



Creating an Accessible Word Document Step-by-Step

[Video Introduction to Web Accessibility and W3C Standards](https://www.w3.org/WAI/videos/standards-and-benefits/)

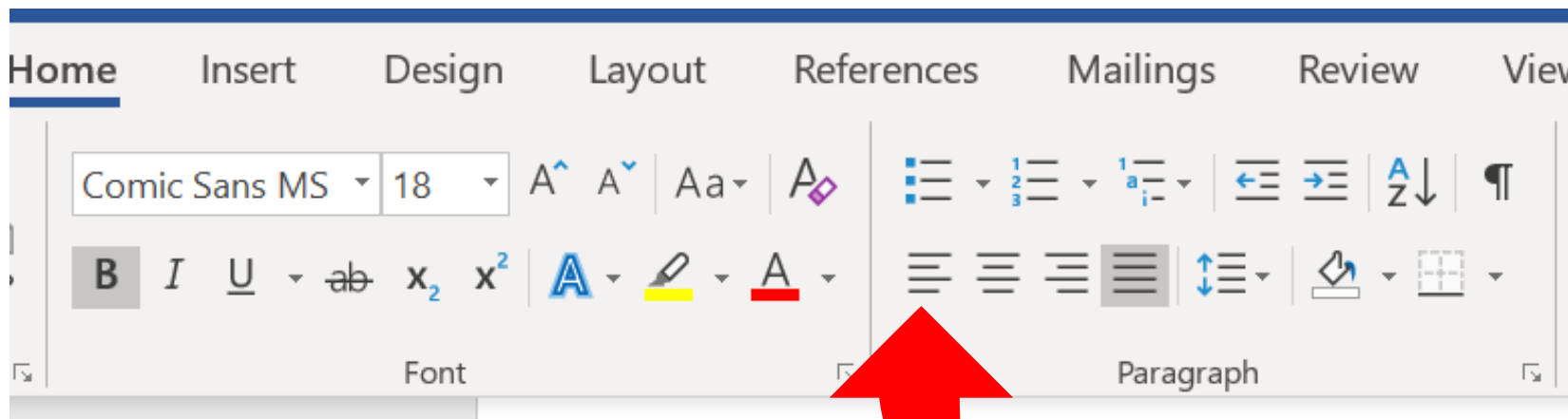
<https://www.w3.org/WAI/videos/standards-and-benefits/>

1. Select All Text

Click anywhere in the document. On the keyboard, hold the **Control key and press** **“A”** and all the text on all 9 pages will be selected.

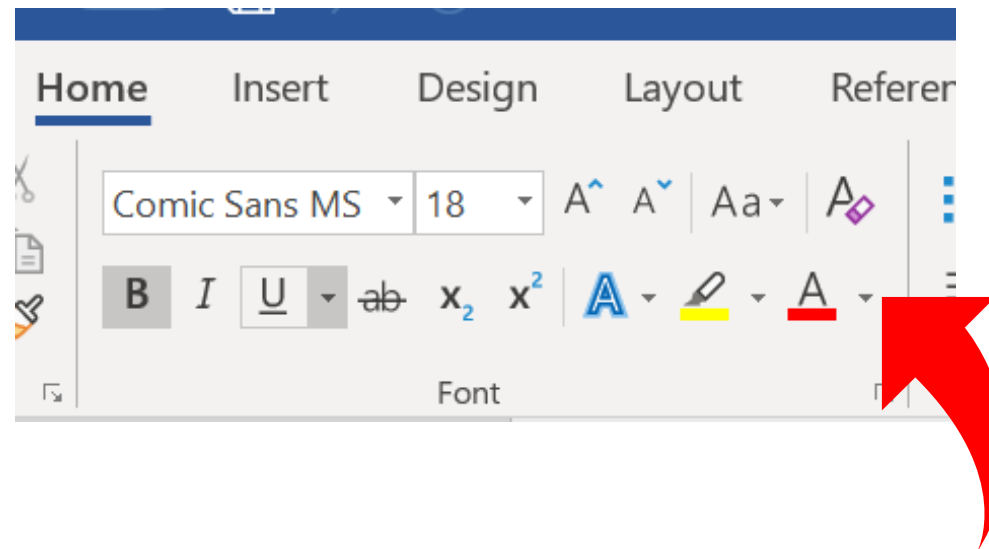
2. Alignment

- Keep the text selected, go to the **Home Tab**, and in the **Paragraph Group**, select **Align Left**. The only choices are left/center/right. Never use Justify.



