Contents

[MODULE 0: An Introduction to Accessible Documents 2](#_Toc190173199)

[MODULE 01: Save as a Word Document with a Descriptive Filename 4](#_Toc190173200)

[MODULE 02: Use Styles to Create Headings 7](#_Toc190173201)

**Please Note**

* Still frames included in the “Visual” column of each script are representative, non-final visuals to help validate the accuracy of the script. The visuals in the final videos may differ depending on the capabilities of the video production tools used.
* Still frames for Module 0 have been omitted in this draft due to the nature of the content (i.e., introductory content not focused on specific actions in Microsoft Word)

**Primary Questions**

* ~~Are we still referencing the AED COP as co-producers?~~ **Yes. Confirmed by Tim M. on 2/12.**
* ~~Are we in agreement that shifting the content structure of each video to align with the Basic Authoring & Testing Guide (i.e., How to Test, then How to Author, then How to Check Your Work) will improve the usability of the video series?~~ **Yes, confirmed on 2/11 in project review meeting.**

## MODULE 0: An Introduction to Accessible Documents

**TRT:** TBD

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| **Sc.** | **Visual** | **Audio** |
| **1** |  | You are watching How to Make an Accessible Document in Microsoft Word, Module 0: An Introduction to Accessible Documents. |
| **2** | *Style frame TBD* | Federal agencies create millions of documents every year, and all of them must meet Section 508 standards for accessibility. Making these documents accessible is not just the law, it also ensures everyone can access the important information in the documents. |
| **3** | *Style frame TBD* | To help with this challenge, experts from several federal agencies established the Accessible Electronic Document Community of Practice, or AED COP. The AED COP has three main goals:   1. Improve accessible content posted on federal agency websites; 2. Advance the field of accessibility; and 3. Create reusable accessibility information and resources. |
| **4** | *Style frame TBD* | To help agencies make their documents accessible, the AED COP created the “Section 508 Basic Authoring and Testing Guide - Microsoft Word.” The guide identifies the minimum steps required to make an electronic document accessible – or Section 508 conformant – and acceptable for posting on a federal website. |
| **5** | *Style frame TBD* | This series of video tutorials is based on the steps in the Basic Authoring and Testing Guide. By following these steps, you are creating a document that gives individuals with disabilities comparable access to the important information it contains.  For each step listed in the guide, there is a corresponding video tutorial that demonstrates:   1. How to test for accessibility; 2. How to author for accessibility; and 3. How to check your work;   We recommend using the Basic Authoring and Testing Guide to follow along with each video. You can download the guide at Section508.gov. |
| **6** | *Style frame TBD* | Please note, documents with macros and documents with form fields are not covered by the Basic Authoring and Testing Guide or this video series. Document files with macros end with the extension ‘.docm’ or ‘.dotm’.  A document with macros contains programmed formatting that is better tested for accessibility with a software application test process. The AED COP recommends the Department of Homeland Security's Trusted Tester Process. For more information about the Trusted Tester Process, visit DHS.gov. |
| **7** | *Style frame TBD* | You cannot create an accessible form suitable for publishing on a federal website using Microsoft Word. Another application must be used to add form fields to the document. For more information, please review the AED COP guidance for creating accessible forms, available at Section508.gov. |
| **8** | *Style frame TBD* | Thank you for watching Module 0. Please watch the entire video series to learn all the steps for authoring and testing accessible documents. For more information about creating accessible documents and other accessibility topics, visit Section508.gov. |
| **9** |  | This video is a product of the Accessible Electronic Document Community of Practice and the U.S. Department of Homeland Security. |

