

Creating Accessible Documents

Manual: A Detailed Guide

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Creating Accessible Content Color Choices

We often take color for granted when choosing palettes for our designs, assuming the appearance will be the same for everyone.

In reality, the choices that look good to people with good color vision could cause serious usability problems for people affected by various forms of color-blindness, a type of disability that affects the perception of color and occurs in a surprisingly large percentage of the population.

Color blindness (color vision deficiency, or CVD) affects approximately 1 in 12 men and 1 in 200 women in the world.

We learned from our overview that the following guidelines should be considered when incorporating color into course content:

- Avoid using color alone to convey important information
- Red/green and pastels may not be distinguishable to someone with color blind issues
- Use * or other annotation in addition to color to bring attention to important information
- Ensure that text, graphics, and images are understandable when viewed without color
- Use available tools: Run Vischeck on images and web pages to show what they look like to the color blind

Source: [Colourblind Awareness Website](#)

Creating Accessible Excel Documents

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Creating Accessible Excel Documents

Step 1: Alternative Text

Add Alternative Text to Images and Objects

Images, Charts and Graphics included in a worksheet need to have alternative text. Otherwise these items will not be perceived, nor properly understood by people who have visual disabilities.

Alternative text is read by screen readers, allowing the content and function of these images, charts or graphics to be accessible to those with visual or certain cognitive disabilities.

TO ADD ALT TEXT TO IMAGE:

- Right Click (Shift+F10) on the image
- Click Format,
- Choose Alt Text.
- Type a description into the Title and Description text boxes.
- When finished click Close.

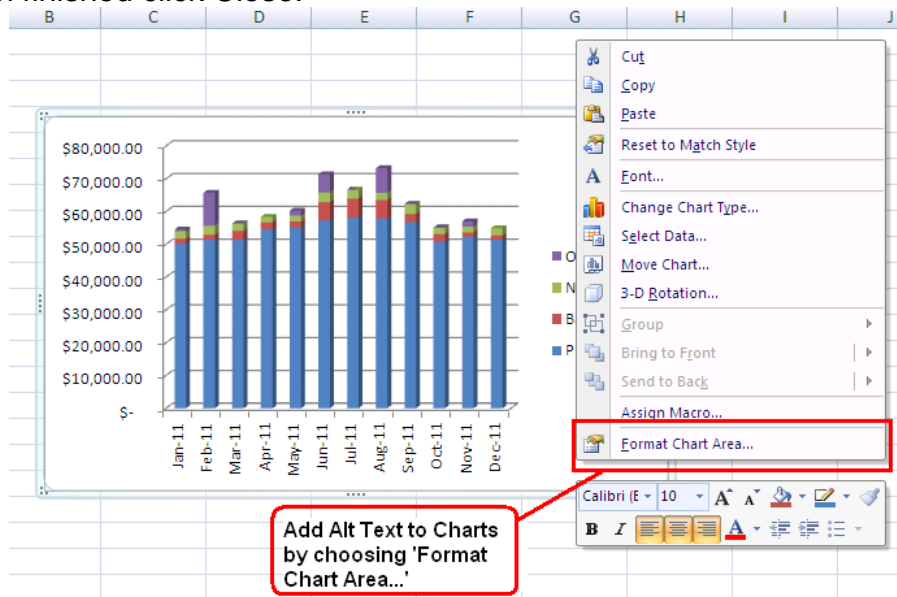


Figure 1: Graphic showing the Alt Text tab of the Size menu

Add Alternative Text to a Table

Beginning with Microsoft Office 2010 alternative text can be added to Tables in Excel.

TO ADD ALT TEXT TO TABLES:

- First Right Click (Shift+F10) anywhere within the table.
- Select 'Table',
- Select 'Alternative Text'.
- When the Alternative Text dialog box appears, fill in both the Title and Description text boxes.
- Click OK.

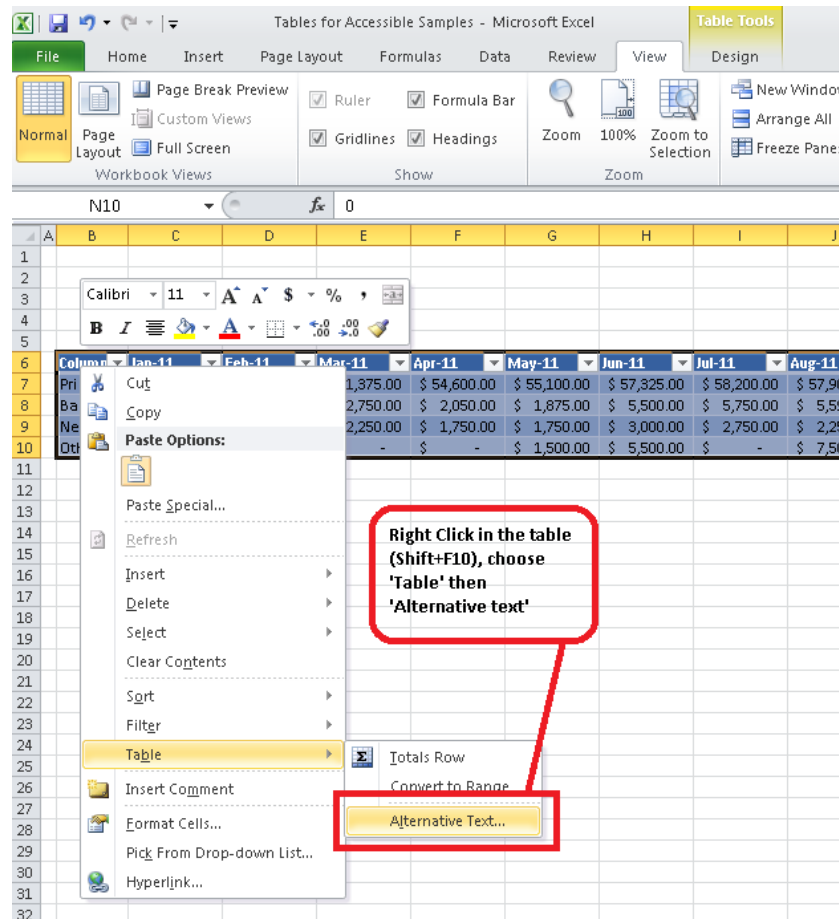


Figure 2: Drop down menu after 'Right Clicking' on Table.

Add Alternative Text to Dialog Box

TO ADD ALT TEXT TO DIALOGUE BOX:

- Right Click (Shift+F10) anywhere within the dialog box.
- Select 'Alternative Text'.
- When the Alternative Text dialog box appears, fill in both the Title and Description text boxes.
- Click OK.

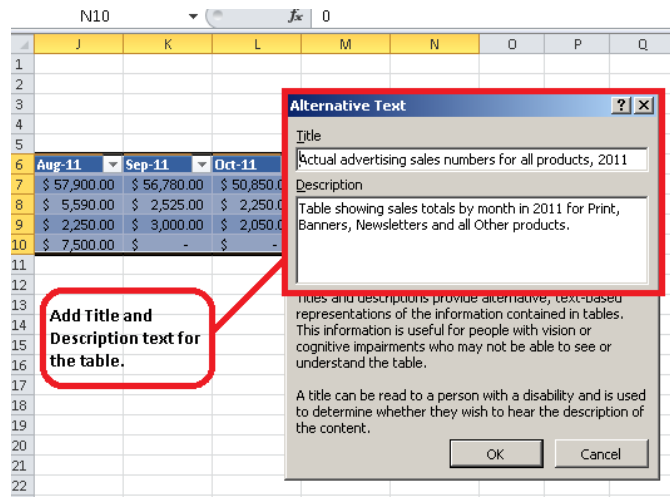


Figure 3: Alternative Text Dialog Box

Step Two: Specify Column Header Info in Tables

Having clear column headings can help provide context and assist navigation of the table's contents.

To Specify a Header Row in a New Block of Cells:

- Highlight the cells to be included in the table.
- On the insert tab, in the tables group, click Table.
- Select the “My Table Has Headers” check box.
- Click OK.

