
MAKING YOUR WORD DOCUMENT ACCESSIBLE

KAREN E. BALLENGEE

UNIVERSITY OF MISSOURI

HOUSEKEEPING

- Raise your hand or type in the chat box if you have a question.
- If we have a Zoom bomber, we will shut down the session and I will email you a link to a new session.
- To find the chat, hover over the bottom of the screen and the chat icon (along with others) will appear.

HIT RECORD!!!

LEARNER ANALYSIS

Teacher Introduction

Class Introduction

What is your experience with Word?

What do you already know about accessibility?

OBJECTIVE

When given a Word document containing accessibility errors, students will perform an accessibility check and make the document 100% accessible.

- The students will successfully add alt text to an image.
- The students will successfully use compliant color contrast.

SEQUENCE OF EVENTS

SECTION 1

- Why is accessibility important?
- What are the types of disabilities that can benefit from Accessibility?
- History of Section 508 of the Rehabilitation Act

SECTION 2

- Documents (Microsoft Word)

SECTION 3

- Looking Ahead

SECTION I- ACCESSIBILITY



WHY IS ACCESSIBILITY IMPORTANT?

“
The power of the Web is in its universality. Access by everyone regardless of disability is an essential aspect.
---Tim Berners-Lee

About 56.7 million people — 19 percent of the population — had a disability in 2010, according to a broad definition of disability, with more than half of them reporting the disability was severe.

(U.S. Census Bureau, 2012)

TYPES OF DISABILITIES

Types of Disabilities

- Auditory
- Cognitive
- Neurological
- Physical
- Speech
- Visual

Can still benefit from accessibility

- Mobile phones or small screens
- Temporary disability (lost glasses, broken arm)
- Situational limitations (bright sunlight)
- Slow internet connection
- Low literacy learners
- English language learners

(World Wide Web Consortium, 2018)

HISTORY OF SECTION 508 OF THE REHABILITATION ACT

1973

Vocational Rehabilitation Act

- To correct the problems of discrimination against people with disabilities
- Affirmative action to hire people with disabilities



1973

Rehabilitation Act

- Expanded training programs for those with disabilities

1986

Section 508

- For electronic documents and information technology
- Was ineffective because of the lack of enforcement



1998

Section 508

- All Federal agencies must comply
- Private agencies do not unless they receive federal funds

