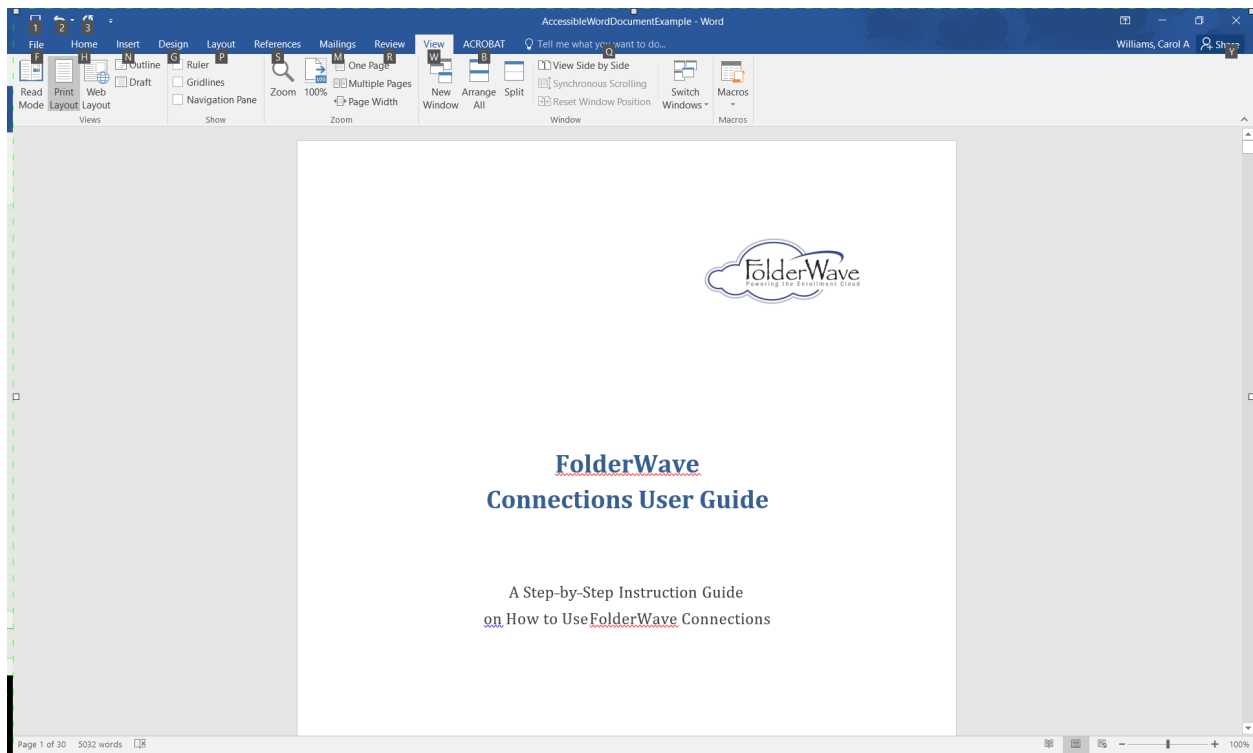


How to make a Word document Accessible

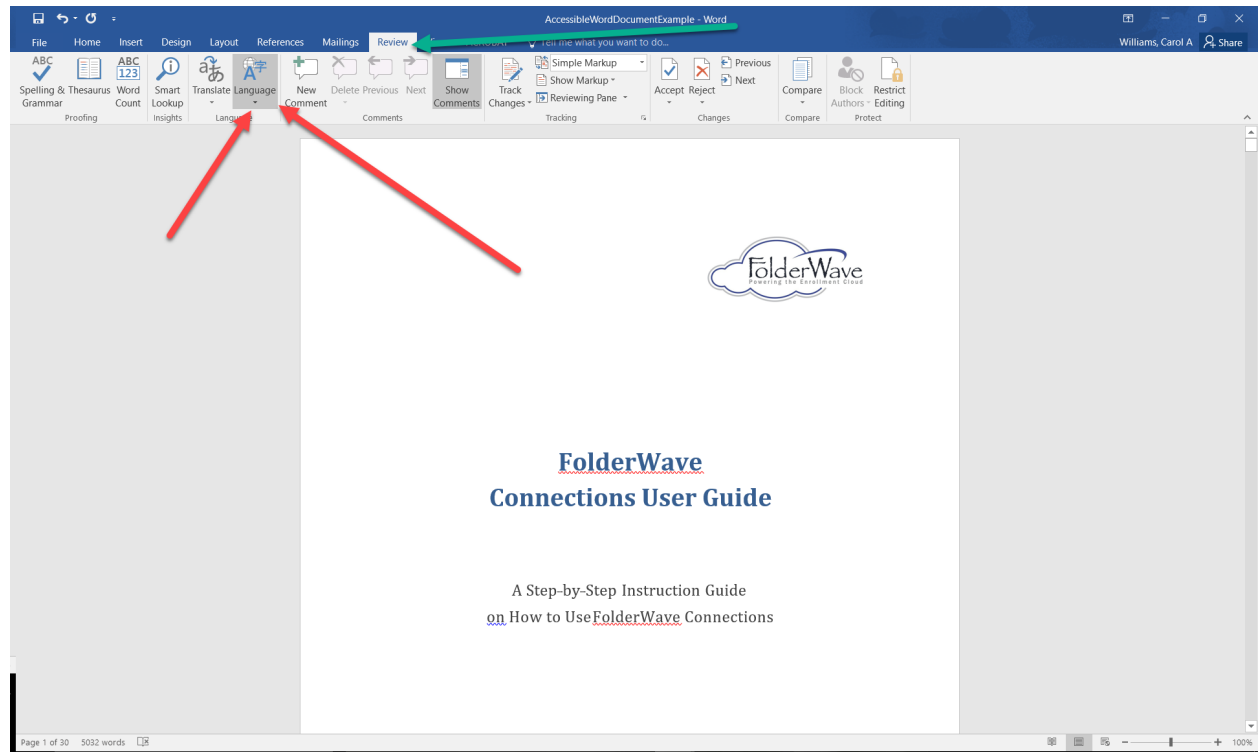
TO DO CHECKLIST: Make sure all these requirements are fulfilled:

- [Set the Language in your document](#)
- Structure is set in proper order – all headers follow order of heading 1 followed by header 2, order lists as well.
- [All images/figures have alternate text](#)
- [All hyperlinks have alternate text, titles and open in new windows](#)
- [All tables have titles, summaries, column headers are in place](#)
- No color contrast issues (such as light grey against white background)
- [Run Accessibility Checker to clear Errors](#). If you need assistance on an error, contact cmshelp@clarku.edu

Open your word document.



1. **Set the Language of the document:** First step is to make sure you set the language for your word document. This is necessary so that all screen readers can recognize the language to read your content in.
 - a. Click on “Review”
 - b. Hit the Drop Down for “Language”



Word Options

General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

Set the Office Language Preferences.

Choose Editing Languages

Add additional languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting

Editing Language	Keyboard Layout	Proofing (Spelling, Grammar...)
English (United States) <default>	Enabled	<input checked="" type="checkbox"/> Installed

[Add additional editing languages] Add

Let me know when I should download additional proofing tools.