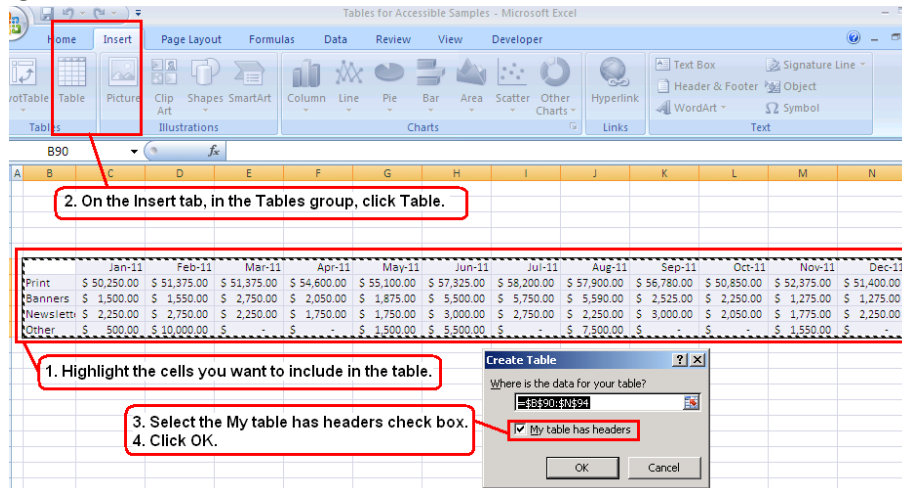


Figure 4: Image showing the steps to adding a Header row to a group of cells in a Table.

To Specify a Header Row in a Block of Cells Marked as a Table:

- Click anywhere in the table.
- On the Table Tools Design tab, in the Table Style Options group, select the Header Row check box.
- Add header information.

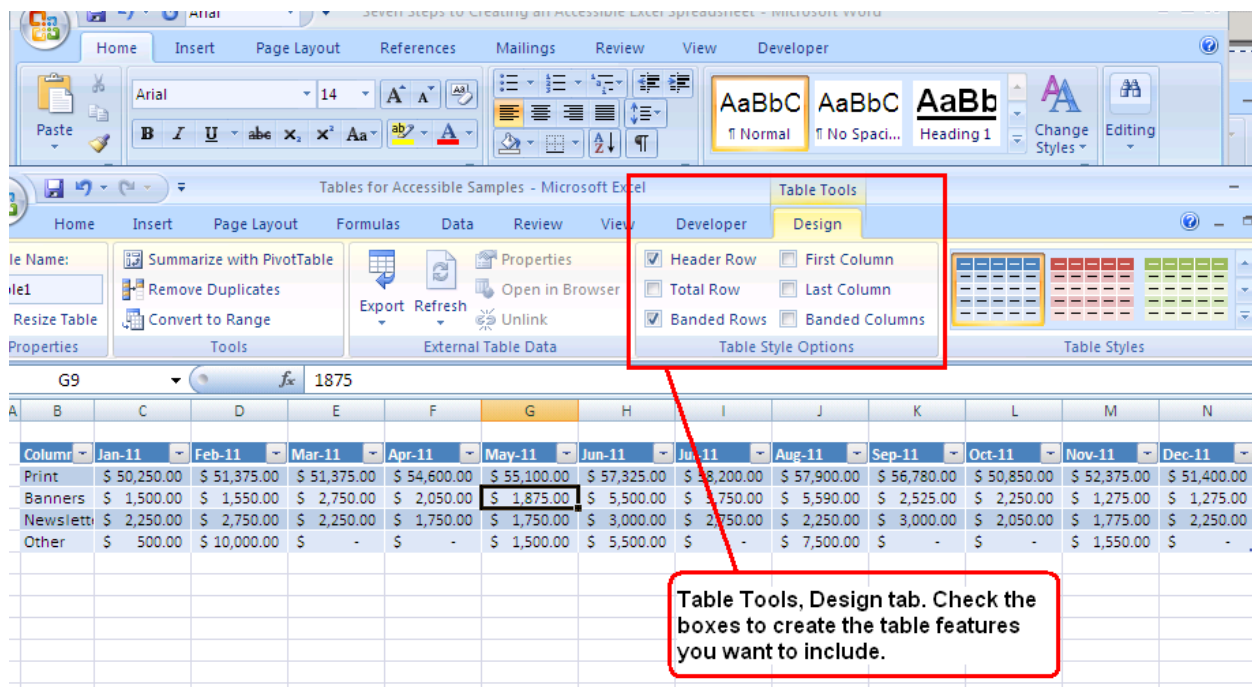


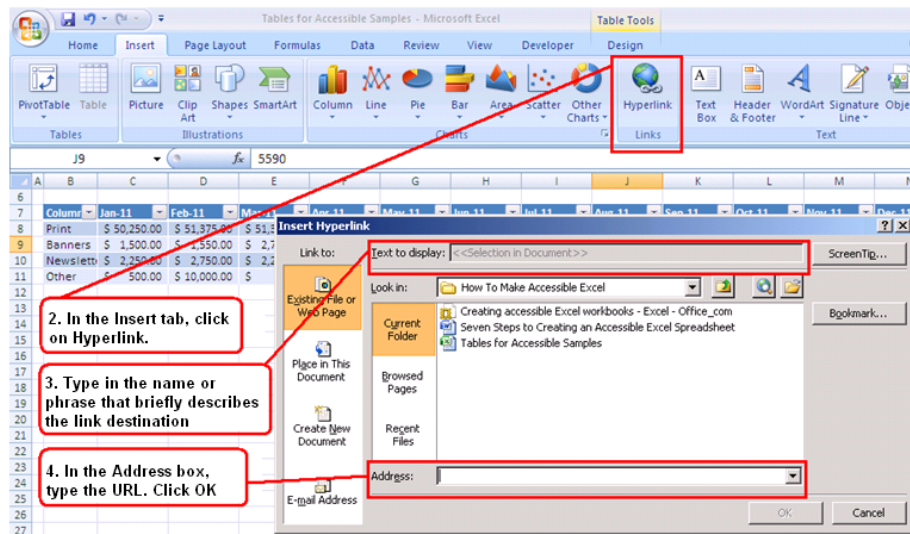
Figure 5: Image showing how to create row header and column features in a Table

Step Three: Create Meaningful Hyperlink Text

Hyperlink text provides a clear description of the link destination, rather than providing either the Uniform Resource Locator (URL) or simply words such as, 'Click Here'. People who utilize screen reading software can navigate by going from 'link' to 'link'. Meaningful text enables them to know what each link is for, and where it will take them.

To Add a Hyperlink to a Table:

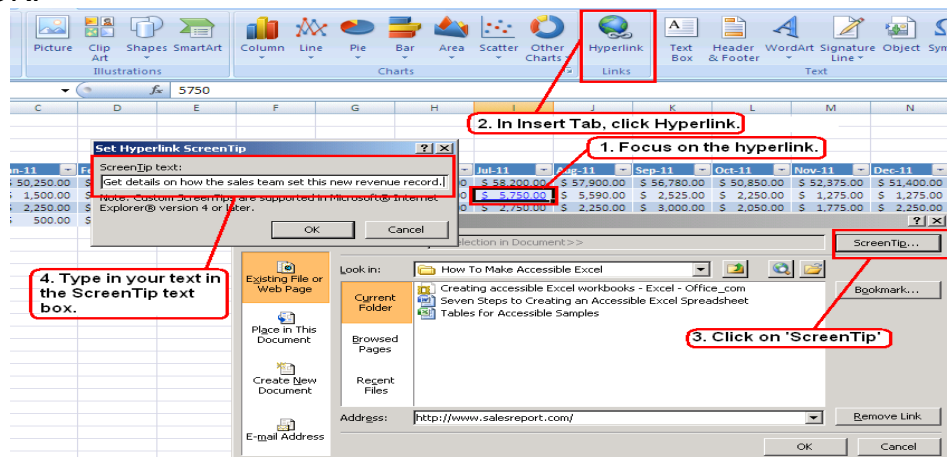
- Place the cursor in the cell where the hyperlink is to be added.
- In the Insert tab, in the Links group, click on Hyperlink and a dialog box will open.
- In the Text to Display box, type in the name or phrase that briefly describes the link destination. If the content of the cell is numeric, the Text to Display box will remain blank.
- In the Address box, type the URL. Click OK
- Figure 6: Image showing the steps to create more meaningful hyperlink text.
- To change the text of a hyperlink:
- Select the link, and then, on the Insert tab, in the Links group, click Hyperlink to open the Insert hyperlink dialog box.
- In the Text to display box, make any necessary changes to the text. If cell data is numeric, this box will remain blank.
- Click OK.



Another option in Excel is to add a ScreenTip to a hyperlink. When focusing on a cell that includes a hyperlink, a Screen Reader will read the ScreenTip in a similar way it reads Alt Text. This is a helpful way to make hyperlinks more meaningful, especially when dealing with numbers in an Excel Worksheet and not text.

To Add a ScreenTip:

- Place focus in the cell with the hyperlink.
- On the Insert tab, in the Links group, click Hyperlink to open the Hyperlink dialog box.
- Click ScreenTip.
- Type text in the ScreenTip text box.
- Click OK.



