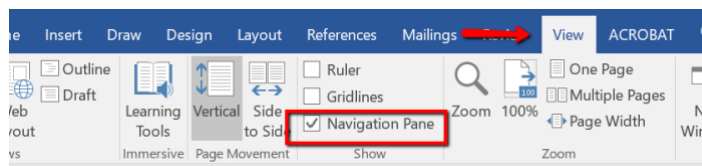


Creating Accessible Word Documents Tutorial

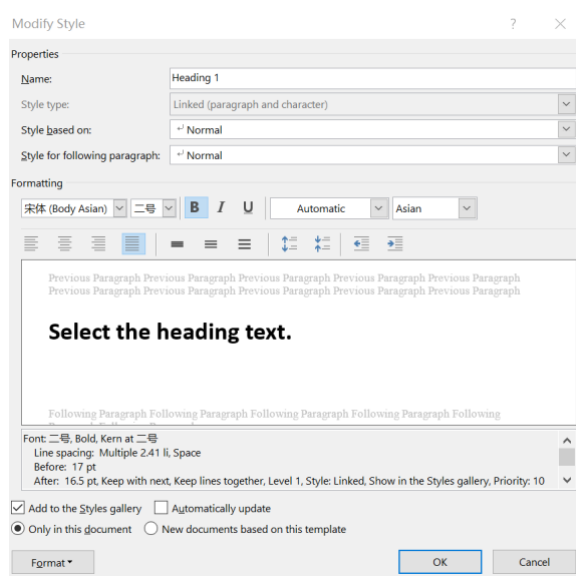
1. Use uniform heading structure/style guides to reinforce structure

To keep trail of the structure, you can open the Navigation Pane.



Edit built-in heading styles (Two ways)

1. Right click a heading, select "Modify..."



2. Change a title to the style you want manually, then select the title with right click the **Quick Styles** and select **Update Heading to Match Selection**.

Tips: All the text under that heading would change automatically.

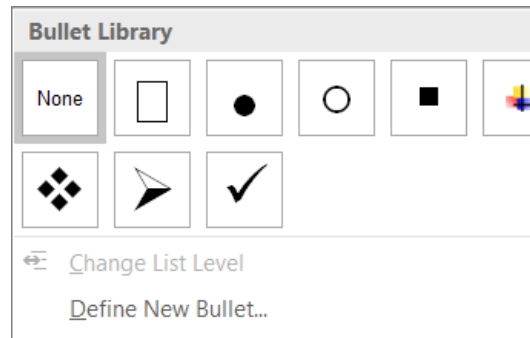
Apply built-in heading styles

1. Select the heading text.
2. On the **Home** tab, in the **Styles** group, select a heading style, for example, **Heading 1** or **Heading 2**.



Use bulleted lists

1. Position the cursor anywhere in your document and select the **Home** tab.
2. In the Paragraph group, select the Bullets button.
3. Type each bullet item in the bulleted list.



2. Make text and hyperlink accessible

Use accessible text color

1. Ensure that text displays well by using the **Automatic** setting for font colors.
2. Any important information denoted through color needs to be available through text as well.

Project	Due Date	Completed
Web comparisons report	September 15	X
Webinar materials	September 20	X
Survey questionnaire	September 23	X

Project	Due Date	Completed
Web comparisons report	September 15	Y
Webinar materials	September 20	N
Survey questionnaire	September 23	N