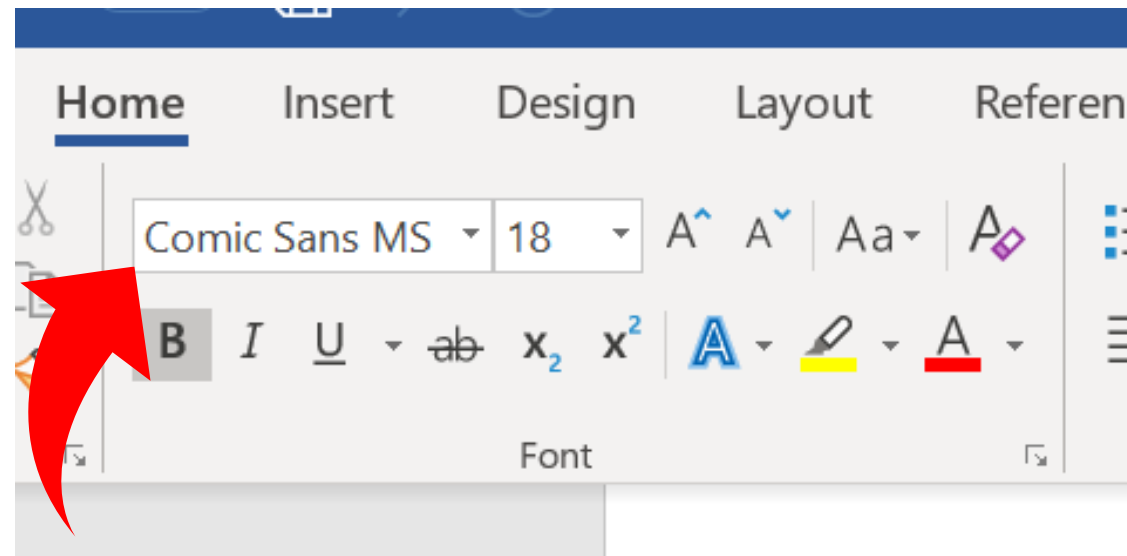
3. Color

- Keep the text selected, go the **Home Tab**, and in the **Font Group**, click the dropdown arrow for **Font Color** and choose Automatic (black). If you do this AFTER creating headings, they will also turn black and need to be redone if you want them to be blue or another color. Color is your choice as long as there is sufficient color contrast for ADA purposes.



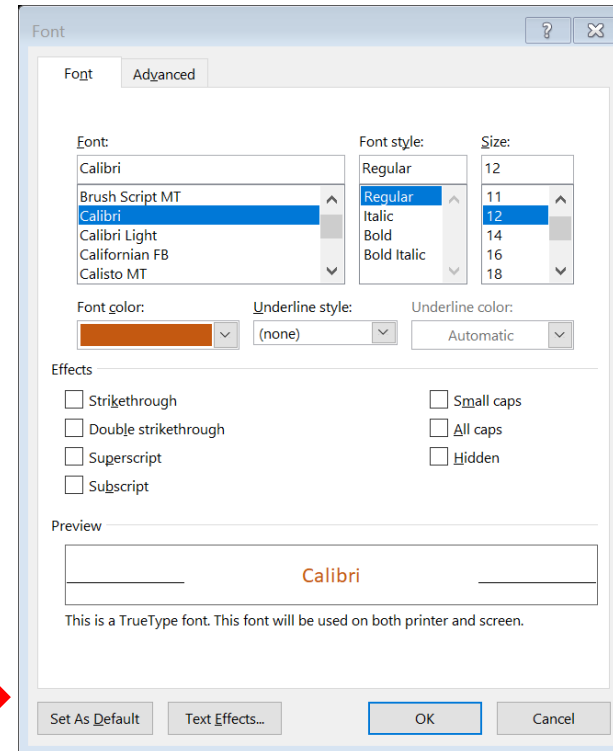
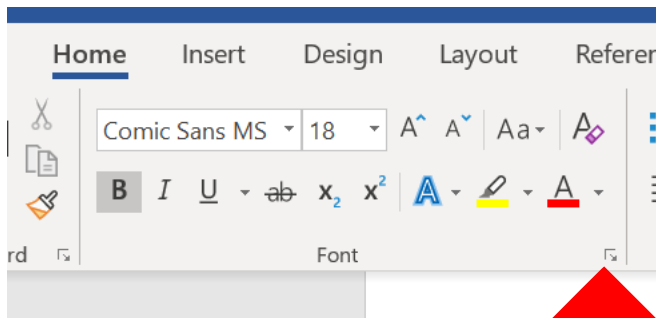
4. Change the Font

Keep the text selected, go to the **Home Tab**, and in the **Font Group**, choose **Calibri**, **Ariel**, or **Times New Roman**. Select **Font Size 12**. Twelve is the minimum size allowed for an Accessible Word Document.