Remove
Set as Default

Choose Display and Help Languages

Set the language priority order for the buttons, tabs and Help

Display Language
1. Match Microsoft Windows <default>
2. English

Set as Default

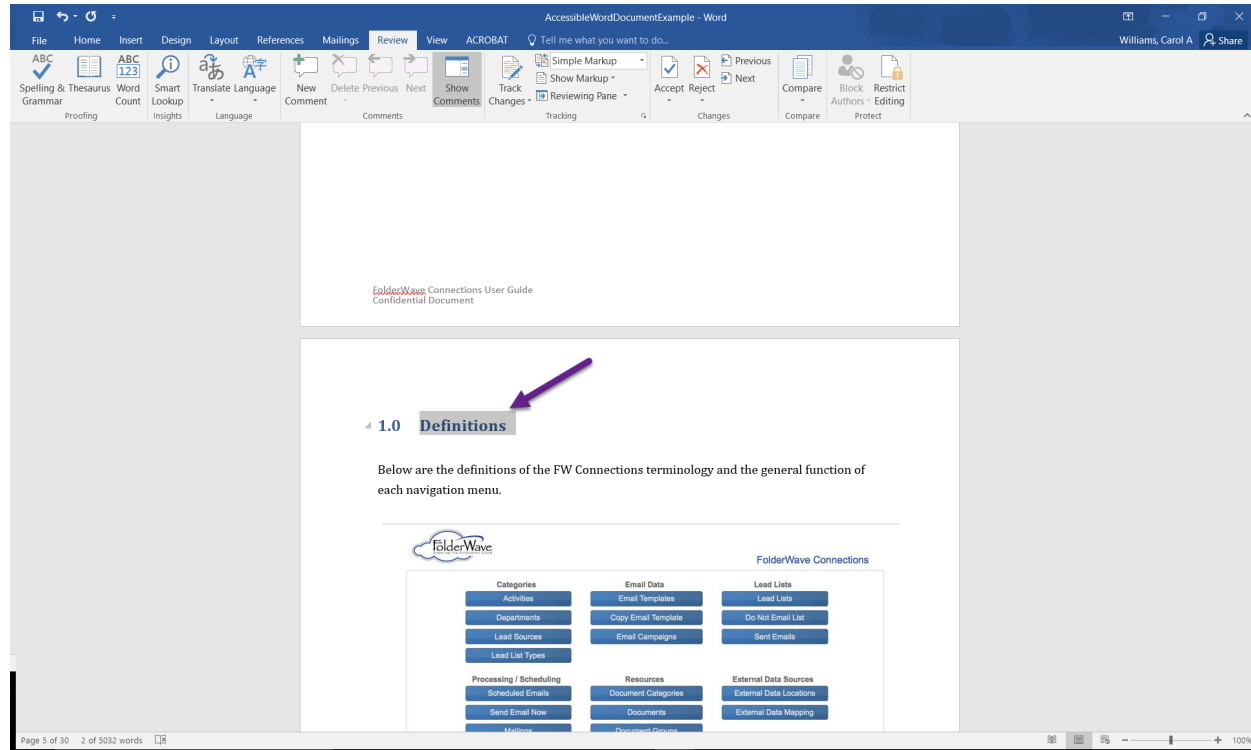
Help Language
1. Match Display Language <default>
2. English

Set as Default

View display languages installed for each Microsoft Office program

OK Cancel

2. **Structures:** Make sure all your header styles follow appropriate orders. Header 2 is followed by header 3, etc.. DO NOT put on a page a Header 2 followed by a Header 1. Headers are part of the navigation for screen readers. To change the header style do the following:



AccessibleWordDocumentExample - Word

Williams, Carol A

1 Body Text 1 Heading 1 1 Heading 2 1 Heading 3 1 List Para... 1 No Spac... 1 Normal 1 Table Pa... Heading 4 Title Subtitle

FolderWave Connections User Guide
Confidential Document

1.0 Definitions

Below are the definitions of the FW Connections terminology and the general function of each navigation menu.

The screenshot shows a Microsoft Word document with the following content:

- Header: FolderWave Connections User Guide, Confidential Document
- Section: 1.0 Definitions
- Text: Below are the definitions of the FW Connections terminology and the general function of each navigation menu.
- Diagram: FolderWave Connections navigation menu

The navigation menu is structured as follows:

FolderWave Connections		
Categories	Email Data	Lead Lists
Activities	Email Templates	Lead Lists
Departments	Copy Email Template	Do Not Email List
Lead Sources	Email Campaigns	Sent Emails
Lead List Types		
Processing / Scheduling	Resources	External Data Sources
Schedule Emails	Document Categories	External Data Locations
Send Email Now	Documents	External Data Mapping
Miscellaneous	Document Groups	

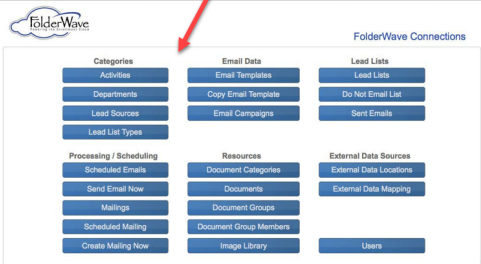
AccessibleWordDocumentExample - Word

Williams, Carol A

1 Body Text 1 Heading 1 1 Heading 2 1 Heading 3 1 List Para... 1 No Spac... 1 Normal 1 Table Pa... Heading 4 Title Subtitle

1.0 Definitions

Below are the definitions of the FW Connections terminology and the general function of each navigation menu.