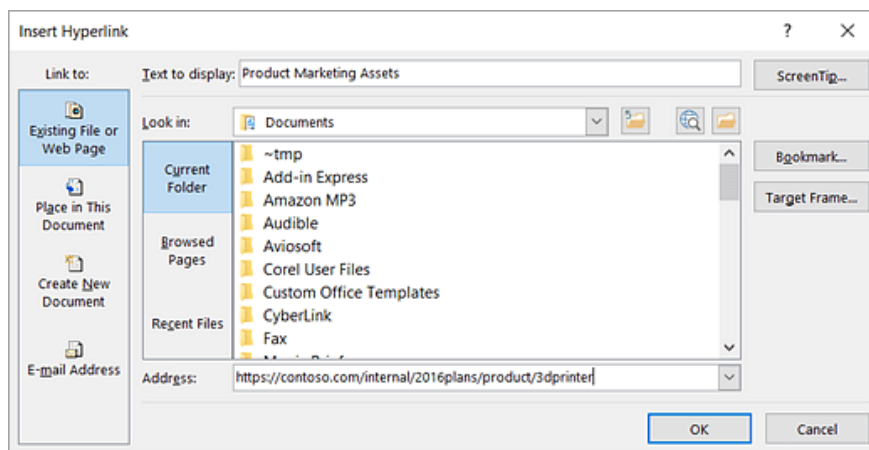
Add hyperlink text and ScreenTips

1. Select the text to which you want to add a hyperlink, and then right-click.
2. Select **Hyperlink** (or **Link**)

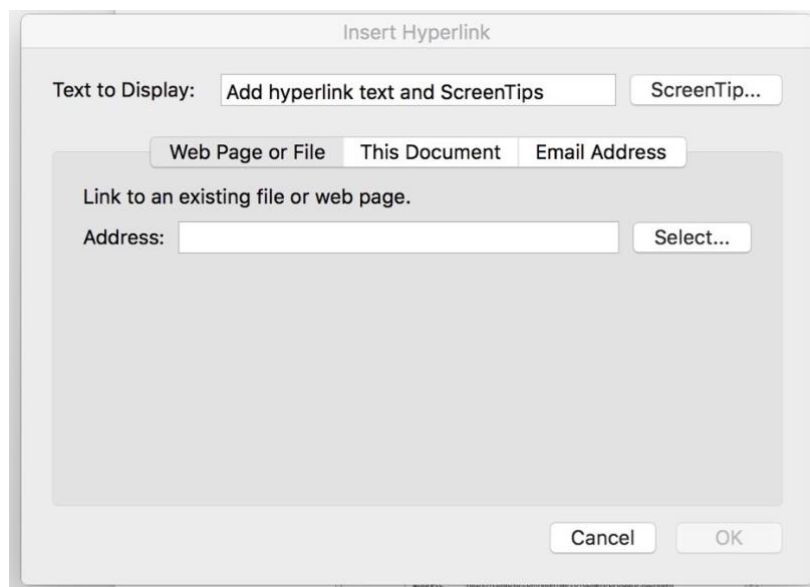
The text you selected displays in the **Text to display** box. This is the hyperlink text.

3. If necessary, change the hyperlink text.
4. In the **Address** box, enter the destination address for the hyperlink.
5. Select the **ScreenTip** button and, in the **ScreenTip text** box, type a
eLearning Office in the GIES College of Business at the University of Illinois at Urbana-Champaign

ScreenTip.



(for PC)



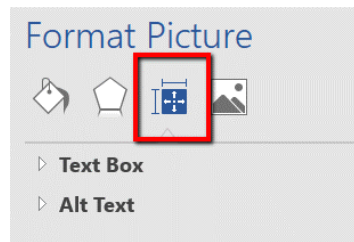
(for Mac)

3. Add alternative text for all visuals.

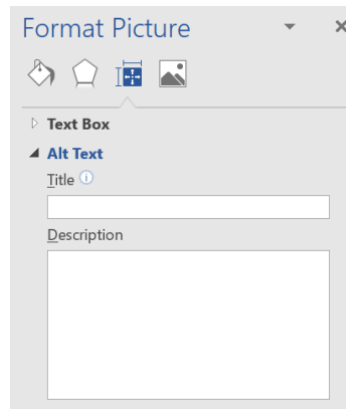
Visual content includes pictures, SmartArt graphics, shapes, groups, charts, embedded objects, ink, and videos. All visuals should be described by adding alternative text.

Add alt text to images.

1. Right-click an image.
2. Select **Format Picture** > **Layout & Properties**, then select Alt Text.

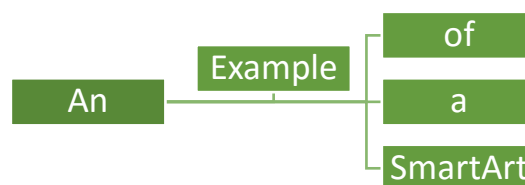


3. Type a description and a title. Title should be as **concise** as possible.

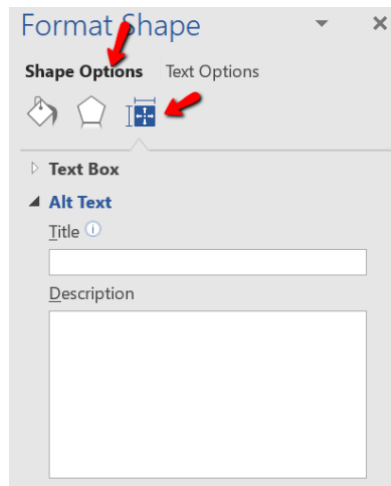


4. There is no word limit of Description. But, for complex images (which takes more than three or four paragraphs to describe), provide the **long description in the surrounding text**.