## MODULE 01: Save as a Word Document with a Descriptive Filename

**TRT:** TBD

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|  | **Visual** | **Audio** |
| **1** |  | You are watching How to Make an Accessible Document in Microsoft Word, Module 1: Save as a Word Document ‘.docx’ with a Descriptive Filename. |
| **2** |  | Accessible Word documents must be saved in the .docx format with a descriptive file name that identifies your document or its purpose.  Descriptive file names help everyone, including people with disabilities, locate, open, and switch between documents. |
| **3** |  | **How to Test for Accessibility:**  To test a document for accessibility, find the document’s name in the title bar at the very top of the Microsoft Word application window or in the File Explorer window. Check to make sure the file name accurately identifies the document or its purpose. Also, make sure the document is saved in the ‘.docx’ file format. |
| **4** |  | Let's look at some inaccessible examples. ‘Document1.doc’ is not an accessible file, because the file name is not descriptive, and it is not saved in the proper ‘.docx’ format. |
| **5** |  | ‘Application.docx’ is also inaccessible because its file name is not descriptive. |
| **6** |  | ‘Yesterdayslist.docm’ contains macros, so it cannot be tested with these test instructions. |
| **7** |  | Now, let's look at some accessible examples. ‘OMB\_Report387\_2016\_ v2.docx., ‘Cell\_Phone\_Request\_Application\_2016.docx’ and ‘AED\_COP\_Attendance\_2016.docx’ are all considered accessible because the file names are descriptive, and the files are saved in the ‘.docx’ format. |
| **8** |  | **How to Author for Accessibility:**  To save your document accessibly, open a new or existing document in Microsoft Word. |
| **9** |  | Next, go to ‘File’ and select ‘Save as’. |
| **10** |  | In the 'File name’ field, type a descriptive name for your document. |
| **11** |  | Then, in the dropdown menu below the 'File name’ field, ensure the ‘Save as type’ field is set to ‘Word Document (\*.docx)’. |
| **12** |  | Press the ‘Enter’ key on your keyboard or click the ‘Save’ button at the bottom of the dialog box to save your file. |
| **13** |  | **How to Check Your Work:**  To check your work, look at the title bar at the very top of the Microsoft Word application window. Check to make sure the file name accurately identifies the document or its purpose. Also, make sure the document is saved in the ‘.docx’ file format. |
| **14** |  | Thank you for watching Module 1. Please watch the entire video series to learn all the steps for authoring and testing accessible documents. For more information about creating accessible documents and other accessibility topics, visit Section508.gov. |
| **15** |  | This video is a product of the Accessible Electronic Document Community of Practice and the U.S. Department of Homeland Security. |

## MODULE 02: Use Styles to Create Headings

**TRT:** TBD

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|  | **Visual** | **Audio** |
| **1** |  | You are watching How to Make an Accessible Document in Microsoft Word, Module 2: Use Styles to Create Headings. |
| **2** |  | Headings are names or labels that break up content and make finding information easier. Assistive technology, like screen readers, cannot infer meaning from simple formatting, such as bolded or underlined text. |
| **3** |  | You can use Microsoft Word's built-in ‘Styles’ to create a clear heading structure in your document that assistive technology can access to help individuals with disabilities navigate your document’s content. |
| **4** |  | **How to Test for Accessibility:**  To test a document for accessibility, open the ‘Navigation’ pane by going to the ‘View’ tab in the navigation ribbon. |
| **5** |  | Click the checkbox for ‘Navigation Pane’ or use the ‘Control+F’ keyboard shortcut. |
| **6** |  | With the ‘Navigation’ pane open, make sure the ‘Headings’ tab is selected. Now, verify that all headings appear in the ‘Navigation’ pane and they match the visual outline of the document. |
| **7** |  | Let's look at an inaccessible example. Note there is text in the document formatted to look like headings, but no headings appear in the ‘Navigation’ pane. This means that heading styles were not used, and assistive technology will not be able to identify headings in the document. |
| **8** |  | Now, let's look at an accessible example. The document looks the same as the inaccessible example, but now the first level, second level, and third level headings are all displayed in the ‘Navigation’ pane. The heading structure in the ‘Navigation’ pane also matches the visual outline of the document. |
| **9** |  | **How to Author for Accessibility:**  To create accessible headings in your document, click on the ‘Home’ tab in the navigation ribbon. |
| **10** |  | In the ‘Home’ tab, find the ‘Styles gallery’, and choose one of the available heading styles to create a logical heading structure in your document. |
| **11** |  | There are two ways to use a heading style to create a header:   1. Select one of the available heading styles from the ‘Styles gallery’… |
| **12** |  | …then start typing a heading in your document. |
| **13** |  | 1. Type the name of your heading first… |
| **14** |  | …then select the heading style you would like to use. |
| **15** |  | If your document contains multiple heading levels, such as chapter headings, section headings, and topic headings, and each level is visually different, you must use a separate style for each heading level. |
| **16** |  | You can modify the visual characteristics of any heading style to create the desired look and feel. In the ‘Styles gallery’, find the heading style you would like to modify, right-click on the style, and select ‘Modify’. |
| **17** |  | **How to Check Your Work:**  To check your work, open the ‘Navigation’ pane by going to the ‘View’ tab in the navigation ribbon. |
| **18** |  | Click the checkbox for ‘Navigation Pane’ or use the ‘Control+F’ keyboard shortcut. |
| **19** |  | With the ‘Navigation’ pane open, make sure the ‘Headings’ tab is selected. Now, verify that all your headings appear in the ‘Navigation’ pane and they match the visual outline of your document. |
| **20** |  | Thank you for watching Module 2. Please watch the entire video series to learn all the steps for authoring and testing accessible documents. For more information a bout creating accessible documents and other accessibility topics, visit Section508.gov. |
| **21** |  | This video is a product of the Accessible Electronic Document Community of Practice and the U.S. Department of Homeland Security. |