Step Four: Other Construction Considerations

Avoid Blank Cells, Rows and Columns

When navigating by keyboard a blank row, column or cell within an Excel worksheet might lead someone to believe there is nothing more in the table. Simply delete any blank cells, rows and columns that are not necessary.

Do Not Merge or Split Cells

Merging or Splitting cells can make navigating Excel tables with Assistive Technologies very difficult if not impossible. Always keep your tables straightforward and simple and avoid this practice.

Step Five: Give All Sheet Tabs Unique Names

Sheet names in an Excel file should be unique and provide information about what can be found on the worksheet. Unique sheet names make it easier to navigate through a workbook. Any blank sheets in a workbook should be deleted.

To Rename a Sheet:

- Right-click (Shift+F10) the sheet tab, and then click Rename.
- Type a brief, unique name that is descriptive of the sheet contents.

To Delete a Sheet:

- Right click (Shift+F10) the sheet tab, and then click Delete.

Step Six: Include Alternate Formats for Multimedia

If any audio or video components are included in the worksheet, ensure that the content is available in alternative formats for users with disabilities, such as closed captions (videos) or transcripts (audio only file).

SOURCE: Seven Steps to Creating an Accessible Excel Worksheet

Creating Accessible Media

Transcript (REQUIRED)-For most media, such as recordings of teleconferences, you only need to get/make and post a transcript to provide basic accessibility.

You may wonder how to get transcripts?

- You can just type it up yourself or ask a volunteer to type it up.
- If you are using YouTube, you can click a button that provides the transcript. You will still need to review it as the transcript will not transcribe the video perfectly.
- You can use tools like [Dragon](#). You will still need to review it as the transcript will not transcribe the video perfectly.
- You can use software like Adobe Presenter. You will still need to review it as the transcript will not transcribe the video perfectly.
- There are several services that make transcripts of audio and video files, for a fee that varies by turnaround time and quality. These services provide multiple formats and many offer HTML. It's as simple as sending them the media file, or pointing to it online.

Once you have the transcript, make sure it's linked to from the same places the media file is linked to, including web pages and e-mails.

Audio Description (required only for relevant visuals not already covered in what's said)-For example, you do **not** need audio description for talking heads only or for text on slides as long as the slide text is woven into what you say. You might need audio description of things like charts and diagrams.

Captions (nice to have for most media, required for some)-(Captions are essentially the transcript synchronized with the video or audio.) Most media, such as audio-only recordings of teleconferences, will not require captions. Captions are important when people need to see what's happening in the video and get the audio information in text at the same time. Even with videos that are only talking heads, it's good to have captions so that a person who is deaf or hard of hearing can see facial expressions. Some people will even appreciate captions for audio-only media, for example, if they are hard of hearing or non-native speakers and would like to listen yet also have the text to fill in what they can't hear or understand. YouTube and Adobe Presenter provide a caption button. These are the recommended tools for Captioning within a distance education course.

Sign language (not required for multimedia)

Other Captioning Tools:

- [MAGpie](#); also creates audio descriptions
- [Subtitle Workshop](#)
- [ccPlayer](#)
- [World Caption](#)
- [CC for Flash](#)
- [Adobe captioning component](#)
- [DFXP](#)

How you provide audio description depends on the situation. For things like a title slide, you should put it in the main audio track. In a presentation that is all about visuals, e.g., a video showing how to replace batteries, it would be quite tedious for a sighted user to listen to audio description; therefore, you might have a separate track or file with the synchronized audio description. You could additionally provide a text file (HTML page) that combines the transcript with the audio descriptions for people who would prefer to skim it quickly, listen to it with a screen reader, etc.

Tip: If you plan a presentation a little before you record it, you can usually weave the audio description of key visuals smoothly with your main talk, and not have to go back later and add anything. For example, instead of pointing to a slide and saying, "as you can see on this slide, the traffic peaked here", you can say "this chart of website traffic for the last year shows that it peaked in August."

Creating Accessible PDF's

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Creating Accessible PDF's

Adobe, Acrobat, and PDF

It is important to distinguish between Adobe, Acrobat and PDF. These terms are often used interchangeably, but they are not the same.

- **Adobe** is a company; they are the creators of Acrobat.
- **Acrobat** is a tool for creating, editing and viewing PDF files.
- **PDF** is a format or type of document. It stands for Portable Document Format. The PDF format was created by Adobe.

The terms Adobe, Acrobat, and PDF are related in the same way as Microsoft, Word, and doc.

PDF Tags

PDF tags provide a hidden structured, textual representation of the PDF content that is presented to screen readers. They exist for accessibility purposes only and have no visible effect on the PDF file.

HTML tags and PDF tags often use similar tag names (e.g., both have tags named h1) and organization structures, but they really are quite different. If you are comfortable with HTML, you will probably have an easier time creating and editing tagged PDF files.

PDF files are not typically created in Acrobat. They are usually created in another program and *converted* to PDF. Of course, the accessibility of the PDF depends on the accessibility of the original document. Utilizing this means to create an accessible document is easier then actually opening Acrobat.

Microsoft Word

Note: The following instructions can also be used to convert PowerPoint files to PDF. It is possible to create accessible PDF files in Office, as long as the following requirements are met:

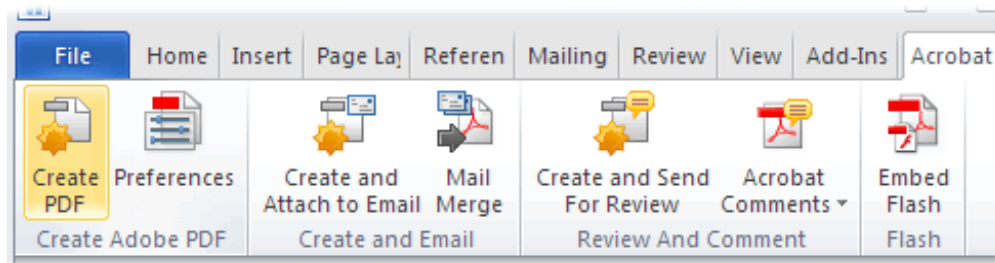
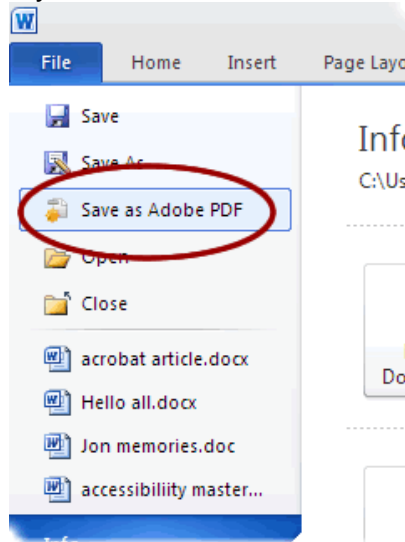
1. The file must be accessible. That includes providing alternative text for images, proper headings, appropriate link text, etc. For more information, read our tutorial on [Microsoft Word](#).
2. Office 2000-2003 users must have Acrobat installed, as well as the add-in. Office 2007 users must have either Acrobat or the Microsoft PDF add-in installed. Office 2010 users can create tagged PDF files natively or with the Adobe add-in.
3. The file must be exported correctly. If a file is created by 'printing to PDF', it will not be correctly tagged.

Word 2010

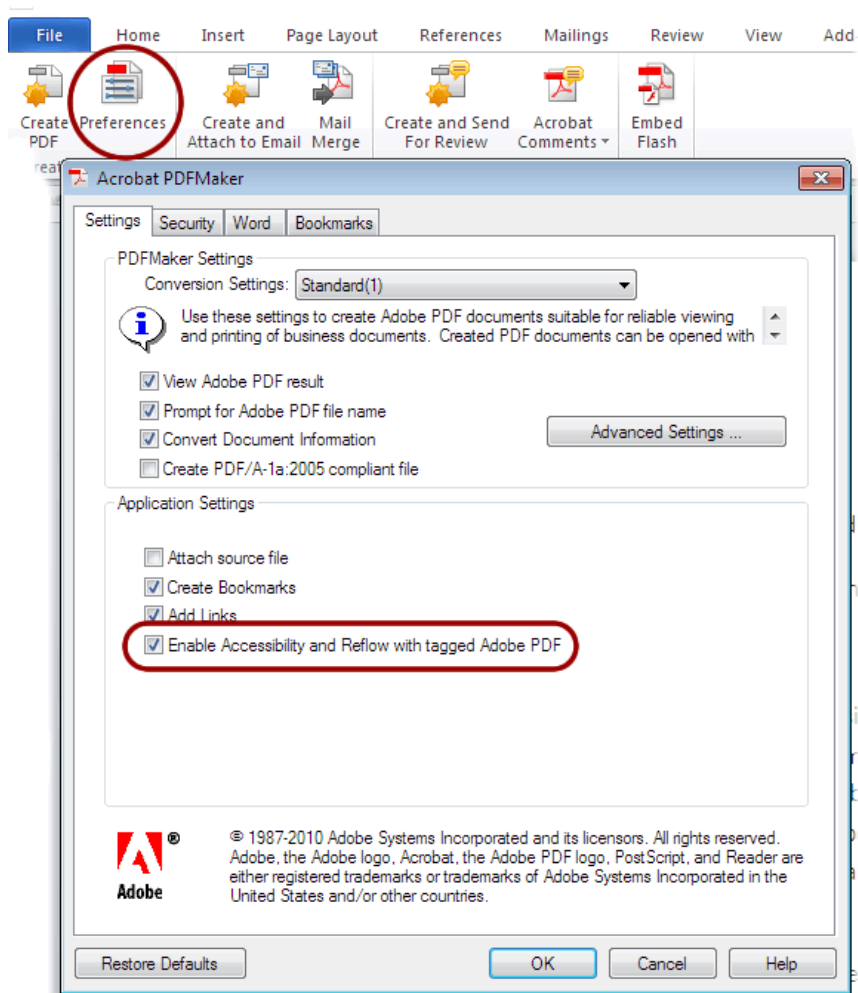
The Acrobat add-in is only available to users who have Acrobat X installed and are using the 32-bit version of Office 2010.