5. Choose the Default Font and Size for All Future Documents

Home Tab, Font Group, small light grey box on the bottom right. Click that icon and a Font Menu will appear. Choose a default font (Calibri is recommended) and for Font Style choose Regular. For Font Size, choose 12. On the bottom left of the same menu, click on Choose as Default. To make all future documents use these settings, choose All Documents and click Okay.



6. Create a Title *(pretty easy so far?)*

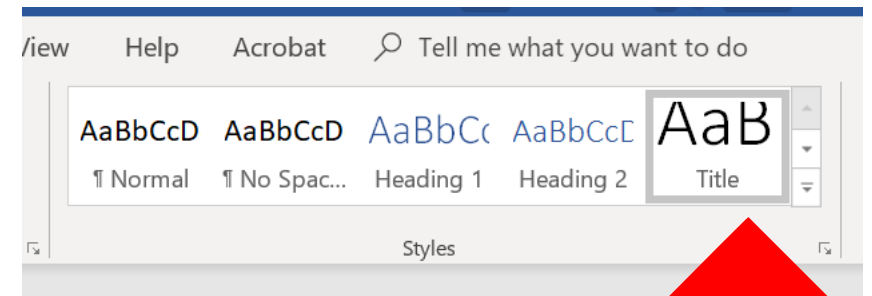
- Place your cursor in front of the first word in the document, “*Organic Foods*” and triple click the mouse. This will highlight *Organic Foods: What You Need to Know*. From the Home Tab, Styles Group, click on *Title*

HelpGuide



Organic Foods: What You Need to Know

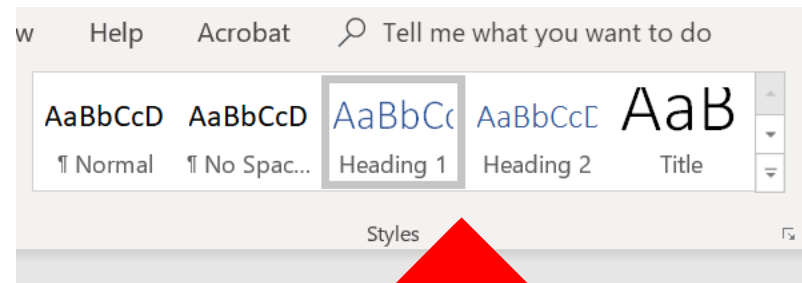
<https://www.helpguide.org/articles/healthy-eating/organic-foods.htm>



7. Create Headings – *1 of 5*

- Highlight **What Does Organic Mean**
- Press and hold Control/Alt and press the **number 1** on the keyboard.

This will create a Heading 1. You can also click on Heading 1 in the Home Tab/Styles Group and get the same result.



Headings – 2 of 5

- To create a Heading 2,3,4, etc. press and hold Control/Alt and press the numbers 2,3,4.
- Headings MUST be in order. 1,2,3,4 or 1,1,1,1, or 1,2,1,2 etc. You cannot skip numbers. Always start with “1”
- Go through the entire document and make the following (*slide 4*) a Heading 1. You can also change the case to all UPERCASE or Sentence Case to keep all Headings uniform. It can also be easily corrected later as needed so NO WORRIES!

Headings – *3 of 5*

- KEEP IN MIND THAT *YOU* DECIDE WHAT SHOULD BE A HEADING 1,2,3,4,5. EVERYONE DOES NOT NEED TO CREATE DOCUMENTS THAT ARE EXACTLY THE SAME. JUST STAY WITHIN THE GUIDELINES. THE PRACTICE DOCUMENT HAS A FEW HINTS - SOME WORDS ARE A DIFFERENT COLOR OR ARE IN BOLD TO HELP YOU DECIDE IF SOMETHING SHOULD BE A HEADING.

