

Accessibility

Accessibility - Guide for Microsoft Word and PDFs (Windows Version)

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Using Styles

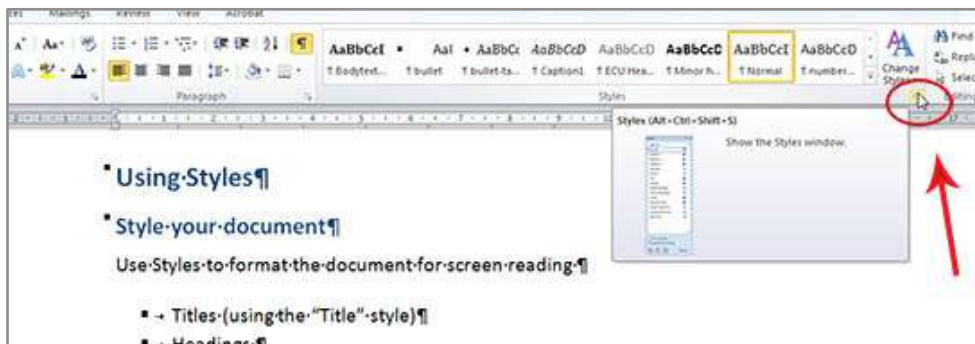
Style your document

Use Styles to format the document for screen reading

- Titles (using the “Title” style)
- Headings (using headings in order of Heading 1, Heading 2, Heading 3, etc)
- Bulleted Lists (using list paragraph or bullets)
- Numbered Lists (using list paragraph)
- Words in italics (using the “Emphasis” style)
- Words in bold (using the “Strong” style)
- Underlined words (using the “Subtle Reference” style)

View your Styles

To view the styles, select print view and click on the very small arrow in the styles box



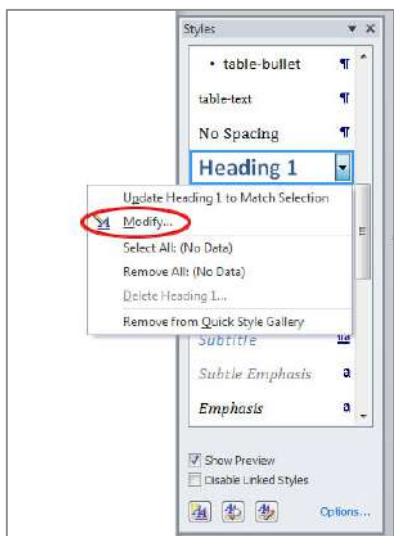
Apply the Styles

- Select the text you want styled
- Click the style from the available styles menu to apply



To modify a Style

Select the style and click on the down arrow and select 'Modify Style'

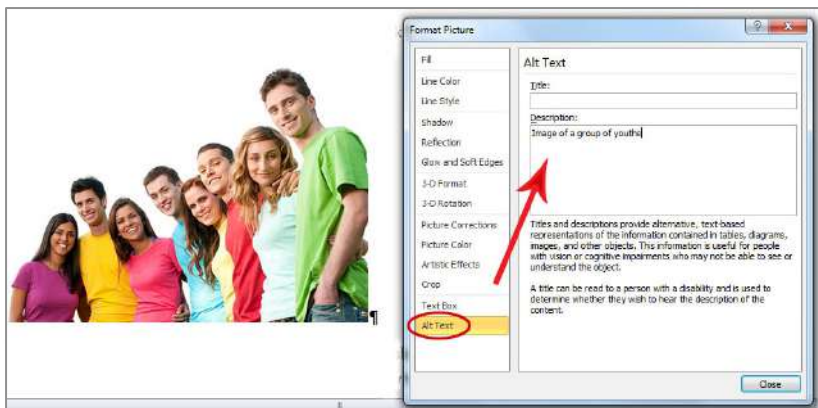


Images

Add alt tags to images

1. Select any logos, header images or general images. Right-click on the image and select **Format Picture**. A dialog box will appear.
2. Select the **Alt Text** option. Enter appropriate alternative (a brief description of the image) text to the **Description** field (not the Title field). Select **OK**.