TO DO:

- Select File.
- Save as Adobe PDF, or you can select Create PDF from the Acrobat ribbon.



Either one of these options will open the same dialog box. The program should create a tagged PDF file by default. If this is not the case, select Preferences from the Acrobat ribbon and ensure that Enable Accessibility and Reflow with tagged Adobe PDF is selected.

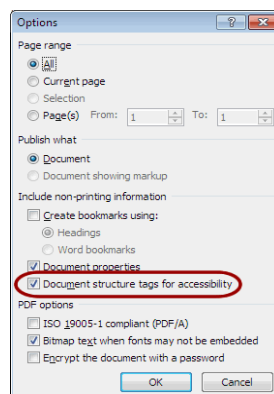


Save as Tagged PDF Natively

Word 2010 allows you to create tagged PDF files *without* installing Acrobat. The tagging process may not be quite as good as with the Adobe add-in, but most content, such as heading levels, lists, and alternative text for images is exported.

To convert to PDF using the Microsoft add-in:

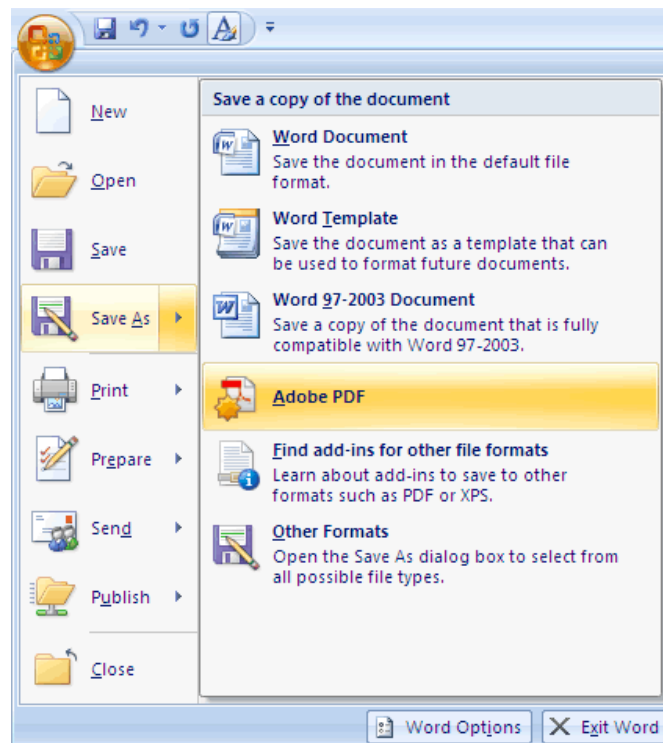
- Select File.
- Select Save As, and under Save As, type: "select PDF." Before you save the file, select Options and ensure that the Document structure tags for accessibility option is selected.



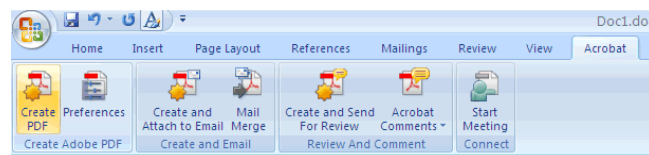
Word 2007

Adobe Add-in: With the Adobe add-in installed, you can export to PDF one of two ways:

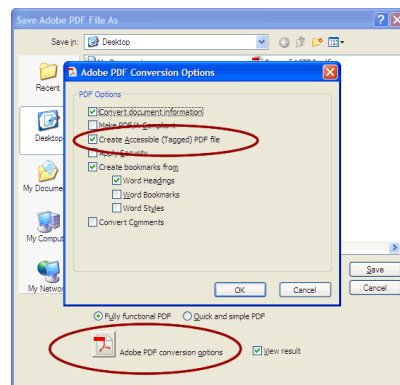
- A. Click on the Office Button, hover over Save As, and select Adobe PDF.
- B. Press Alt + F, F, A.



Or, you can select Create PDF from the Acrobat ribbon.



Either one of these options will open the same dialog box. The program should create a tagged PDF file by default. If this is not the case select Adobe PDF conversion options and ensure that Create Accessible (Tagged) PDF file is selected.

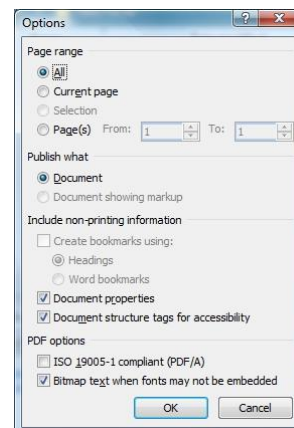


Microsoft Add-in

There is a free [Save as PDF Add-in](#) for Word 2007 that allows you to create tagged PDF files *without* installing Acrobat. If you want to verify the accessibility of the PDF or edit the tags that are created, you will still need Acrobat Professional.

To Convert to PDF (using the Microsoft add-in):

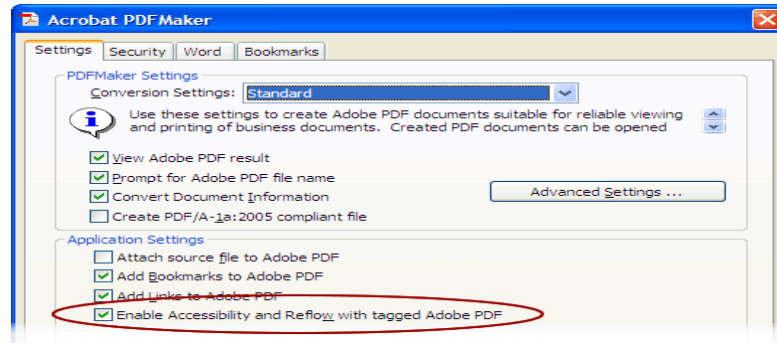
- Click on the Office Button
- Hover over Save As
- Select PDF or press Alt + F, F, P.
- Before you save the file, select Options and ensure that the Document structure tags for accessibility option is selected.



Word 2000-2003

To convert a Word Document to PDF:

- Select Adobe PDF.
- Convert to Adobe PDF. If your document is correctly structured, this should automatically create a tagged PDF.
- To ensure that files are being converted correctly, go to Adobe PDF > Change Conversion Settings and ensure Enable Accessibility and Reflow with tagged Adobe PDF is selected.

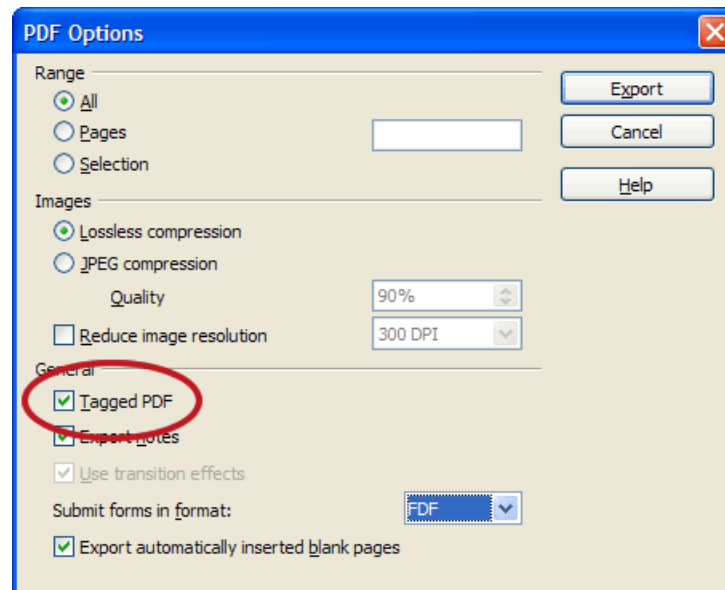


OpenOffice.org


Writer

To save as a tagged PDF:

- Choose File > Export as PDF.
- Enter the name of the PDF file and choose where you would like to save it.
- Select Save and a second window titled PDF Options should open.