Headings – *4 of 5*

- **What Does Organic Mean**
- **Organic vs. Non-Organic**
- **Organic Food vs. Locally-Grown Food**
- **The best bang for your buck when shopping organic**
- **Fruits and vegetables where the organic label matters most**
- **Fruits and vegetables you don't need to buy organic**
- **Buy organic meat, eggs, and dairy if you can afford to**
- **What's in American meat?**
- **Other ways to keep the cost of organic food within your budget**
- **Other resources**

Headings – *5 of 5*

- Go through the entire document and starting with “Organic produce” on page 1, create a Heading. Note that nothing should ever be underlined unless it is a link. When you create the Headings, if there is an underline, it will disappear.
- On page 3, under “The benefits of locally grown food,” remove the colon after Financial, Transportation, Freshness, etc. and make those words Headings. (Use the enter key to add the sentences under the Headings)

8. Create Bullet Points *(hang in there –still easy, right?)*

- On page 1, under Organic Produce, select all of the words in the next three sentences, and from the Home Tab, Paragraph Tab, choose the dropdown for the **Bullet Points** and choose one that you like. All three lines will indent and have a bullet point in front of them. Bullet Points are an important part of making a document accessible. Try this elsewhere in the document.

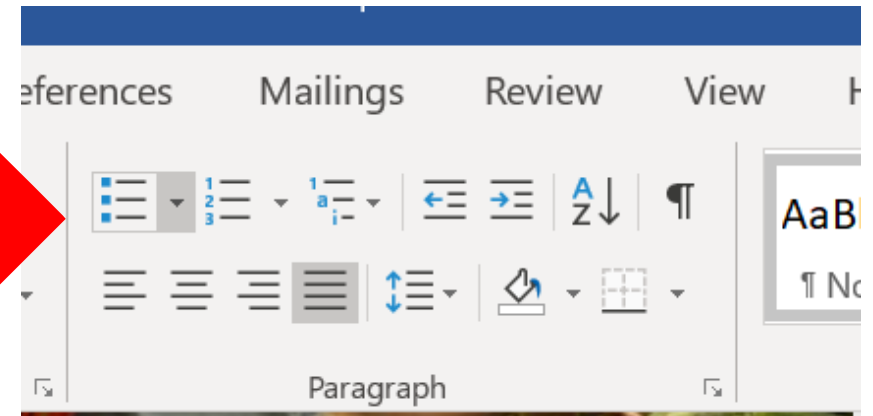
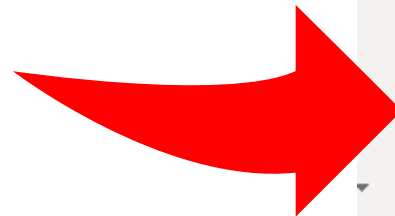
ORGANIC VS. NON-ORGANIC

Organic produce:

Grown with natural fertilizers (manure, compost).

Weeds are controlled naturally (crop rotation, hand weeding, mulching, and tilling).

Pests are controlled using natural methods (birds, insects, traps) and naturally-derived pesticides



9. Images

On page 1, right click on the picture to place it **In Line with Text** (Wrap Text) and **add Alternative Text**. This differs based on the version of Microsoft.

If a picture does not position correctly, you can cut it and paste it back. Write an Alt text description but ignore title unless the picture is a chart or graph.



Alt Text ✕

How would you describe this object and its context to someone who is blind?
(1-2 sentences recommended)

