

Accessibility 508 Standards:

Microsoft Word 2010

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Note: Headers and Footers can be used to hold document information but should never hold important document content such as filename, document owner etc. As screen readers don't read it out this information should also be within the content of the first page or the last page.

Document Title

All documents should have a descriptive and meaningful title.

How to Change Document Title?

1. Go to menu item: **File**.
2. Select **Info** from the list in the left window pane.
3. In the right window pane, select on the **Title** text box.
4. Enter the **Title**.

Note: The Title defined in the properties is different than the file name. It is also unrelated to the template name.

Specify Document Language

In order for assistive technologies (e.g., screen readers) to be able to present your document accurately, it is important to indicate the natural language of the document. If a different natural language is used for a paragraph or selected text, this also needs to be clearly indicated.

How to Change Document Default Language?

1. Go to menu item: **File**.
2. Select **Options** from the list in the left window pane.
3. Select **Language** from the list in the left of the **Options** dialog.
4. Under **Choose Editing Languages**, select the editing language you want to use.
 1. Note: to add an editing language, select the language from the drop down list labeled [**Add additional editing languages**]
5. Select **Set as Default**.

Headings

All documents longer than a few paragraphs require structuring to make them more straightforward for readers to understand. One of the easiest ways to do this is to use “True Headings” to create logical divisions between paragraphs. True headings are more than just bolded, enlarged, or centered text; they are structural elements that order and levels provide a meaningful sequence to users of assistive technologies.

Tips for Headings

- Use the default headings styles provided (“Heading 1”, “Heading 2”, etc.)
- Nest headings properly (e.g., the sub-headings of a “Heading 1” are “Heading 2”, etc.)
- Do not skip heading levels

How to Apply Heading to Selected Text?

1. Select text.
2. Right-click and select **Styles**.
3. Select the heading style from the list.

How to Apply Headings Using the Styles Toolbar?

1. Select text.
2. Go to menu item: **Home**.
3. In the **Styles** section, select the heading you wish to apply.

Note: You can scroll through the multiple heading styles using the arrows on the right side of the **Styles** section. You can also change the **Style** design by selecting the **Change Styles** button on the right.

Alternate Text for Images

When using images or other graphical objects, such as charts and graphs, it is important to ensure that the information you intend to convey by the image is also conveyed to people who cannot see the image. This can be accomplished by adding concise alternative text to of each image. If an image is too complicated to concisely describe in the alternative text alone (artwork, flowcharts, etc.), provide a short text alternative and a longer description as well.

How to Add Alternate Text to Images?

1. Right-click the object
2. Select **Format Picture**.
3. Select the **Alt Text** option from the list.
4. Fill in the **Title**. If more description is required (e.g., for a chart or graph), provide a short description in the Title (e.g., a summary of the trend) and more detail in the **Description**.

Avoid “Floating” Elements

A “floating” object keeps its position relative to the page, while text flows around it. As content moves up or down on the page, the object stays where it was placed. To ensure that images and objects remain with the text that references it, always position it as an inline object.

Similarly, avoid placing drawing objects directly into the document (e.g., as borders, to create a diagram). Instead, create borders with page layout tools and insert complete graphical objects.

How to Avoid and Image from “Floating”?

1. Select the object.
2. Go to menu item: **Page Layout**.
3. Select **Position** from the **Arrange** section.
4. Select **In Line with Text**.

Lists

When you create lists, it is important to format them as “real lists”. Otherwise, assistive technologies will interpret your list as a series of short separate paragraphs instead of a coherent list of related items.

How to Create a List?

1. Go to menu item: **Home**.
2. In the Paragraph section, select the Bullets icon for unordered lists or select the **Numbering** icon for ordered lists.
3. To choose a different list format, select the arrow beside the icon.
4. Select a format from the format **Library** that appears in the drop-down menu.

How to Modify List Styles?

1. Go to menu item: **Home**.
2. In the **Paragraph** section, select the arrow beside the **Bullets** icon for unordered lists or select the arrow beside the **Numbering** icon for ordered lists.
3. Select **Define New Bullet...** to create a new unordered list format.
4. Select **Define New Number Format...** to create a new ordered list format.
5. In the **New Bullet** dialog or the **New Number Format** dialog, select the list characteristics
6. Select **OK**.