There are several options that you may want to modify but the only one that concerns accessibility is the check box labeled Tagged PDF. *Although this option is not checked by default, it remains selected once you have selected it the first time.*

Tip: There is an icon labeled PDF on the menu bar () that will allow you to save a file as a PDF without opening the Options window. You must ensure that Tagged PDF is selected in the PDF Options dialog box *before* you use this icon, or your files *will not* be saved as tagged PDF files.

Adobe Acrobat Professional is still required if you want to modify a tagged PDF, and it is not always possible to create a correctly-tagged PDF using only Writer. For example, a document with complex tables or forms, or with a multi-column layout, may need to

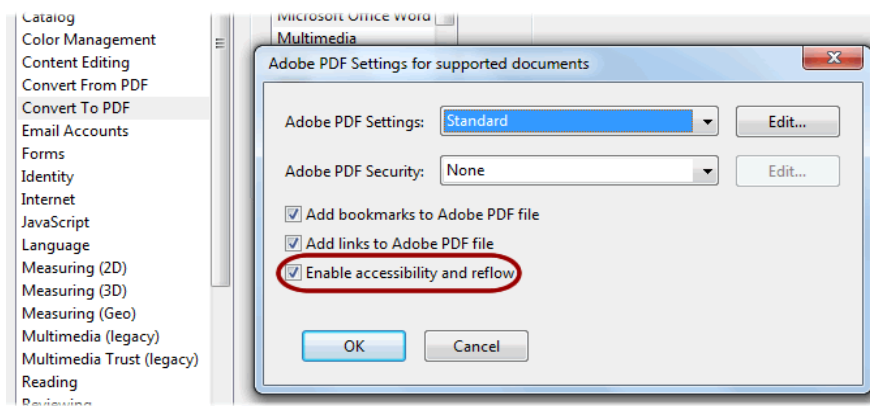
have the tagging process completed in Acrobat Pro.

Convert to PDF in Acrobat

If you are having trouble converting a document to tagged PDF in Office, or if you want to merge multiple documents into one tagged PDF file, you can convert a file to PDF in Acrobat.

There are several ways to do this; one of the easiest is to:

A. Select File > Create PDF > From File (in Acrobat X, File > Create > PDF From File). If the file format is supported (i.e. the file is created in a Microsoft or Adobe product), the file should be tagged as it is converted. B. If no tags are present, select Edit > Preferences > Convert to PDF, choose the correct format, select Conversions Settings, and ensure that Enable accessibility and reflow is selected.



If you want to combine multiple files into one PDF:

- Select File > Create PDF > From Multiple Files (in Acrobat X, File > Create > Combine Files into a Single PDF).
- A dialog box will appear. Select Options and then select Always Enable Accessibility and Reflow.

Source: WebAim PDF Techniques

Making PowerPoint Accessible

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Making PowerPoint Accessible

Microsoft PowerPoint is one of the most popular tools for creating slide show presentations. It is often used to organize thoughts for a meeting or lesson, to present key points in a live presentation, and even to create handouts. This article outlines how to can make PowerPoint files more accessible on the web.

Whether you link directly to a PowerPoint file (PPT), or display your presentation in another format like PDF, there are several things that you can do to make your file as accessible as possible.

Slide Layouts

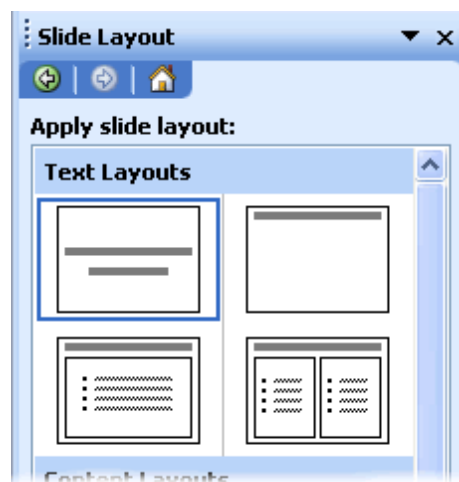
Every version of PowerPoint since at least 2000 contains a series of highly accessible slide layouts. PowerPoint is designed to encourage the use of these slide layouts, especially in newer versions. Using these templates correctly will ensure that your files have correctly structured headings and lists, proper reading order, etc. The correct use of slide layouts is probably the most significant thing you can do to ensure that your content is accessible.

PowerPoint 2000-2003

In PowerPoint 2000-2003, it is made relatively simple to choose which slide layout that will be used.

TO DO:

- Select Format at the top left corner.
- Select Slide Layout from the dropdown menu. Another way of selecting slide layouts is made possible by using the Slide Layout sidebar.
- A menu of slide types will appear. Choose the slide layout to be used.

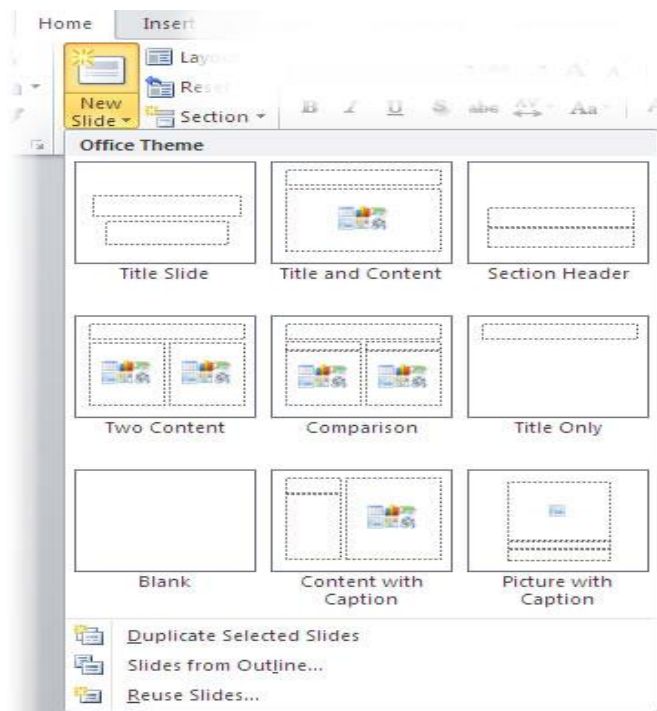


PowerPoint 2007-2010

PowerPoint 2007 and later does a good job of encouraging the use of more accessible styles.

TO DO:

- Select Home at the top left corner, then select the New Slide option on the toolbar. Another option is selecting the New Slide button.
- A menu of slide types will appear. Choose the slide layout to be used.



Alternative Text for Images

PowerPoint presentations usually include images. While these images are sometimes decorative, many contain content that should be given a text alternative. Images can be given appropriate alternative text in PowerPoint. This alternative text will be read by a screen reader in a PowerPoint file and should remain intact when exporting to HTML or PDF.

NOTE:

- There is no way to add empty/null alternative text to an image in PowerPoint. If your presentation has decorative images that do not convey unique content, the best thing to do is to leave the alternative text field blank. If the image does not have alternative text a screen reader will typically skip it.
- Embedded charts should be given alternative text, but sometimes the content of the chart might be too long for alternative text. If your presentation contains numerous charts or graphs, consider including a link to the original PPT file. The data that is used to create the chart will be accessible in the original file (it is

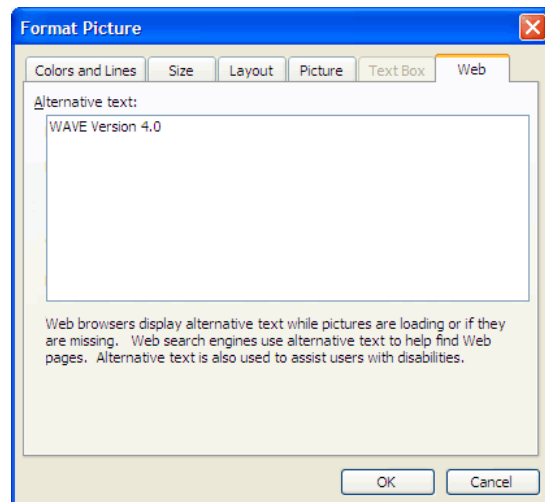
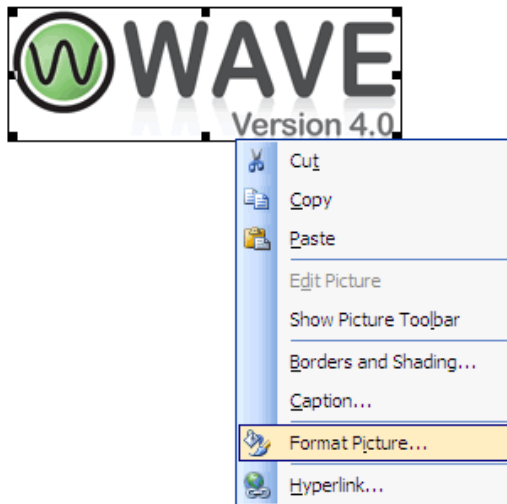
basically a simple spreadsheet), but will not be included in a PDF or HTML version.