2017

Section 508

- Updated Accessibility Requirement



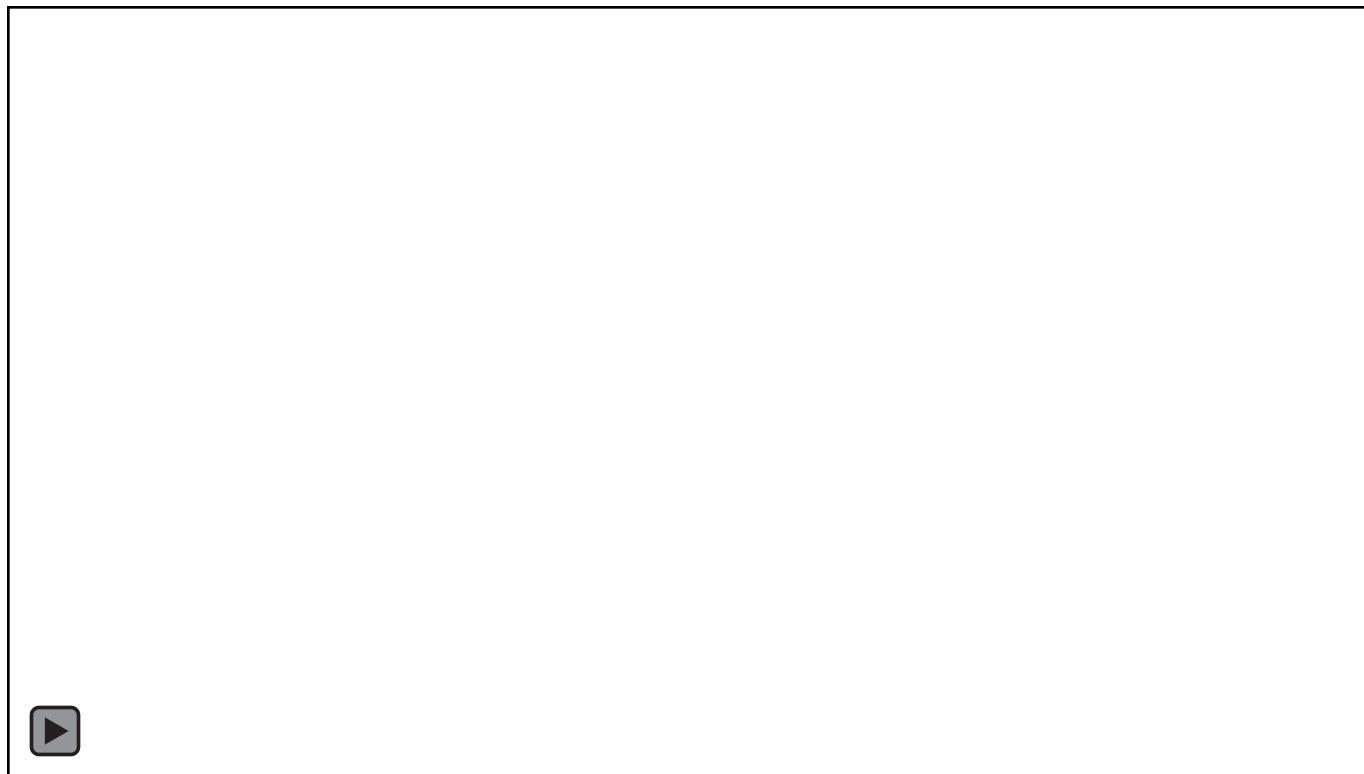
January 18, 2018

Section 508

- New guidelines went into effect



VIDEO OF SCREEN READER BEING USED



Questions:

- Did you know anything about web accessibility before viewing this video?
- What did you learn by watching this video?

CHECK ON LEARNING

Categorize the item as a disability or as something that isn't a disability, but can still benefit from accessibility.

Item	Disability	Can benefit from accessibility
Small screen		
Physical		
Auditory		
Cognitive		
English Language Learners		
Situational limitation		
Slow internet connection		
Neurological		
Temporary disability		
Speech		
Visual		
Low Literacy Levels		



MICROSOFT WORD



COLOR CONTRAST

AAA

7:1 Normal text

4.5:1 Large text

(large text is 14 pt and bold or larger or 18 pt and larger)

Must be done manually in Word.

HOW DO I CHECK FOR CONTRAST?

COLOR

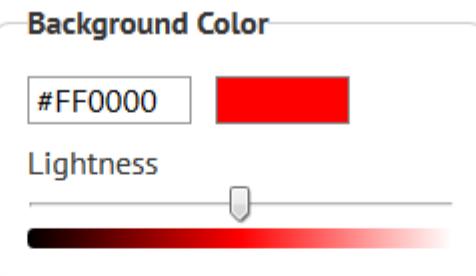
COLOR

COLOR

COLOR

CONTRAST CHECK I

CONTRAST CHECK I



Contrast Ratio
3.72:1

[permalink](#)

Normal Text

WCAG AA: **Fail**

The five boxing wizards jump quickly.

WCAG AAA: **Fail**

Large Text

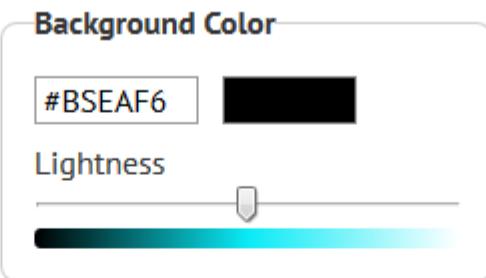
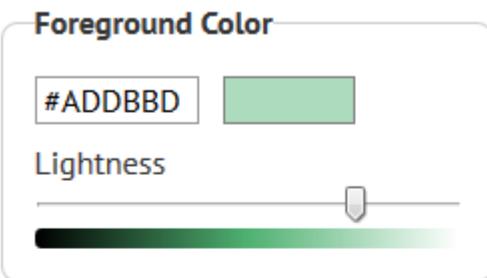
WCAG AA: **Pass**

The five boxing wizards jump quickly.