Tables

When using tables, it is important to ensure that they are clear and appropriately structured. This helps all users to better understand the information in the table and allows assistive technologies (e.g., screen readers) to provide context so that the information within the table can be conveyed in a meaningful way.

Tips for Tables

- Only use tables for tabular information, not for formatting, such as to position columns.
- Use “real tables” rather than text formatted to look like tables using the TAB key or space bar. These will not be recognized by assistive technology.
- Keep tables simple by avoiding merged cells and dividing complex data sets into separate smaller tables, where possible.
- If tables split across pages, set the header to show at the top of each page. Also set the table to break between rows instead of in the middle of rows.
- Create a text summary of the essential table contents. Any abbreviations used should be explained in the summary.
- Table captions or descriptions should answer the question "what is the table's purpose and how is it organized?" (e.g., "A sample order form with separate columns for the item name, price and quantity").
- Table cells should be marked as table headers when they serve as labels to help interpret the other cells in the table.
- Table header cell labels should be concise and clear.
- Ensure the table is not “floating” on the page.

How to Add a Table with Headings?

1. Go to menu item: **Insert**.
2. In the **Tables** section, select the **Tables** icon.
3. Select the number of rows and columns you would like your table to have.
4. Select the table and a **Table Tools** menu item should appear.
5. Go to menu item: **Table Tools > Design**.
6. In the **Table Style Options** section, select the **Header Row** check box.

Page Numbering

Numbering the pages of your document helps those reading and editing your document effectively navigate and reference its content. For users of assistive technologies, it provides a valuable point of reference within the document.

How to Insert Page Numbers?

1. Go to menu item: **Insert**.
2. In the **Header & Footer** section, select **Page Number**.
3. Select where you would like to insert your page numbers.
4. Select the style of page number you would like to use.

How to Format Page Numbers?

1. Go to menu item: **Insert**.
2. In the Header & Footer section, select Page Number.
3. Select **Format Page Numbers**.
4. In the **Page Number Format** dialog, select the page format characteristics you would like to use.

Note: These changes are applied to the predefined page format styles. It does not create a new page format style.

Create Accessible Charts

Charts can be used to make data more understandable for some audiences. However, it is important to ensure that your chart is as accessible as possible to all members of your audience. All basic accessibility considerations that are applied to the rest of your document must also be applied to your charts and the elements within your charts. For example, use shape and colour, rather than colour alone, to convey information. As well, some further steps should be taken to ensure that the contents of your chart are appropriately labeled to give users reference points that will help them to correctly interpret the information.

How to Create a Chart?

1. Go to menu item: **Insert**.
2. In the **Illustrations** section, select **Chart**.
3. Select a **Chart Type** from the **Chart Gallery**.
4. Select **OK**.
5. Update the datasheet with the data you would like to include in your chart.
6. Close the datasheet.

Note: This will open the Excel document titled “Chart in Microsoft Office PowerPoint”, where you can input the data you would like to include in the chart. When you have done this, simply close the Excel window and the data will appear on the chart in the PowerPoint presentation.

How to Add Titles and Labels?

1. In the **Chart Tools** menu section, go to menu item: **Layout**.
2. In the **Labels** section, select the type of title or label you would like to define (e.g., **Chart Title**, **Axis Titles**, and **Data Labels**)

How to Apply a Predefined Chart Layout?

1. In the **Chart Tools** menu section, go to menu item: **Design**.
2. In the **Chart Layouts** section, select a **Quick Layout** from the scrolling **Chart Layouts** gallery.

How to Change a Different Predefined Chart Type?

1. In the **Chart Tools** menu section, go to menu item: **Design**.
2. In the **Type** section, select the **Change Chart Type** icon.
3. In the **Change Chart Type** dialog, select a chart type from the left pane.
4. Select a **Chart Design** from the right pane.
5. Select **OK**.