PowerPoint 2000-2003

"Word art" is actually converted to an image in Office 2003-2007 and must be given alternative text. It remains text in Office 2010.

TO DO:

- Right click on the image.
- Select Format Picture.
- A dialog box will appear. Select the Web tab and then add the appropriate alternative text.

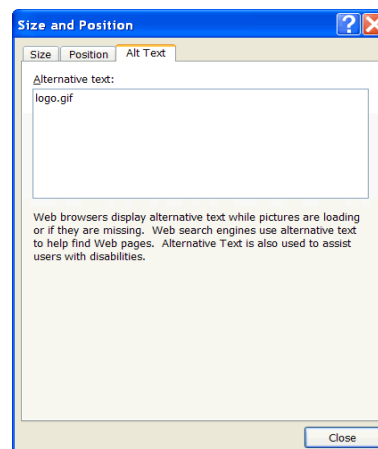
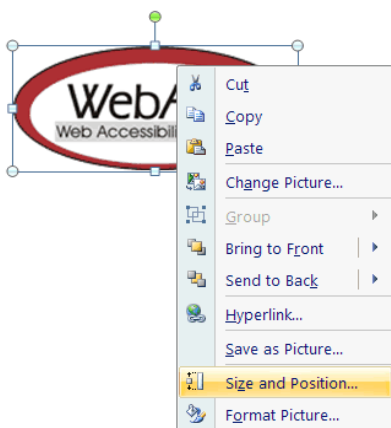


PowerPoint 2007

Adding alternative text to images is less intuitive in PowerPoint 2007.

TO DO:

- Right click on the image.
- Select the Size and Position option.
- A dialog box will appear. Select the Alt Text tab.
- You will notice that the image filename is entered into the field by default. The filename is never appropriate alternative text. This functionality will almost certainly result in misuse of the alt attribute.
- Replace the filename with appropriate alternative text.



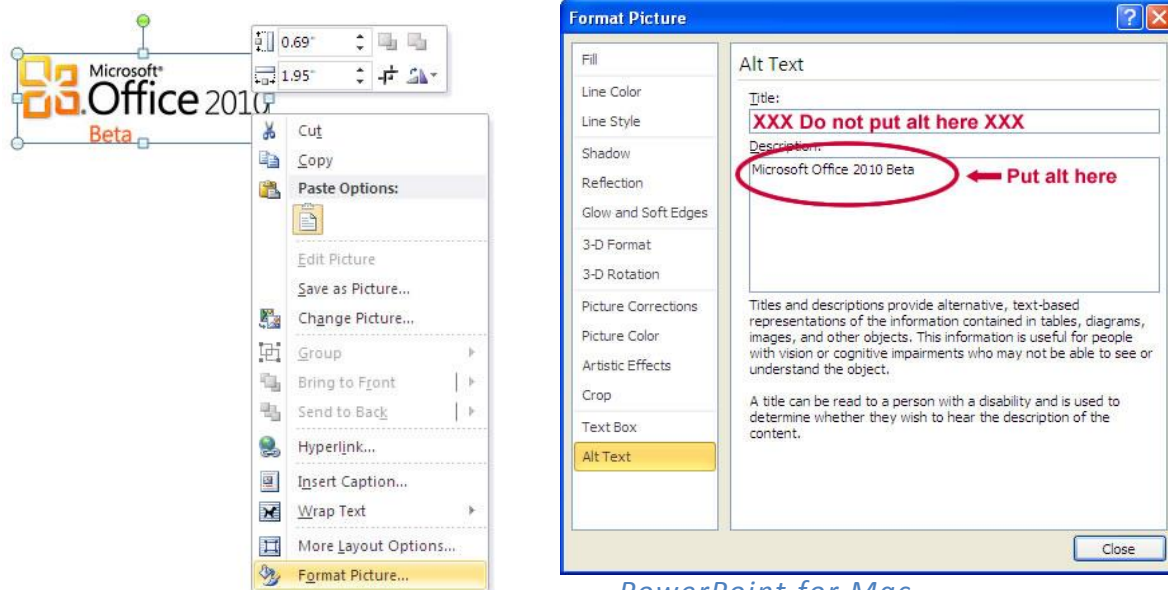
For this image, it would be something like "WebAIM - Web Accessibility in Mind." If an image is decorative, remove the filename and leave this field blank.

PowerPoint 2010

PowerPoint 2010 moved the alternative text field back to an intuitive place, but made things more confusing by creating two fields for alternative text.

TO DO:

- Right click the image.
- Select Format Picture.
- With the Format Picture menu open, select the option for Alt Text in the sidebar.
- Two fields will appear, one labeled Title and one labeled Description. For best results, add appropriate alternative text to the Description field, not the Title field.
- Information in the Title field will not be saved as alternative text when the file is saved as HTML.



PowerPoint for Mac

All versions of PowerPoint for Mac through 2008 have serious accessibility limitations. For example, you cannot give images appropriate alternative text or export the presentation as an accessible PDF file. Because of these accessibility limitations, this article **does not** include guidelines for Office for Mac users.

Data Tables and Accessibility Issues

In HTML, there are ways to identify row and column headers in a data table

(using the <th> element). In PowerPoint, you can style rows and columns so they appear as data tables, but there is no way to add the content in a way that will be identified by a screen reader. If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, consider saving your presentation to PDF and adding the additional accessibility information in Acrobat Pro.

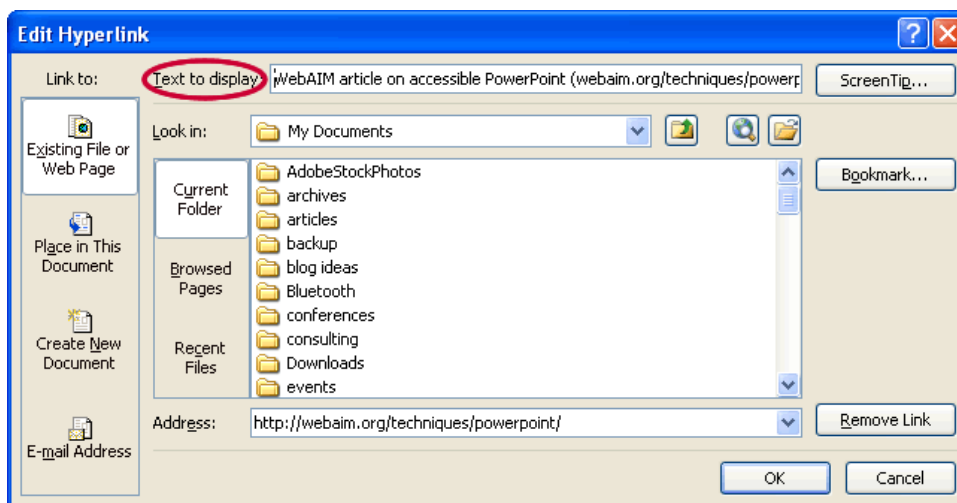
Links

Hyperlinks are usually created in PowerPoint by pasting the full URL into a page (e.g., <http://webaim.org/techniques/powerpoint/>) and hitting space, Enter, or some other key.

This automatically creates a link. It is simple, but the URL may not make sense to the reader.

To change:

- Right click on the link.
- Select Edit Hyperlink, or press Ctrl + K. An Edit Hyperlink dialog box will open.
- Change the URL in the Text to Display field to something more descriptive.



NOTE: If you are creating a presentation that is intended for electronic display and in a printout, you may want to include the URL and a description in the link text.

An example: "WebAIM article on accessible PowerPoint (webaim.org/techniques/powerpoint/)."

Outline and Notes Panels

PowerPoint contains two panels that can sometimes be used to enhance accessibility: the outline panel and the notes panel.