WCAG AAA: **Fail**

CONTRAST CHECK 2

CONTRAST CHECK 2



Contrast Ratio
1.03:1

[permalink](#)

Normal Text

WCAG AA: **Fail**

WCAG AAA: **Fail**

The five boxing wizards jump quickly.

Large Text

WCAG AA: **Fail**

WCAG AAA: **Fail**

The five boxing wizards jump quickly.

CONTRAST CHECK 3

CONTRAST CHECK 3

Foreground Color

#23485C 

Lightness 

Background Color

#FFFFFF 

Lightness 

Contrast Ratio
9.75:1

[permalink](#)

Normal Text

WCAG AA: Pass

WCAG AAA: Pass

The five boxing wizards jump quickly.

Large Text

WCAG AA: Pass

WCAG AAA: Pass

The five boxing wizards jump quickly.

CONTRAST CHECK 4

CONTRAST CHECK 6

Foreground Color

#234857



Lightness



Background Color

#0D1930



Lightness



Contrast Ratio

1.78:1

[permalink](#)

Normal Text

WCAG AA: **Fail**

WCAG AAA: **Fail**

The five boxing wizards jump quickly.

Large Text

WCAG AA: **Fail**

WCAG AAA: **Fail**

The five boxing wizards jump quickly.

ALT TEXT

- Describes the appearance and function of an image
- Helps visually impaired users understand the image
- Displayed in place of the image if the image cannot be accessed

TYPES OF IMAGES

- Decorative
- Informative

DECORATIVE



Pomeranians

The **Pomeranian** (often known as a **Pom**) is a [breed](#) of [dog](#) of the [Spitz](#) type that is named for the [Pomerania](#) region in Germany and Poland in [Central Europe](#). Classed as a [toy dog](#) breed because of its small size, the Pomeranian is descended from the larger Spitz-type dogs, specifically the [German Spitz](#). It has been determined by the [Fédération Cynologique Internationale](#) to be part of the German Spitz breed; and in many countries, they are known as the [Zwergspitz](#) ("Dwarf-Spitz").

The breed has been made popular by a number of royal owners since the 18th century. [Queen Victoria](#) owned a particularly small Pomeranian and consequently the smaller variety became universally popular. During Queen Victoria's lifetime alone, the size of the breed decreased by half. Overall, the Pomeranian is a sturdy, healthy dog. The most common health issues are [luxating patella](#) and [tracheal collapse](#). More rarely, the breed can suffer from Alopecia X, a skin condition colloquially known as "black skin disease". This is a genetic disease which causes the dog's skin to turn black and lose all or most of its hair.^[1] As of 2013, in terms of registration figures, since at least 1998, the breed has ranked among the top twenty most popular breeds in the USA, and the current fashion for small dogs has increased their