Add alt text to SmartArt graphics.



1. Select **Format Object > Shape Options > Layout & Properties**. Select **Alt Text**.

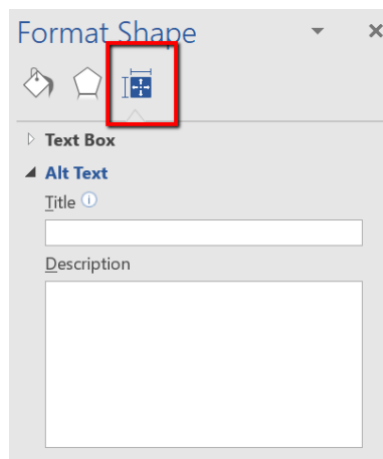


2. Keep in mind to select the whole set of SmartArt Graph rather than just a shape or text inside of it.



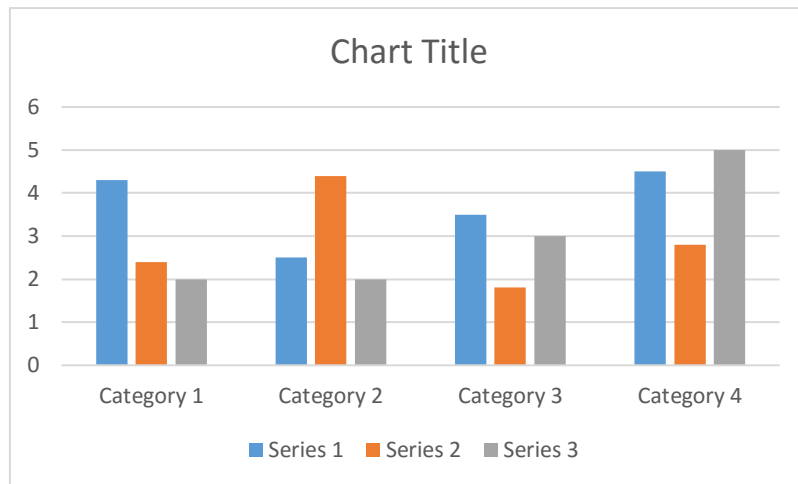
Add alt text to shapes.

1. Select **Format Shape > Layout & Properties > Alt Text**.
2. Type a description and a title.

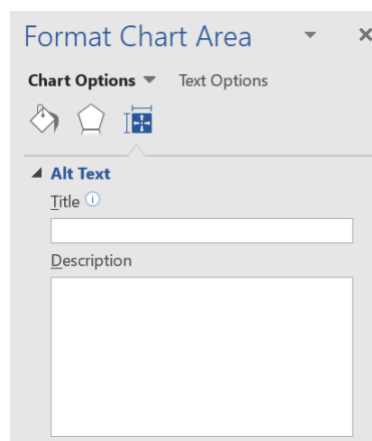


3. Better to keep the shape in line with surrounding text, or it would be confusing to the screen reader. **Right Click > Wrap Text > In Line with Text.**

Add alt text to charts.