The outline panel contains a text outline of the content that appears in your slides. Reviewing this panel can help ensure the content on the slides is logically sequenced, that slide titles are unique and meaningful and that reading order is

appropriate. The text in this panel may also be a good starting place for handouts or HTML alternatives to slides (more below). Alternative text for image and text boxes that are not part of the default layout will not be included in the outline view.

The notes panel allows the speaker to add notes and information that will not appear on the slides. It can be used to add additional information to printed handouts as well. Placing image or chart descriptions in this area is not reliable and should be avoided. A screen reader may not access this type of information, especially if the presentation is saved to PDF or some other format.

Other Principles

In addition to the principles addressed above, most web accessibility principles can also be applied to files created in PowerPoint. The following is a list of a few other important accessibility principles:

- Ensure that font size is sufficient. If your presentation will be viewed on a projector, font size may need to be even larger.
- Provide sufficient contrast. If your presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced.
- Do not use color as the only way to convey content.
- Avoid automatic slide transitions.
- Use simple slide transitions when possible. Complex transitions can be distracting.
- Use simple language.
- Check reading order of text boxes that are not part of the native slide layout. They are usually the last thing read by a screen reader.
- If you have embedded video, ensure that the video is captioned, and that the player controls are accessible.
- If you have embedded audio, ensure a transcript is included.
- If your slides contain animations, ensure that they are brief and do not distract from the most important content on the page.

Source: [Web Aim Powerpoint Techniques](#)

Scanning Documents

Scanning with OCR

If you need to scan a document to put into your distance education course, it is important to use Optical Character Recognition (OCR) technology, so the resulting document includes the characters in your document, not just an image of it. Without providing the characters, screen readers would not be able to read the document.

Creating Accessible Microsoft Word Documents

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Creating Accessible Microsoft Word Documents

Microsoft Word is currently the most common word processor on the market. Because it is so common, format has become the de facto format for text documents. Word is often used to create files that end up in PDF and HTML.

Headings

A good heading structure is probably the most important accessibility consideration in most Word documents. Headings will allow screen reader users to navigate through the page easily and will make the page more usable for everyone. In Word, the correct way to provide structure is to use Word styles.

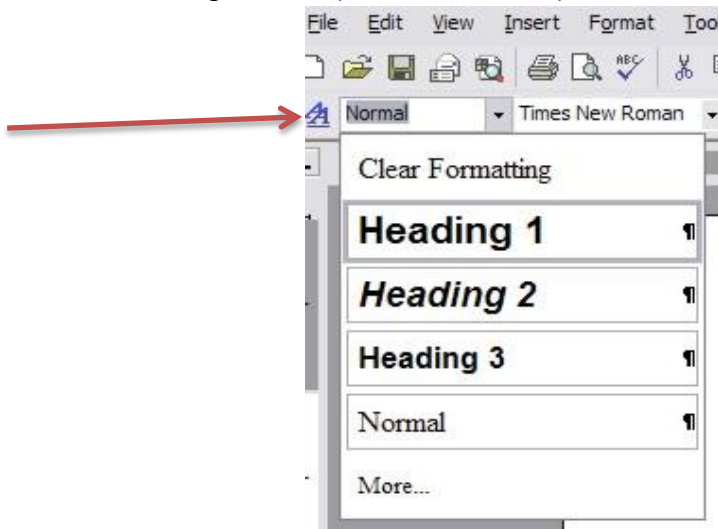
NOTE: There are a couple of advantages of having true structure in Word documents. First, when the file is exported to HTML, it will retain the structure, making it accessible to screen readers. Second, the structure will also be retained when exported to PDF. In both cases, the added structure increases the readability of the document for people using screen readers.

Word 2000-2003

In Word 2000-2003, the drop down menu allows the editor to create headings or use preset ones.

TO DO:

- Highlight the text that will become the heading.
- Select the drop down bar next to the text style that says “Normal.”
- Select a heading format (either 1, 2, or 3)

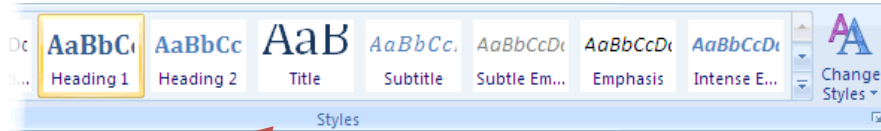


Word 2007 and 2010

Word 2007 and later does a good job of encouraging the use of proper styles. About half of the default toolbar is devoted to styles.

TO DO:

- Highlight the text that will become the heading.
- Select a heading style from the toolbar on the top right.

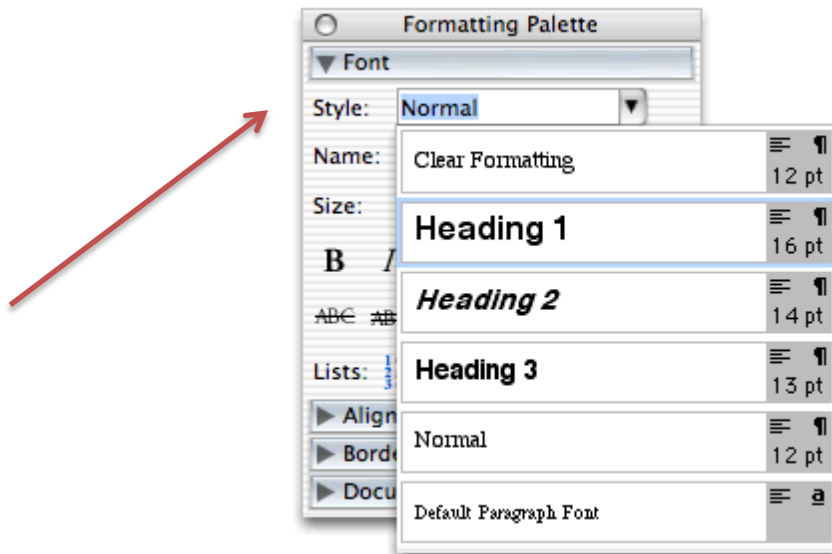


Word for Mac

Styles on Word for Mac are available in the Formatting palette. The Styles dropdown list is similar to the list found in Word 2000-2003 for Windows.

TO DO:

- Highlight the text that will become the heading.
- Select the formatting palette.
- Select the heading format that will be used.



Alternative Text for Images

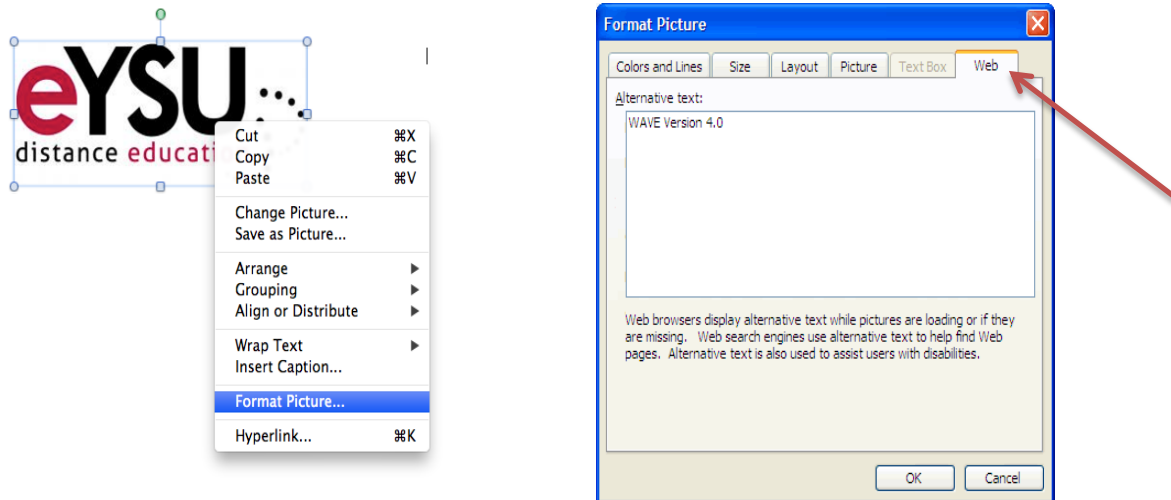
Images can be given appropriate alternative text in Word. This alternative text can be read by a screen reader. Embedded charts should be given a text description within the context of the document itself. The data that is used to create the chart will be accessible in the original file (it is basically a simple spreadsheet), but will not be included in a PDF or HTML version.

Word 2000-2003

“Word art” is actually converted to an image in Office 2003-2007 and must be given alt text. It remains text in Office 2010.

TO DO:

- Right click on the image.
- Select “Format picture...”
- A dialog box will appear. Select the Web tab and then add the appropriate alternative text.

