Make your Word and PDF documents accessible to people with disabilities

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More detailed instructions will be found on MS Office page <u>Make your Word documents</u> accessible to people with disabilities

Add alt text to visuals in Word

Add alt text to images, such as pictures, screenshots, icons, videos, and 3D models, so that screen readers can read the text to describe the image to users who can't see the image.

Tip: To write a good alt text, make sure to convey the content and the purpose of the image in a concise and unambiguous manner. The alt text shouldn't be longer than a short sentence or two. Do not repeat the surrounding textual content as alt text or use phrases referring to images, such as, "a graphic of" or "an image of."

Do one of the following:

- Right-click an image and select Format picture > click the ikon for Layout & Properties > Alt Text.
 - Fill in description, no title is necessary.



2. Right-click an image and select Edit Alt Text

• Then a menu opens where you can write your description:



Decorative objects add visual interest but aren't informative (for example, stylistic borders). People using screen readers will hear these are decorative so they know they aren't missing any important information. In the Alt Text pane select the **Mark as decorative** check box or, if you go via Format picture, write "Decorative object" as a description.

Make hyperlinks accessible

- Don't use URLs in the text, as they would be read out by a screen reader.
- Make hyperlinks with descriptive names.
- Don't write "Click HERE" but instead "See <u>information on web accessibility in the</u> <u>Åbo Akademi University intranet</u>".

This is how you do it:

- 1. Select the text to which you want to add the hyperlink, and then right-click.
- 2. Select Link. The text you selected displays in the Text to display box. This is the hyperlink text.
- 3. In the Address box, enter the destination address for the hyperlink.

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Apply built-in heading styles

Use the heading levels in a logical order (h1 > h2 > h3) without skipping levels.

Write short sentences and use sub headings.

- 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**.

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Use bulleted and ordered lists

Go to Home tab, then to Paragraph group and select the Bullets or Numbering button.

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Define New Bullet					

Make tables accessible

If you use tabels, make them using Tables in Word. Go to **Insert** tab and then **Tables** group.

Write table headers and summaries of the tables, so that the screen reader reads the tables in a correct way. Avoid merging cells.

Use table headers

- 1. Position the cursor anywhere in a table.
- 2. On the **Table Tools: Design** tab, in the **Table Style Options** group, tick the **Header Row** check box.
- 3. Type the column headings.



Write a title for your Word document

Go to the **File** tab. In **Info** you'll find **Properites** on the right. At **Title**, add a title.

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Use the Accessibility Checker in Word

Go to the File tab. In Info, go to the Check for Issues button, choose Check Accessibility.



Make a PDF document of a Word document

Choose Save As type: PDF.

Then click the Options button:

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In Options, tick the following two options:

- Document structure for accessability tags
- *PDF/A (ISO 19005-1 compliant (PDF/A))* PDF/A is the important part, the rest might vary.

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