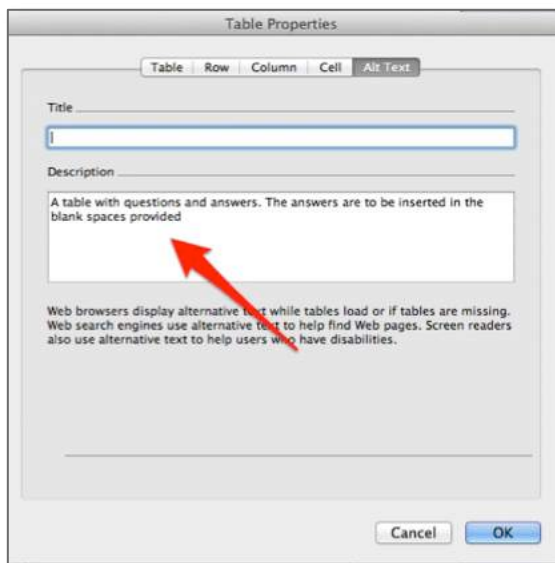
If the image does not add to the content i.e. a banner, write “decorative image” in the alt text.



Tables

Include a Table Description

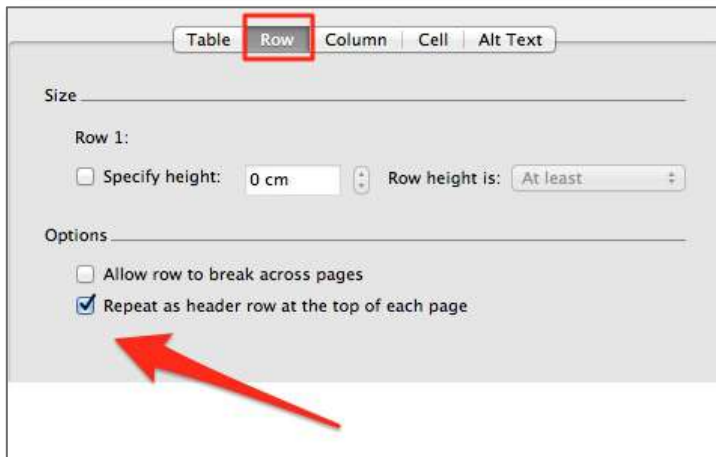
- Right click on the table icon and select **Table Properties** and fill in the alt text in the **Description area** (not the Title area). Describe what the table is about and/or how you expect the user to read the table.



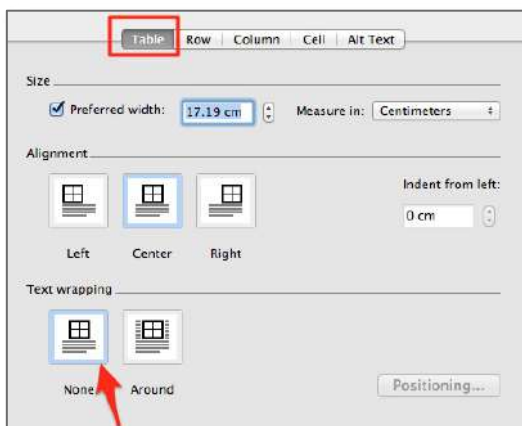
Create Table Headers across pages

Use the **Tables** ribbon to create tables. The first row should be identified as a table header and should be repeated if the table extends over 2 or more pages:

With the table selected, right click and select **Table Properties**, select **Row** and then select **Repeat as header row at the top of each page**.



TIP: The table header will not appear on the next page unless the text wrapping is set to none. Select **Table** from the Table Properties and select **None** for Text Wrapping.



Links

Contextualise links

Screen reader users often scan a document for hyperlinks, so it is important to make sure your links make sense on their own (without their surrounding content). Do not use Click here

Example

A link should say “Readings for the week of February” rather than “Readings for the week of February 14. Click here.”

Links for online text only

- If your document is only going to be read online you can create text in place of a long hyperlink. If links open in a new window, include a textual indication “opens in new window” after the link

Example

Link to [Youth Care Chaplaincy](#) (opens in new window) instead of

http://www.youthcare.org.au/index.php?option=com_content&view=article&id=25&Itemid=32

Links for online and print docs

- If the document is to be viewed online but could also possibly be printed, make sure that the hyperlink describes where the link leads.

Example

Find out more at the Youth Care Chaplaincy

http://www.youthcare.org.au/index.php?option=com_content&view=article&id=25&Itemid=32 (opens in new window)

Links to a downloadable PDF

- If you link to a PDF to be downloaded indicate the size of the file.