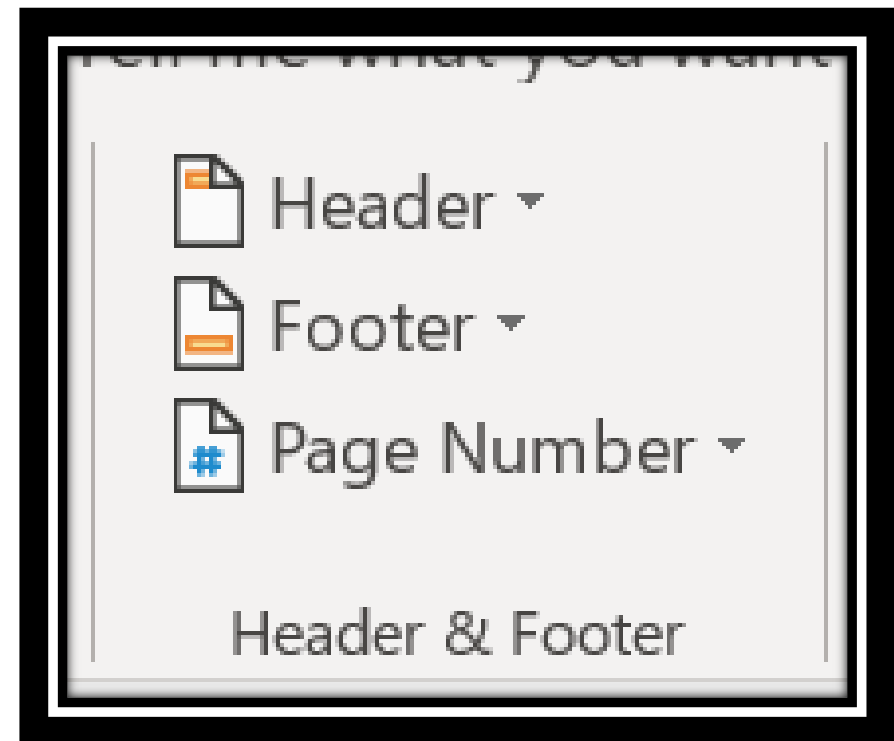
Man shopping for produce

Generate a description for me

☐ Mark as decorative ?

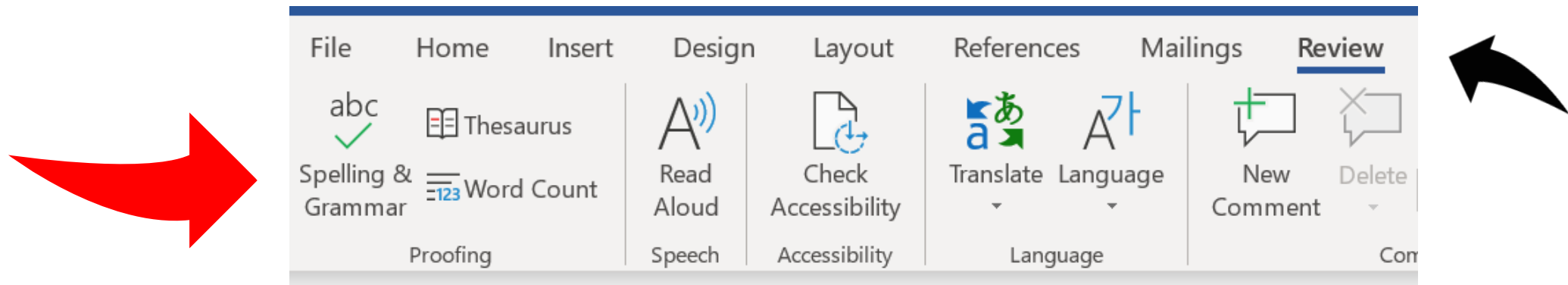
10. Headers and Footers

- The Health Guide logo on the top left is in a Header. The page numbers are in a Footer. They can be edited from the **Insert Tab**.



11. Check Spelling

- Go to the **Review Tab/Proofing Group** and click on **Spelling and Grammar**. In newer versions of Microsoft Word, an Editor Box appears on the right side of the page and you can use the suggestions or ignore them. It checks for Clarity and Conciseness, spelling, grammar, etc.

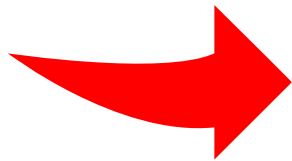


12. Add a Table of Contents

- This time you need the References Tab. Click in front of the first letter of the first word in the document (the word “IS”); ignore the link for now. While still on the Reference Tab, click the down arrow for Table of Contents and choose Automatic Table 1.

Organic Foods: What You Need to Know

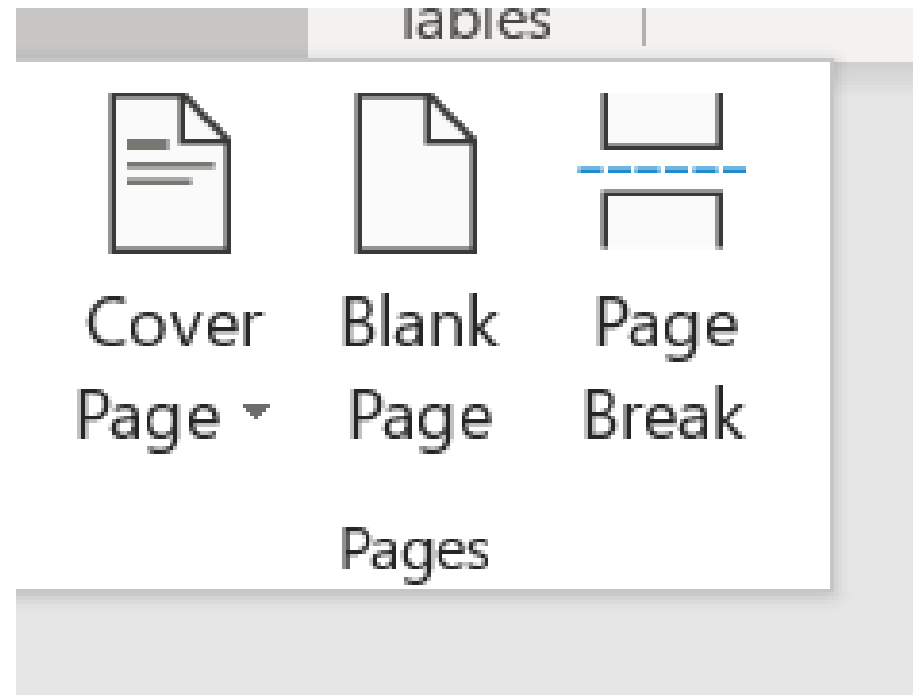
<https://www.helpguide.org/articles/healthy-eating/organic-foods.htm>