Other Chart Considerations

- When creating line charts, use the formatting options to create different types of dotted lines to facilitate legibility for users who are colour blind.
- When creating bar charts, go to menu item: Chart Tools > Format and in the Shape Styles section select Shape Fill to apply a texture to help distinguish the bars.
- Change the default colours to a colour safe or gray-scale palette.
- Use the formatting options to change predefined colours, ensuring that they align with sufficient contrast requirements.

Format of Text

When formatting text, especially when the text is likely to be printed, try to:

- Use font sizes between 12 and 18 points for body text.
- Use fonts of normal weight, rather than bold or light weight fonts. If you do choose to use bold fonts for emphasis, use them sparingly.
- Use standard fonts with clear spacing and easily recognized upper and lower case characters. Sans serif fonts (e.g., Arial, Verdana) may sometimes be easier to read than serif fonts (e.g., Times New Roman, Garamond).
- Avoid large amounts of text set all in caps, italic or underlined.
- Use normal or expanded character spacing, rather than condensed spacing.
- Avoid animated or scrolling text.

But can't users just zoom in? Office applications do typically include accessibility features such as the ability to magnify documents and support for high contrast modes. However, because printing is an important aspect of many workflows and changing font sizes directly will change documents details such the pagination, the layout of tables, etc., it is best practice to always format text for a reasonable degree of accessibility.

How to Change the Text Size for a Default Named Style?

1. Go to menu item: **Home**.
2. In the Styles section, right-click the **Style** you wish to modify.
3. Select **Modify Style**.
4. Under **Formatting** in the **Modify** dialog box, select the appropriate font size.
5. Exit with **OK**.

Colour Contrast

The visual presentation of text and images of text should have a contrast ration of at least 4.5:1. To help you determine the contrast, here are some examples on a white background:

- Very good contrast (Foreground=black, Background=white, Ratio=21:1)
- Acceptable contrast (Foreground=#767676, Background=white, Ratio=4.54:1)
- Unacceptable contrast (Foreground=#AAAAAA, Background=white, Ratio=2.32:1)

Also, always use a single solid colour for a text background rather than a pattern.

In order to determine whether the colours in your document have sufficient contrast, you can consult an online contrast checker, such as: [Colour Contrast Checker \(WebAIM\)](#).

Avoid Relying on Sensory Characteristics

The instructions provided for understanding and operating content should not rely solely on sensory characteristics such as the colour or shape of content elements. Here are two examples:

- Do not track changes by simply changing the colour of text you have edited and noting the colour. Instead use Word 2010's "Track Changes" feature to track changes.
- Do not distinguish between images by referring to their appearance (e.g. "the bigger one"). Instead, label each image with a figure number and use that for references.

Avoid Using Images of Text

Before you use an image to control the presentation of text (e.g., to ensure a certain font or colour combination), consider whether you can achieve the same result by styling "real text". If this is not possible, as with logos containing stylized text, make sure to provide alternative text for the image.

Hyperlinks

Hyperlinks are more effective navigation aids when the user understands the likely result of following the link. Otherwise, users may have to use trial-and-error to find what they need.

To help the user understand the result of selecting a hyperlink, ensure that the link makes sense when read in the context of the text around it. For example, while it would be confusing to use “more information” as a link by itself on a page, it would be fine to use “more information” as a link in the following sentence: “The airport can be reached by taxi or bus (more information).”

To make the address of hyperlink clear when printing, you may wish to include the address in brackets following the descriptive text of the hyperlink.

How to Add Hyperlinks with Meaningful Text?

1. Type (or paste in) a web address and press spacebar or “Enter” to convert into a hyperlink.
2. Select the link and right-click.
3. Select **Edit Hyperlink** (Ctrl + K).
4. Edit the text in the **Text to display** box.

Check Accessibility

If you wish to check the accessibility of your document or template (see Technique 1, above), Word 2010 offers an “Accessibility Checker” to review your document against a set of possible issues that users with disabilities may experience in your file.