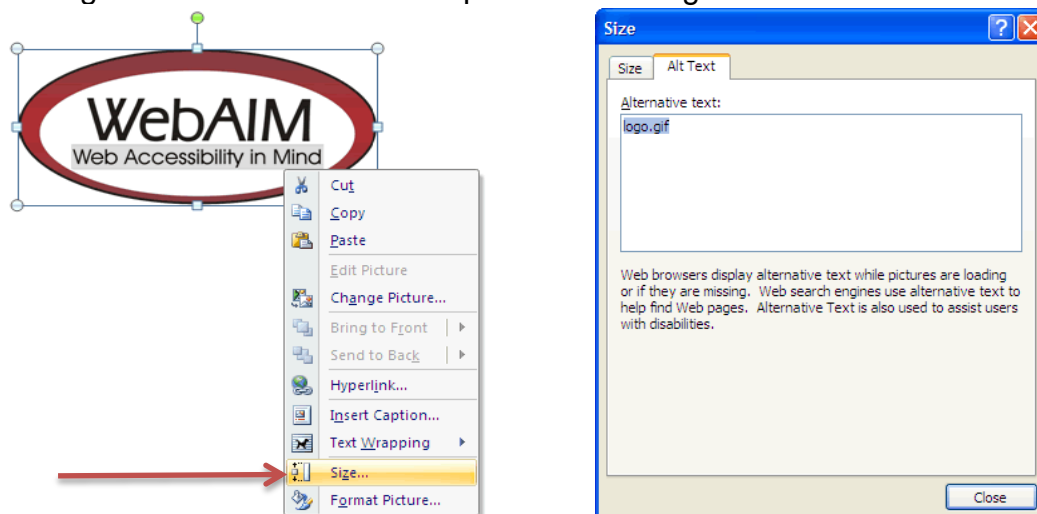


Word 2007

Adding alt text to images is less intuitive in Word 2007.

TO DO:

- Right click on the image.
- Select the “Size” option.
- A dialog box will appear. Select the Alt Text tab.
- You will notice that the image filename is entered into the field by default. The filename is never appropriate alternative text.
- Change the file name to a description of the image.



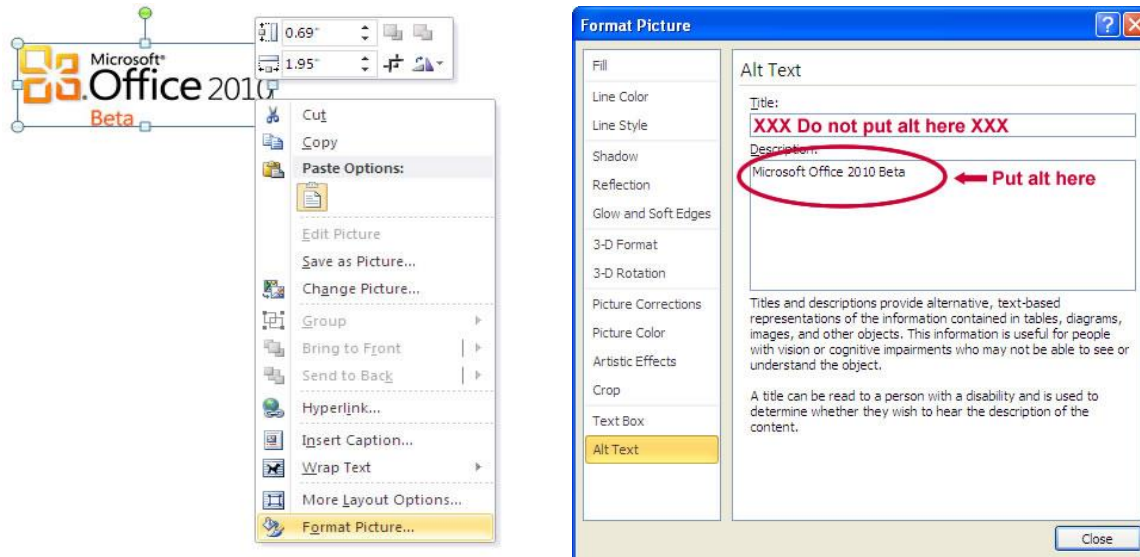
For this example, something like "WebAIM - Web Accessibility in Mind" would be fine.

Word 2010

Word 2010 moved the alt text field back to an intuitive place, but made things even more confusing by creating two fields for alt text.

TO DO:

- Right click on the image.
- Select the Format Picture option.
- With the Format Picture menu open, select the option for Alt Text in the sidebar.
- Two fields will appear, one labeled Title and one labeled Description. For best results, add appropriate alt text to the Description field, not the Title field.
- Information in the Title field will not be saved as alt text when the file is saved as HTML.



NOTE: If you want to be extra safe, you can duplicate the alt text in both the Title and Description fields.

Word 2004 or 2008 for Mac

There is **no way** to add alt text to images in Word 2004 or 2008 for Mac.

Data Tables and Accessibility Issues

There is no way to assign table headers to a table created in Word. You can indicate that a row should repeat as header on the top of each page; in the Table Properties menu.

When saved as PDF, the cells in the first row are detected as table headers, though the headers are not maintained if the file is saved as HTML. Instead, the cells will all be contained in a <thead> element. The <thead>, <tfoot>, and <tbody> are used to divide the tables into the three main parts of a data table. While the inclusion of the <thead> element poses no problems, it does not replace the need for the <th> elements for all table headers. There is no way to add row headers (headers across the side of a table)

in Word.

Links

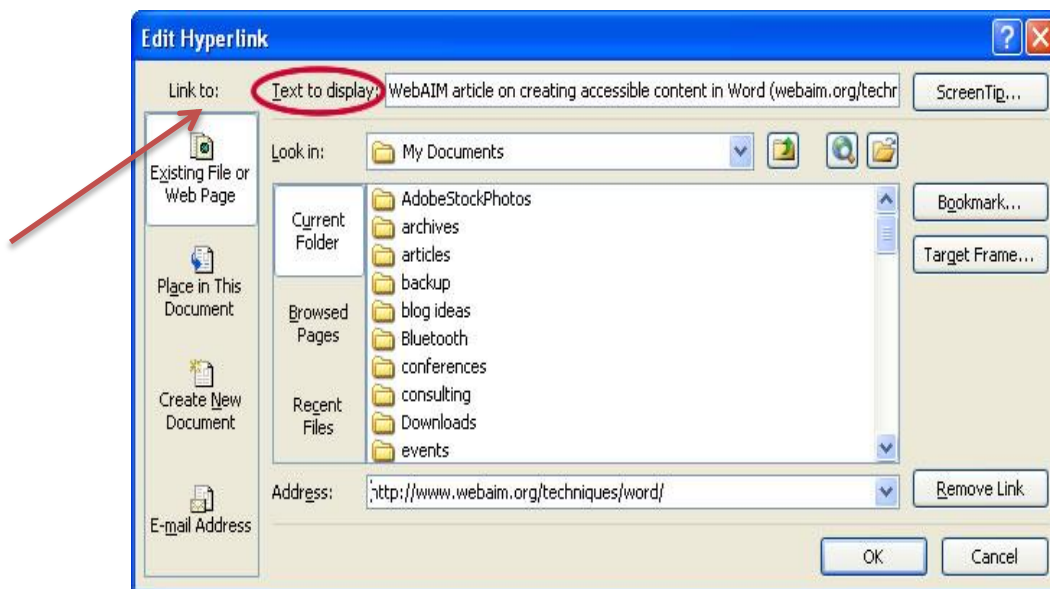
Hyperlinks are usually created in Word by pasting the full URL into a page (e.g., <http://webaim.org/techniques/word/>) and hitting space, enter, or some other key.

This automatically creates a link. It's simple, but the URL may not make sense to the reader.

To Change:

- Highlight and right click on the link.
- Select “Edit Hyperlink...”
- An Edit Hyperlink box will open.
- Change the “Text to display” row to a brief description of the website.

NOTE: If you are creating a Word document that may be both printed and read electronically, you may want to include the URL and a description in the link text.



An example: If the website is www.yzu.edu change the “Text to display” to YSU Homepage.

Table of Contents

Provide a table of contents, especially for long documents. If you have a good heading structure, creating a table of contents is easy.

TO DO:

- Go to the top of your document and add a new page.
- In the “References” tab, select the “Table of Contents” drop down menu.
- Select an automated Table of Contents.

Other Principles

In addition to the principles addressed above, most web accessibility principles can also be applied to files created in Word. The following is a list of a few other important accessibility principles:

- Use true numbered and bulleted lists.
- Ensure that font size is sufficient, usually around 12 points or more.
- Provide sufficient contrast.
- Don't use color as the only way to convey content.
- Use true columns, not tables or columns created by hand with the Tab key.
- Use simple language.

Source: Web Aim Techniques