Is organic food really healthier? Is it worth the expense? Find out what the labels the most bang for your buck.

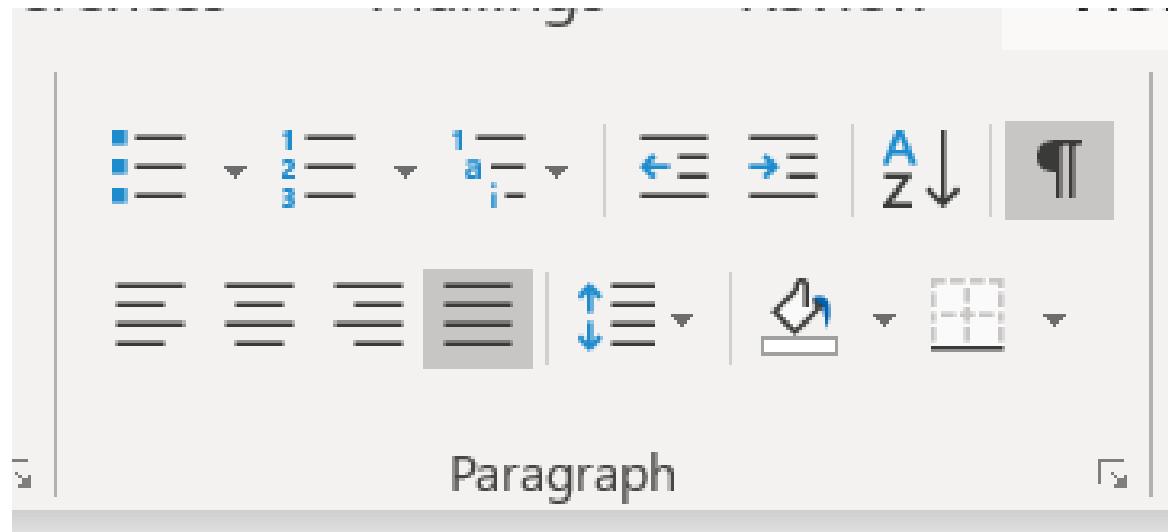
13. Add a Break

- At the end of the Table of Contents, place your cursor at the end of the table, (not in it) and click on the **Insert Tab**. In the **Pages Group**, click on **Page Break**.



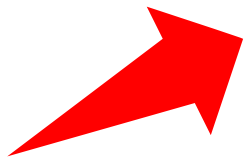
14. View Your Breaks, Paragraphs, Etc.

- Click on the Home Tab. In the Paragraph Group, click on the Show/Hide icon. At the bottom of your Table of Contents page, you will see the Page Break. Click on the Show/Hide icon again to make it disappear.



15. Table of Contents Results *(Okay, learning a few new things? Good!)*

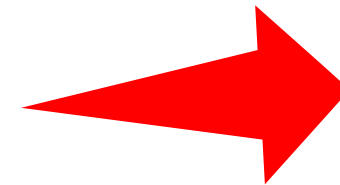
- Looking at the Table of Contents page in your document, you can see the results of the Heading 1,2,3,4. If you want this to display in a different way or need to make corrections, **GO BACK TO THE DOCUMENT AND CHANGE THE HEADINGS.** After changing a heading, go back to the Table of Contents, (click within the table) then click on **Update Table** at the top of the Table of Contents and the changes will appear.