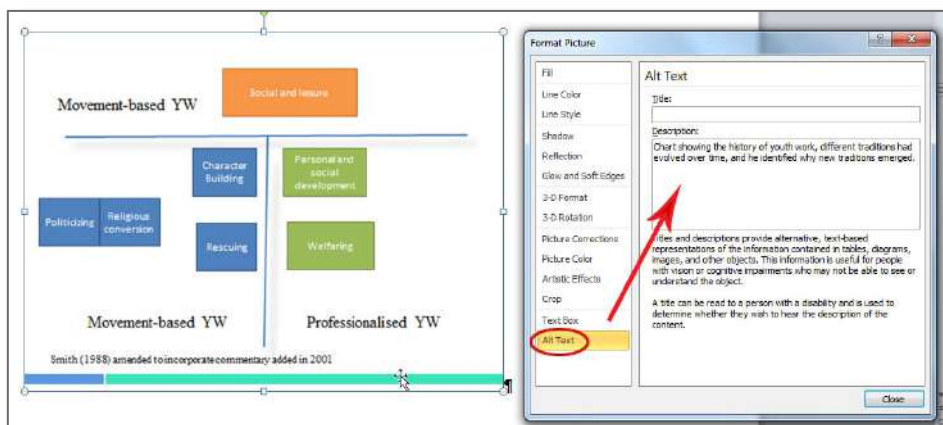
Example

Download from http://www.mentoring.org/downloads/mentoring_418.pdf (315 kb) (opens in new window)

Graphs and Charts

Add captions and alt tags

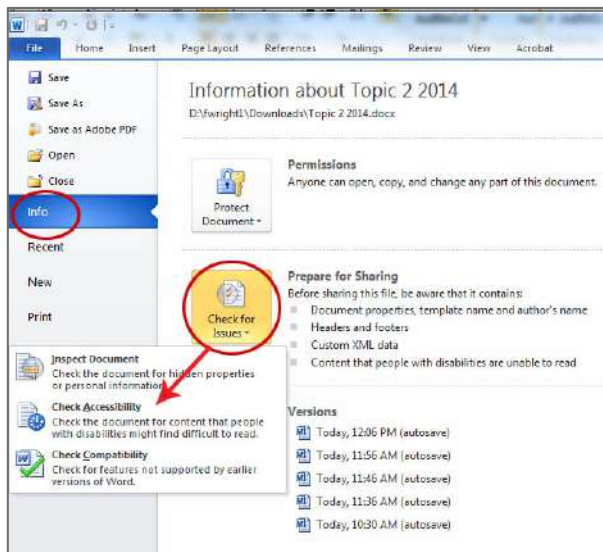
- Add a short caption preceding the graphic or chart. Right Click on the graphic and select **Insert caption**
- Provide an alternative presentation of the graphic. Right click on the graphic/object and select **Format picture** and select **Alternative Text**. Describe what the graphic is about.



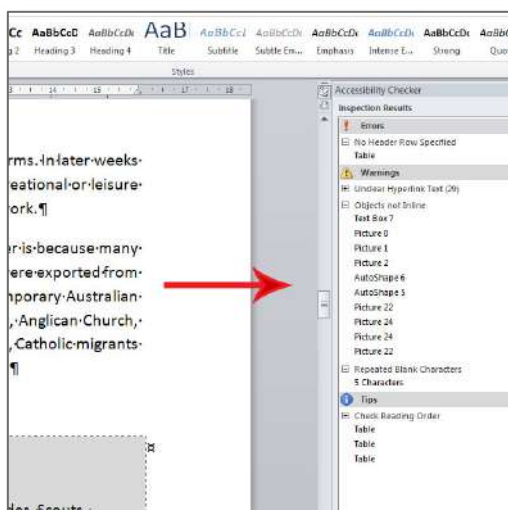
Accessibility Check

Once your document is completed, you can do an accessibility check:

- Got to file, select **info**
- Select **check for issues**
- Click on **check accessibility**



- Word provides a report on all accessibility issues. Work through the report and correct the issues.

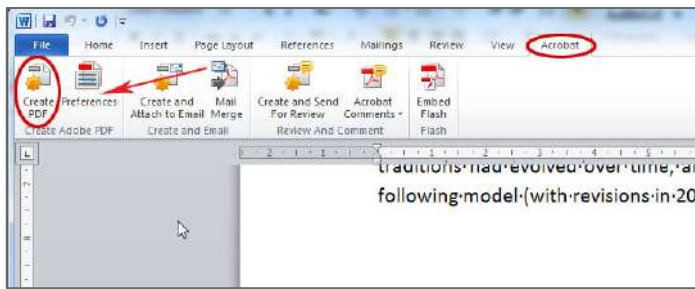


Work through and correct each of the accessibility “warnings” in the report.