No alt text needed

INFORMATIVE

Pomeranians

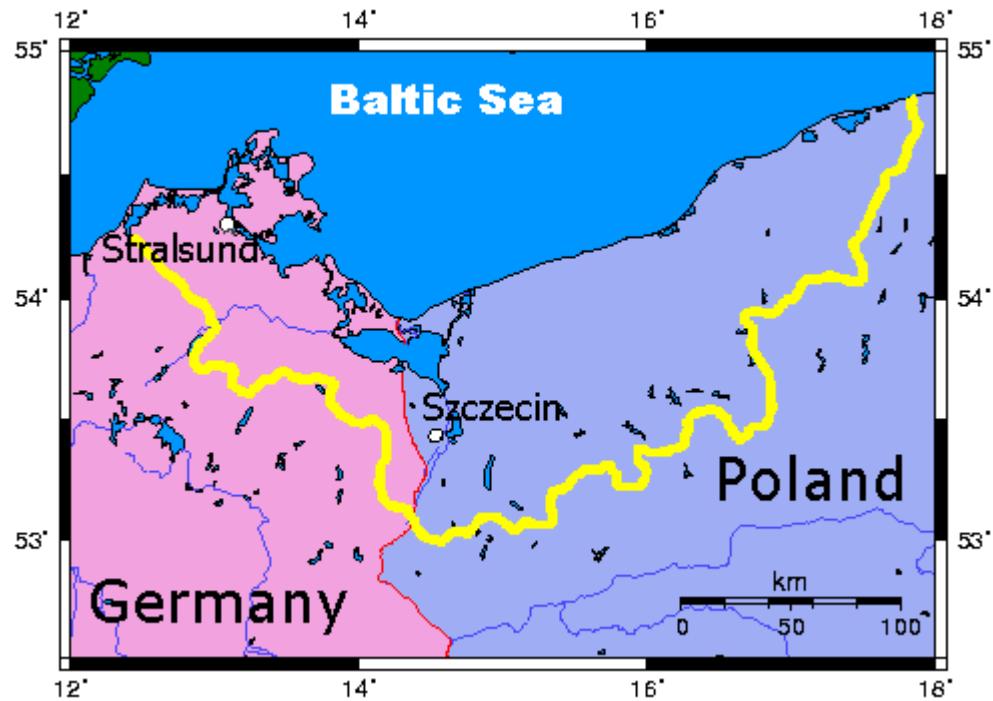


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Cream-colored Pomeranian

INFORMATIVE-EXAMPLE 2



A map showing the area on the Baltic Sea between Germany and Poland. This area is called Pomerania and is where the Pomeranian originated.

INFORMATIVE EXAMPLE 3

NEXT

Go to Next Page

INFORMATIVE OR DECORATIVE I



ALL ABOUT VIRGINIA

DECORATIVE

INFORMATIVE OR DECORATIVE 3



Virginia's Tourism Slogan

"**Virginia is for Lovers**" is the tourism and travel slogan of the U.S. commonwealth of [Virginia](#). Used since 1969,^[1] it has become a well-recognized and often imitated part of American jargon. In 2012, [Advertising Age](#) called "Virginia is for Lovers" "one of the most iconic [ad campaigns](#) in the past 50 years."^[2]

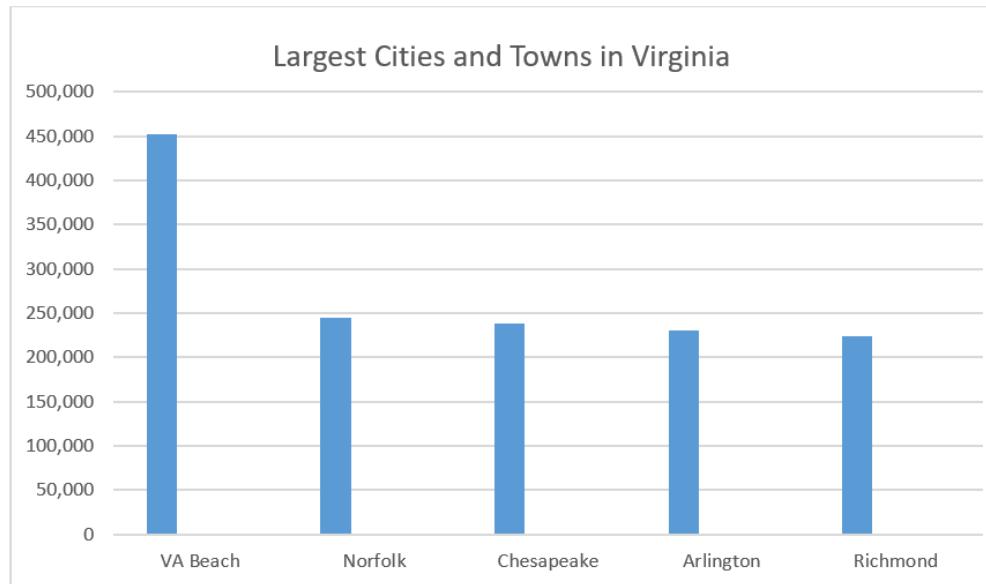
INFORMATIVE/
DECORATIVE

INFORMATIVE OR DECORATIVE 4



INFORMATIVE

INFORMATIVE OR DECORATIVE 5



INFORMATIVE

CONCLUSION

Type in the chat box.

- What did you learn about accessibility?
- What would you still like to know about accessibility?

Please take the post-course survey.