1. Select **Format Chart Area > Chart Options > Layout & Properties**.
2. Select Alt Text.

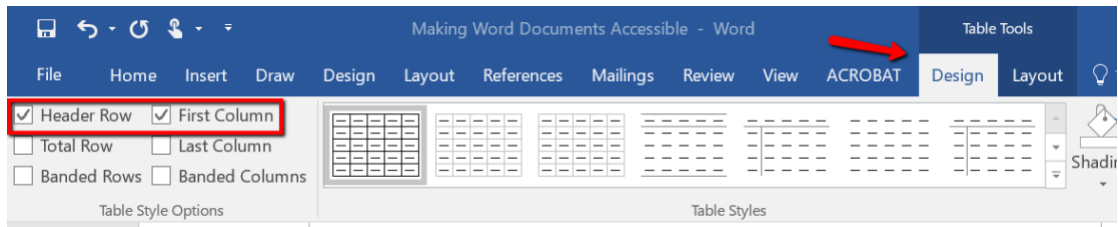


4. Make Table Accessible

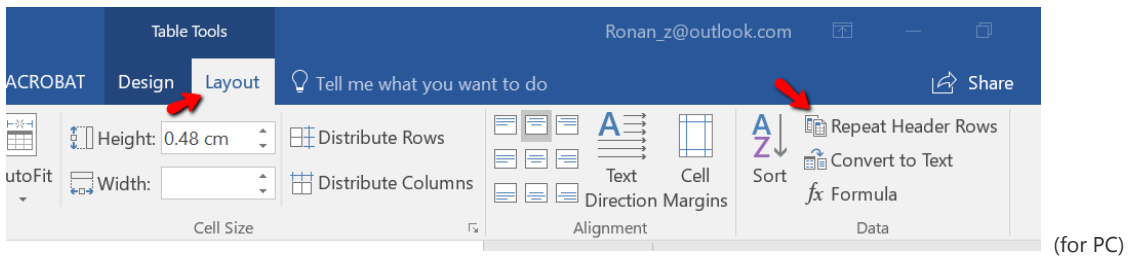
- *Specify the headers.*
- *Avoid having empty header cells.*
- *Tables with merged cells and other complex layouts are more likely to confuse users.*

Specify table headers

1. Position the cursor anywhere in a table.
2. On the **Table Tools Design** tab, in the **Table Style Options** group, select the **Header Row** check box.

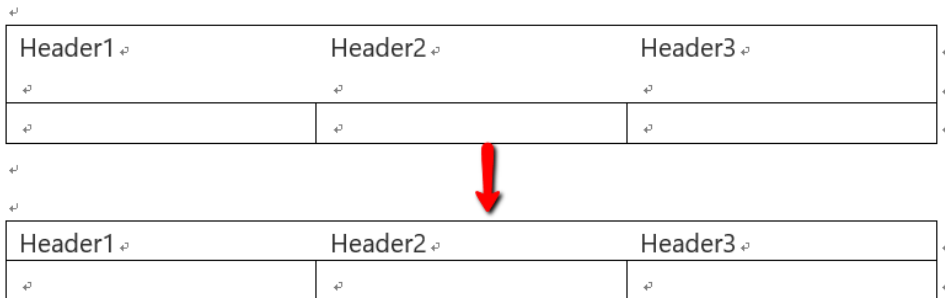


3. On the **Table Tools Layout** tab, in the **Data** group, select the **Repeat Header Rows**. In this way, the headers would be repeated at the top of each page.



Avoid having empty header cells

1. Check if the header of the table has empty row. If it does, delete it.



2. Try to avoid merged cells

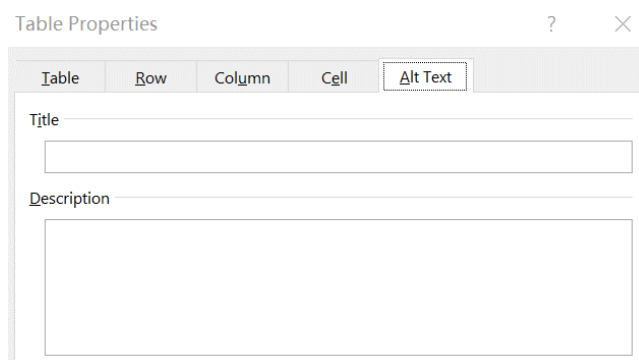
Week	Topic	Readings Due	Assignments Due
1	Topic A	Chapter 1	
2	Topic B	Chapter 2	
3	Topic C	Chapter 3	Paper 1
4		Jones Article, Smith Article	
5	Topic D	Chapter 4	
6	Topic E	Chapter 5	Paper 2
7	Topic F	Chapter 6	
8	No new topics	None	Midterm Exam
9	Topic G	Chapter 7	
10	Topic H	Chapter 8 & Chapter 9	Paper 3
11	Topic I	Chapter 10	
12	Topic J	Chapter 11	Group Activity
13	Topic K	Chapter 12	
14	No new topics	None	Final Exam

Week	Topic	Readings Due	Assignments Due
1	Topic A	Chapter 1	
2	Topic B	Chapter 2	
3	Topic C	Chapter 3	Paper 1
4	Topic C (Cont.)	Jones Article, Smith Article	
5	Topic D	Chapter 4	
6	Topic E	Chapter 5	Paper 2
7	Topic F	Chapter 6	
8	No new topics	None	Midterm Exam
9	Topic G	Chapter 7	
10	Topic H	Chapter 8	
		Chapter 9	
11	Topic H (Cont.)	Same as last week	Paper 3
12	Topic I	Chapter 10	
13	Topic J	Chapter 11	Group Activity
14	Topic K	Chapter 12	
15	No new topics	None	Final Exam

3. Input white text message into blank cells

Add alt text to Tables.