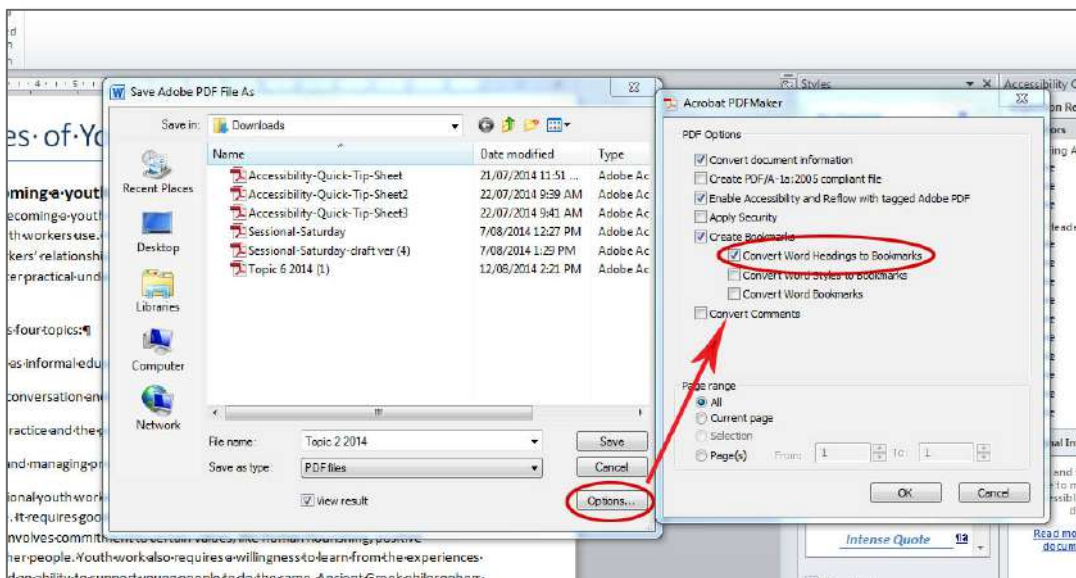
Save from Word to PDF

Once the corrections are completed:

- Go to the **Acrobat** option in the top tool bar
- Click on **Create PDF File**



- Select **options** and make sure “convert word headings to bookmarks” is selected. Word will automatically create the bookmarks in the PDF.

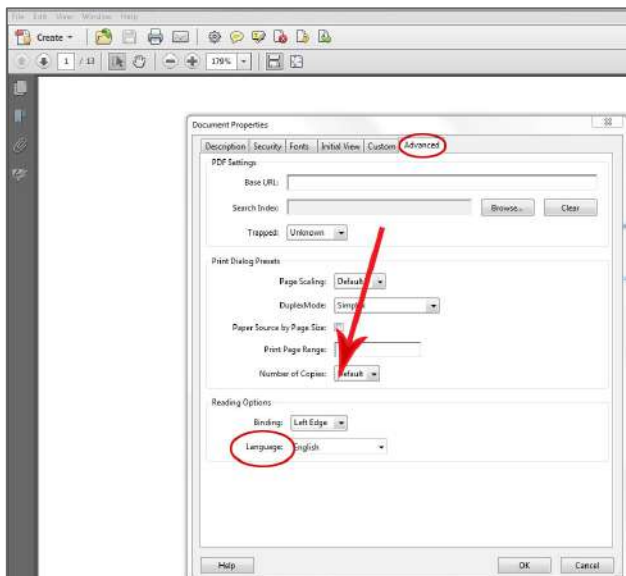


- Choose the location where you want to save your document and name it.