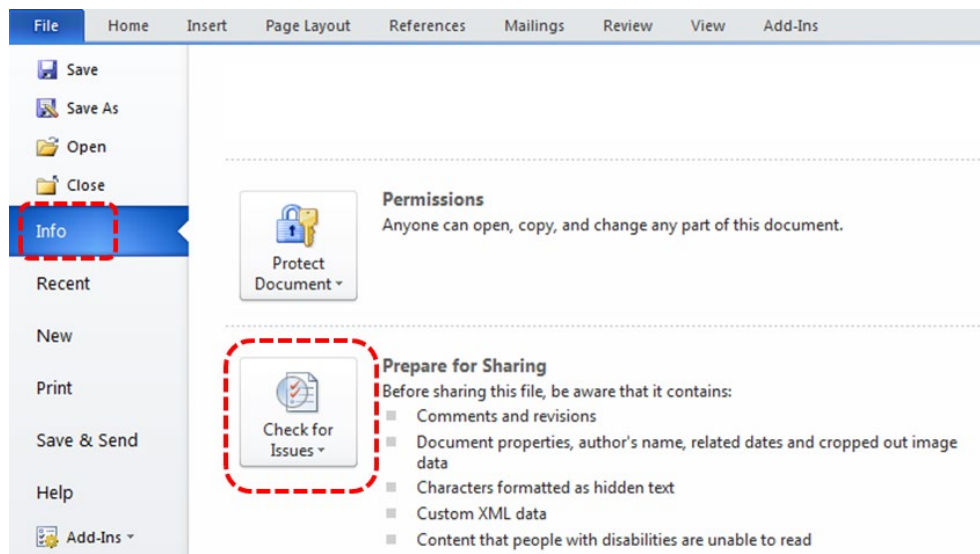
The “Accessibility Checker” classifies issues as

- **Error** – content that makes a file very difficult or impossible for people with disabilities to understand
- **Warning** – content that in most, but not all, cases makes a file difficult for people with disabilities to understand
- **Tip** – content that people with disabilities can understand, but that might be better organized or presented in a way that would maximize their experience

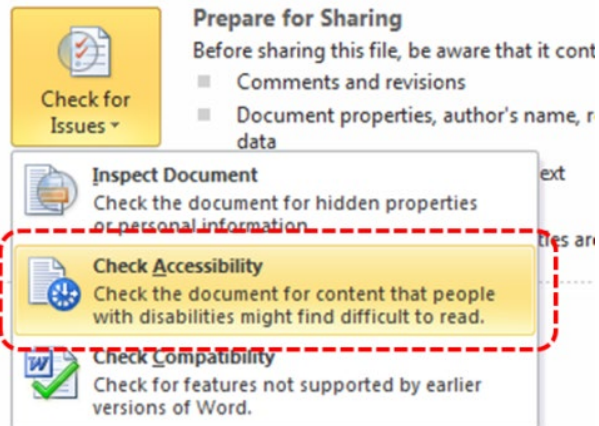
To learn more about the Accessibility Checker and the rules it uses to identify and classify accessibility issues in your document, visit the Word 2010 help section (see Accessibility Help, below). Use the search term “accessibility checker rules” in the help search box.

How to Check for Accessibility in Word?

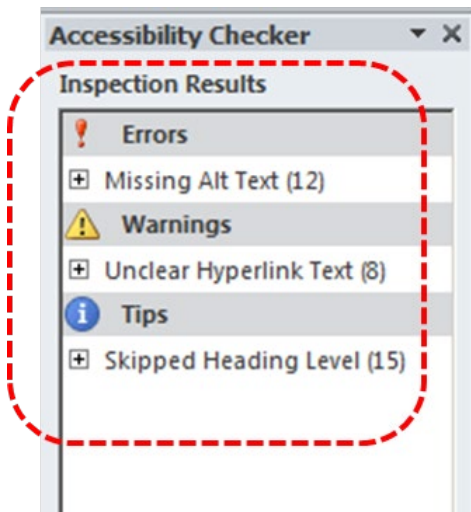
1. Go to menu item: **File**.
2. Select **Info** in the left window pane.
3. Under **Prepare for Sharing**, an alert will appear if a potential accessibility issue has been detected.



4. To view and repair the issues, select **Check for Issues** and then **Check Accessibility**.



5. An **Accessibility Checker** task pane will open, showing the inspection results.



6. Select a specific issue to see **Additional Information**.