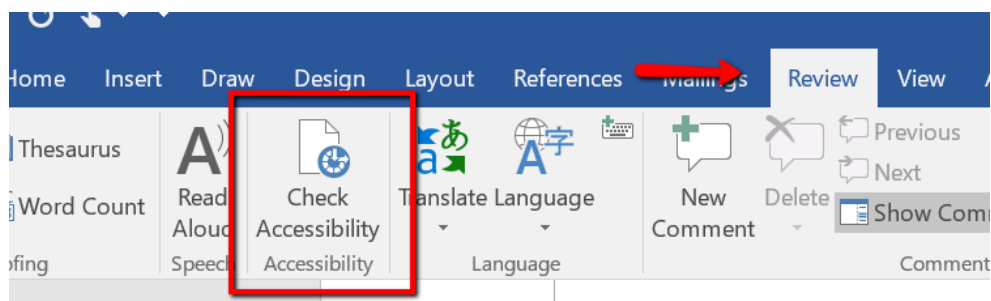
1. Right-click a table.
2. Select Table Properties.
3. Select the Alt Text tab.



If there's more than one row of headers, we should describe it with the alt text.

5. Use the Accessibility Checker to check what's missing

For Word 2016 or above



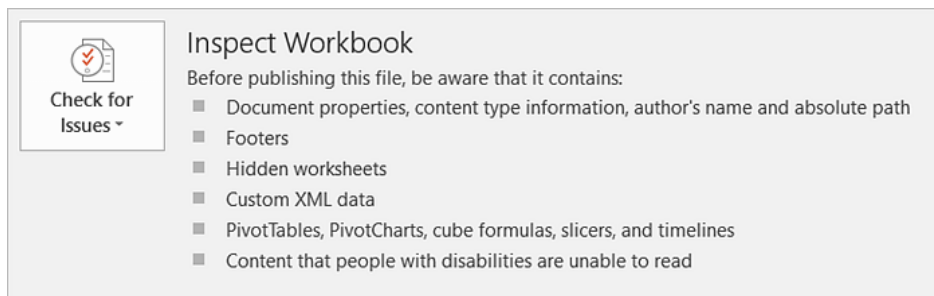
Another easy way to open the **Accessibility Checker** is to use the Tell me box.

Press Alt+Q, and then, in the Tell me box, type accessibility checker.

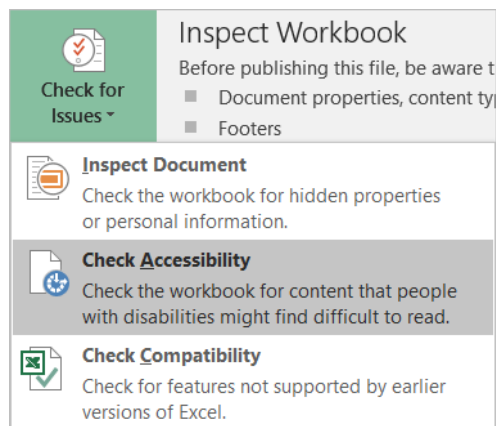
For other versions

If you do not see the **Check Accessibility** button on the **Review** tab:

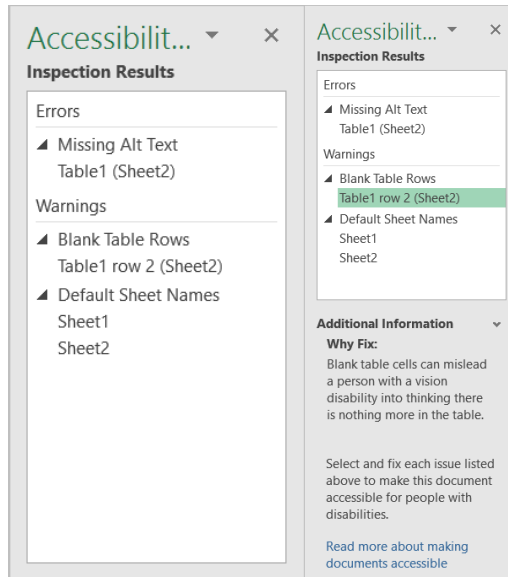
1. Click **File > Info**.
2. Select the **Check for Issues** button.



3. In the **Check for Issues** drop-down menu, select **Check Accessibility**.



The **Accessibility Checker** task pane appears next to your content and shows the inspection results. To see information on why and how to fix an issue, under **Inspection Results**, select an issue. Results appear under **Additional Information**, and you're directed to the inaccessible content in your file.



4. Understanding the inspection results

Errors	Issues that are reported as errors include content that is very difficult or impossible for people with disabilities to understand.
Warnings	Warnings, in many cases, mean that the content is challenging for people with disabilities to understand.
Tips	Tips let you know that, even though people with disabilities can understand the content, it could be better organized or presented to improve their experience.