Making a PDF accessible

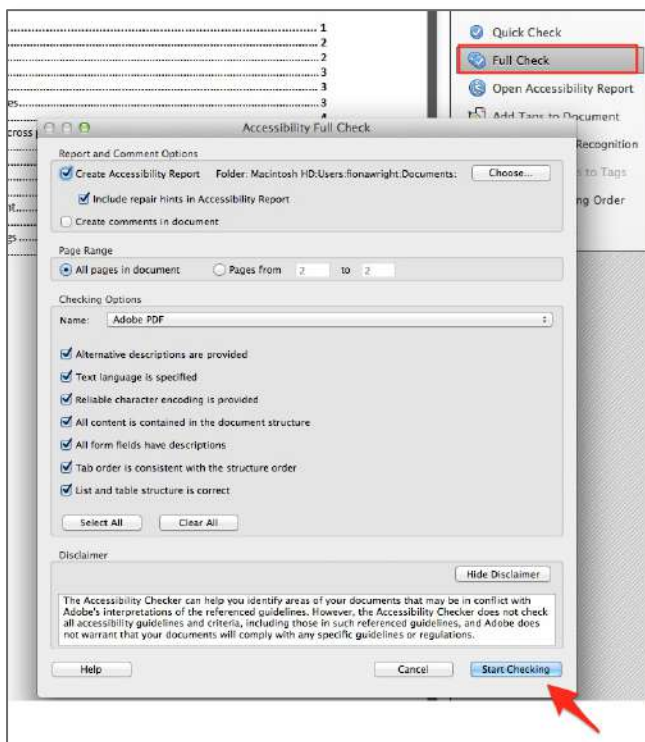
Set the document language

- Open the document properties > **Go to File > Properties > Advanced > English**



Run a full accessibility check

- Go to **Tools > Accessibility > Run a full check** and select Start checking.

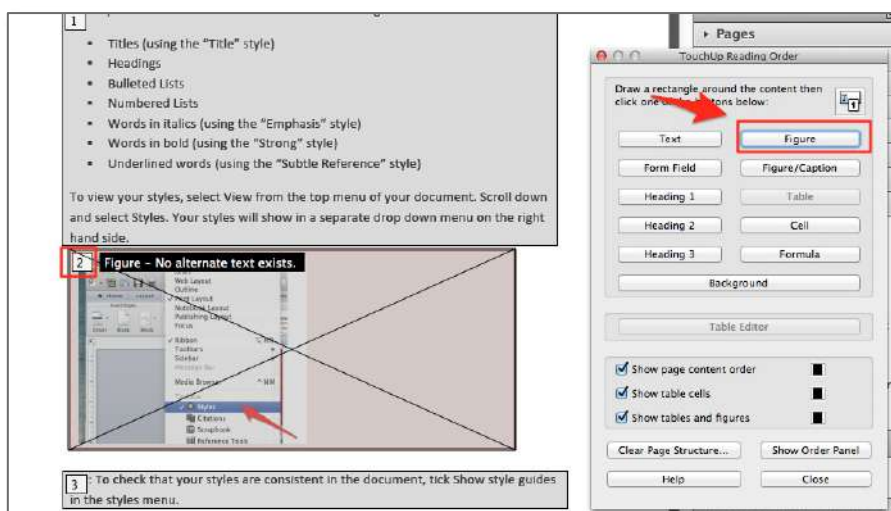


- Make the corrections indicated in the report. For example, some of the common corrections include:
- Set language (see example above)
- Add alt tags to images
- Tag tables

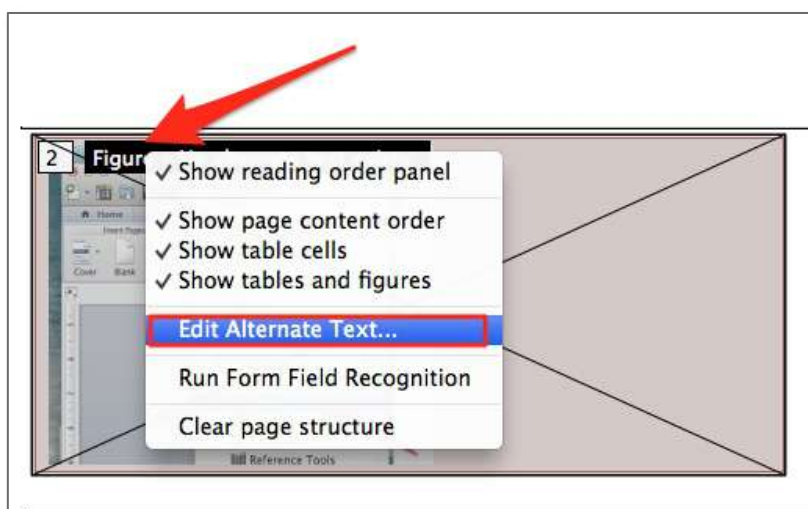
Add alt tags to images

There are two things you need to do to tag an image in a PDF:

Select the image or select the number in the image and tag it as a figure or figure with caption in the reading order panel.