WHAT DOES "ORGANIC" MEAN?	1
ORGANIC VS. NON-ORGANIC	1
Organic produce:.....	1
Conventionally-grown produce:.....	1
Organic meat, dairy, eggs:.....	1

16. Add Details for the Document

- **File Tab** – **Properties** (then on the right side of the screen) **Title** (Add a Title – it should be the document title or in some cases, the first Heading 1) Under **Author**, add yourself as an Author



Properties ▾

Size	46.3KB
Pages	9
Words	2039
Total Editing Time	204 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 12:13 PM
Created	9/3/2019 1:10 PM
Last Printed	

Related People

Author

RL

Rosemary Lyons

Add an author

Last Modified By

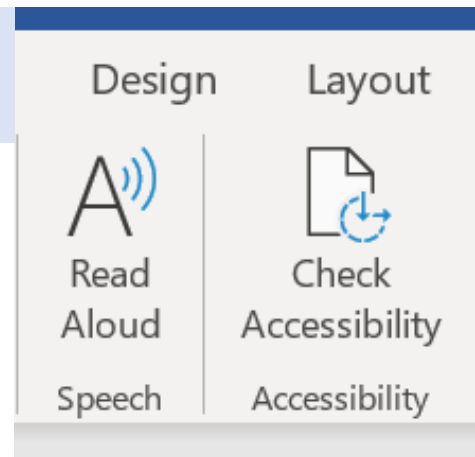
RL

Rosemary Lyons

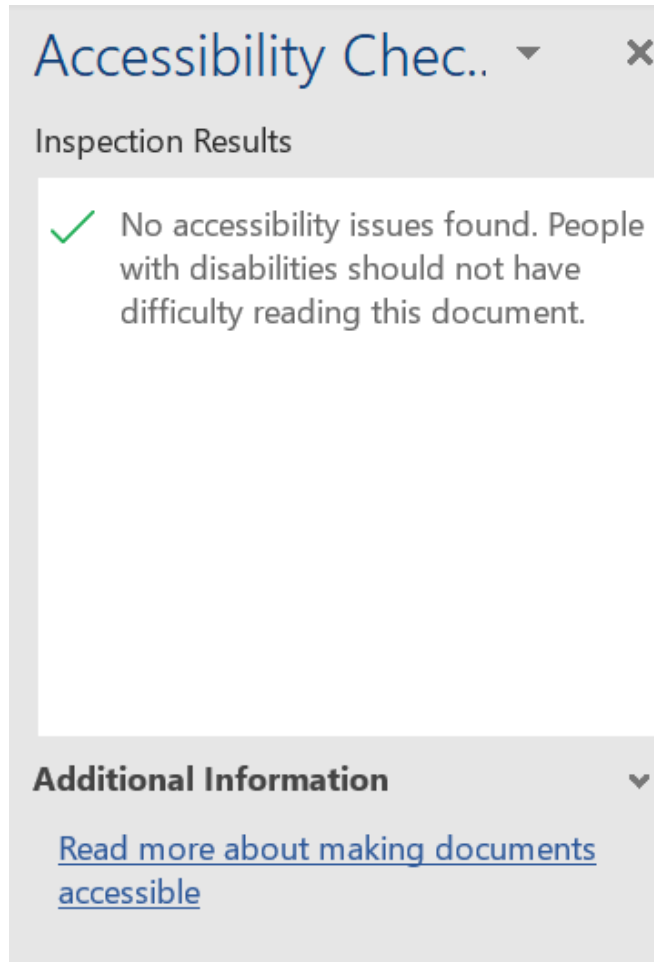
17. Accessibility

- File Tab, Check for Issues, Check Accessibility. A Checker Report appears on the right side of the document. You may see Errors, Warnings and Tips. *Expand* -When you click on the error or warning, the document goes directly to the error or warning. As you correct each error, it will disappear from the list. You are REQUIRED to fix errors and warnings to meet a AA standard. Tips are for a AAA standard.

*In Office 365
Review Tab*



Accessibility Check (continued) *Were you able to correct all issues?*



- Important

Headings and a Table of Contents provide structural context to users and enable navigation and easier searching in the document.

Always use Headings and for longer documents (more than a few pages) create a Table of Contents.

