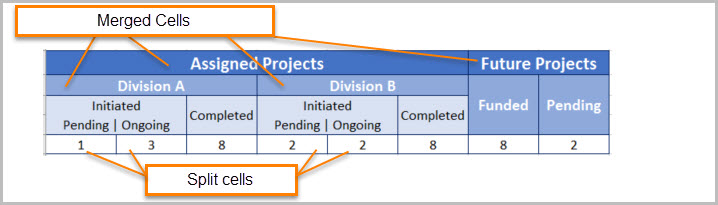
1. Check for table headers

| Group | Members | Membership Fee |
| --- | --- | --- |
| 1 | 12 | 13 |
| 2 | 22 | 23 |
| 3 | 32 | 33 |

### Avoid Complex Data Tables

### Complex cannot be made accessible in Word.

If a table has merged cells to span more than one column or row, the table cannot be made accessible in Word.



### Images of a data table are never accessible.

Do not paste images of tables into the document because they cannot meet 508/WCAG requirements.

One technique is to repeat heading information in the first row. Another technique is to use multiple tables.

Funded Future Projects Pending Future Projects

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## Layout Tables

### Letterhead example

|  |  |
| --- | --- |
| US Access Board logo | March 31, 2022 |

Text following layout table versus adding rows to table?

Layout tables are a kind of keyboard trap!

# Document title property

Documents need to have a descriptive title. This needs to be provided in metadata, the document property. The document file names is not enough. It is a best practice for files posted to the internet to be short, use only lowercase letters, and not include spaces or other punctuation.

File menu, Info, Properties, Title

# Additional Checks

* No Embedded Files
* No Forms (!)

# Exporting to PDF

Start with accessible native file.

Acrobat plugin recommended over, for example, Microsoft Print to PDF. Acrobat “Save as Adobe PDF” is same as Acrobat ribbon (from plug in).

# Other Office Apps

PowerPoint: Many same ideas and concepts as Word

MS Outlook: Many same ideas and concepts as Word.

# Automated Accessibility Check

Many modern software applications, include MS office products, included built-in accessibility checkers. They are good, but not sufficient on their own.

File tab, Info, Check for Issues, Check Accessibility.

## And if there is time…

Select all heading and change formatting all at once!

Different paste options – and why care?

### Trouble Shooting

Clear All Formatting (Home ribbon, Font group)