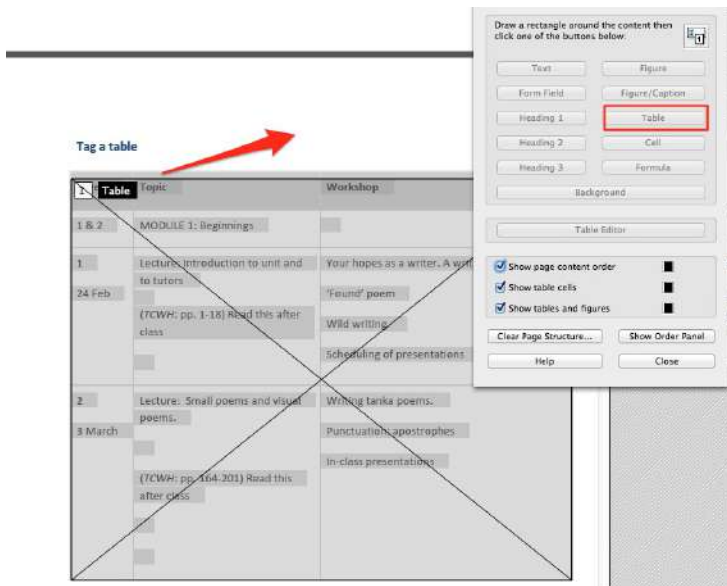
Right click on **Figure – no alternative text area** (black area) and select **Edit alt tag**. In the alt tag box fill in a description of the image.



Tag a table

When users read a PDF, it is important that tables are tagged as such:

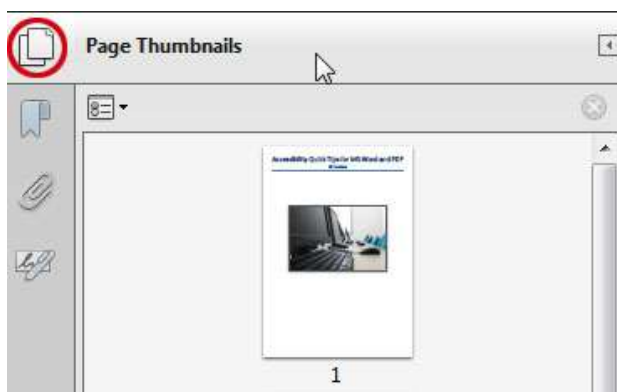
Select the table and then click on **table** in the Reading Order Panel. This will tag the table.



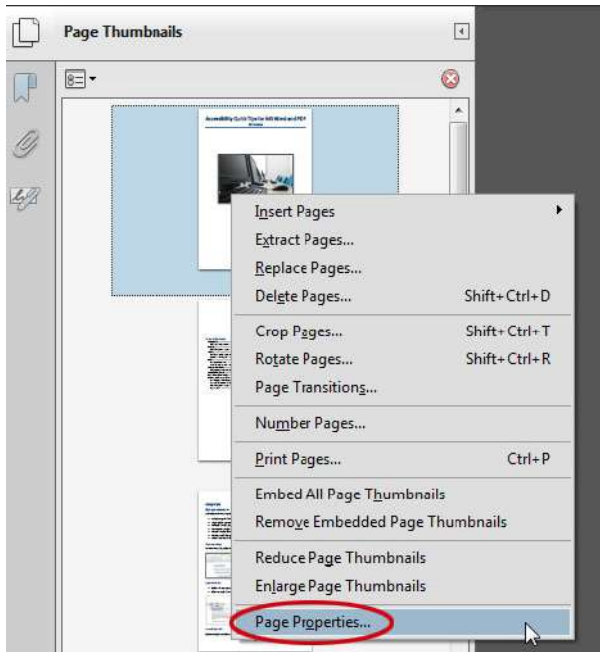
Check that all issues indicated in the table have been corrected. You can run another check if you want to.

Add tab order

Go to the top left side of your screen and click on the **Page Thumbnails** button which will open a tab displaying all the pages of your document.



Right click on the first page and select **Page Properties**. This will open a new window.



Select 'Use Document Structure' and click on **Ok**. Repeat the steps with the remaining pages.