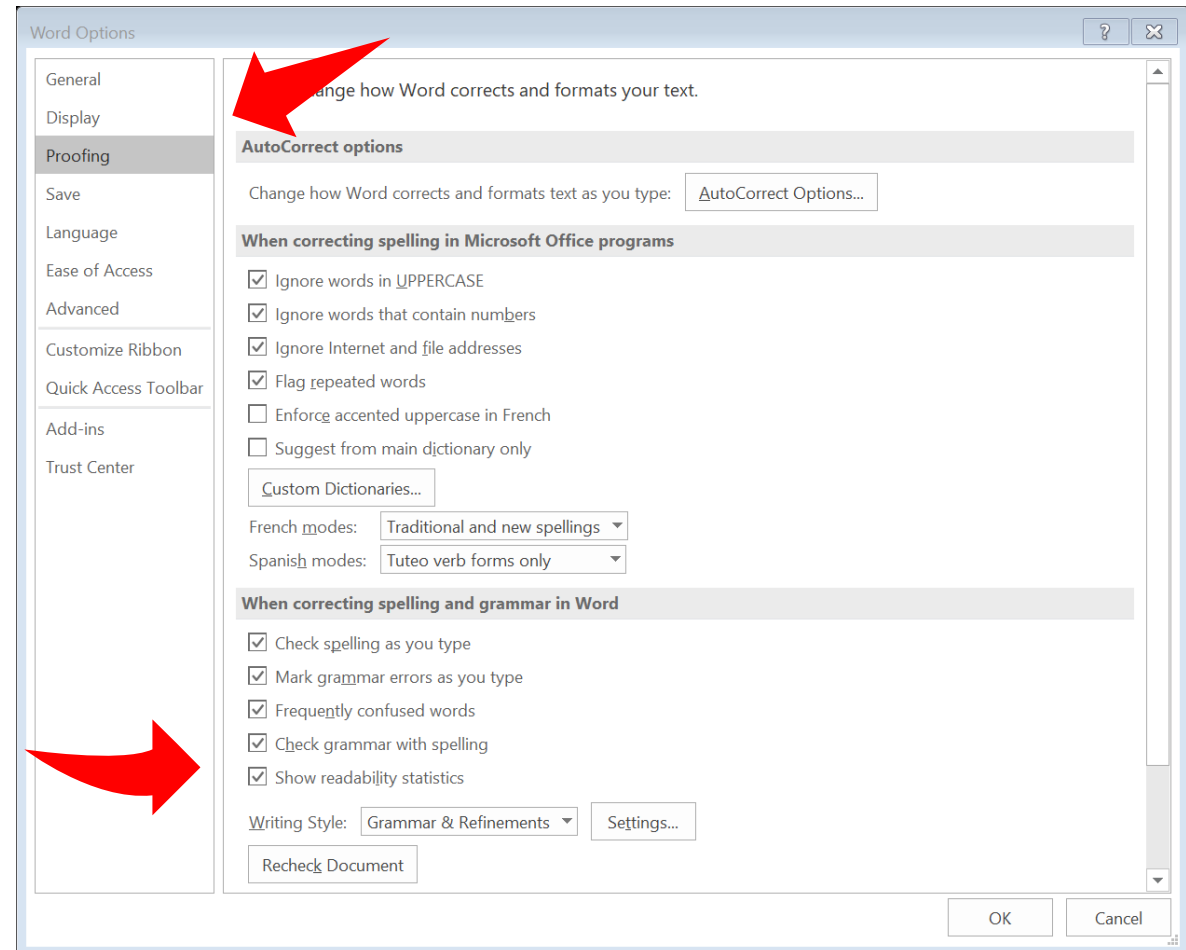
18. Readability

- File Tab, Options, Proofing. Check the box for Check Grammar with Spelling. Make all of the spelling corrections needed or skip them one at a time as appropriate. Press F7. Failure to correct or skip the errors will prevent you from getting Readability Statistics. To get Readability Statistics, which include Flesch Reading Ease and Flesch-Kincaid Grade Level, go to the Review Tab, click on Spelling and Grammar, make corrections, and when the box appears that says the Spelling Check is complete, click on Okay and the Readability Statistics will appear.
- *A word about links – links should be the name of the destination, not www blah blah blah. Links in the practice document should be reformatted.*

19. Target Numbers - *Not Required*

Flesch Reading Ease 60-70

Grade Level Test 7.0 – 8.0



Readability Statistics Report

Readability Statistics	
Counts	
Words	2,070
Characters	11,754
Paragraphs	125
Sentences	103
Averages	
Sentences per Paragraph	1.9
Words per Sentence	16.6
Characters per Word	5.2
Readability	
Flesch Reading Ease	46.0
Flesch-Kincaid Grade Level	10.9
Passive Sentences	0.0%
OK	

Flesch Reading Ease 60-70

Grade Level Test 7.0 – 8.0

Save as a PDF by using the Acrobat Tab