Categories	Email Data	Lead Lists
Activities	Email Templates	Lead Lists
Departments	Copy Email Template	Do Not Email List
Lead Sources	Email Campaigns	Send Emails
Lead List Types		
Processing / Scheduling	Resources	External Data Sources
Scheduled Emails	Document Categories	External Data Locations
Send Email Now	Documents	External Data Mapping
Mailings	Document Groups	
Scheduled Mailing	Document Group Members	
Create Mailing Now	Image Library	Users

1.1 Categories

Activities
Activities (sometimes called Contacts) are used to track the details of the communication. It is the actual Activity that will be tagged back to the record.

Page 5 of 20 5032 words

- Right click on the image and click "Format Picture".
- You'll see a new window pops open on the right, click on the 3rd Icon for "Layouts & Properties":

AccessibleWordDocumentExample - Word

File Home Insert Design Layout References Mailings Review View ACROBAT Format Tell me what you want to do... Williams, Carol A Share

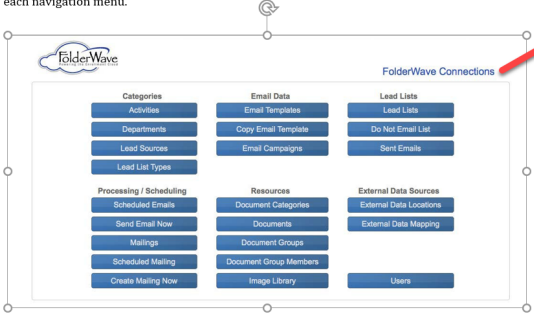
Cambria 10.5 A A Aa

1 Body Text 1 Heading 1 1 Heading 2 1 Heading 3 1 List Para... 1 No Spac... 1 Normal 1 Table Pa... Heading 4 Title Subtitle

Clipboard Font Paragraph Styles

1.0 Definitions

Below are the definitions of the FW Connections terminology and the general function of each navigation menu.



The diagram, titled "FolderWave Connections", shows a grid of navigation menu items. A red arrow points from the diagram to the "Format Picture" task pane on the right. The task pane shows the "Alt Text" section with a title "Folderwave Connections Diagram" and a description: "Diagram of Categories, Email Data, Lead Lists, Processing & Scheduling, Resources & External Data sources. Instructions follow after diagram." A yellow arrow points to the description text.

Categories	Email Data	Lead Lists
Activities	Email Templates	Lead Lists
Departments	Copy Email Template	Do Not Email List
Lead Sources	Email Campaigns	Sent Emails
Lead List Types		
Processing / Scheduling	Resources	External Data Sources
Scheduled Emails	Document Categories	External Data Locations
Send Email Now	Documents	External Data Mapping
Mailings	Document Groups	
Scheduled Mailing	Document Group Members	
Create Mailing Now	Image Library	Users

1.1 Categories

Activities
Activities (sometimes called Contacts) are used to track the details of the communication. It is the actual Activity that will be tagged back to the record.

Page 5 of 20 5032 words

- c. Add Title of Diagram/Image/Logo. Then put a description. Please don't enter too long of a description. As Users with Disabilities get irritated by too long of descriptions and they can't stop the screen readers from reading the entire description. In this particular case I was a little longer due to explaining what the diagram was about.

For a Logo – just indicate that it is a decorative logo:

AccessibleWordDocumentExample - Word

File Home Insert Design Layout References Mailings Review View ACROBAT Format Tell me what you want to do... Williams, Carol A Share

Clipboard Font Paragraph Styles

1 Body Text 1 Heading 1 1 Heading 2 1 Heading 3 1 List Para... 1 No Spac... 1 Normal 1 Table Pa... Heading 4 Title Subtitle

Format Picture

Text Box

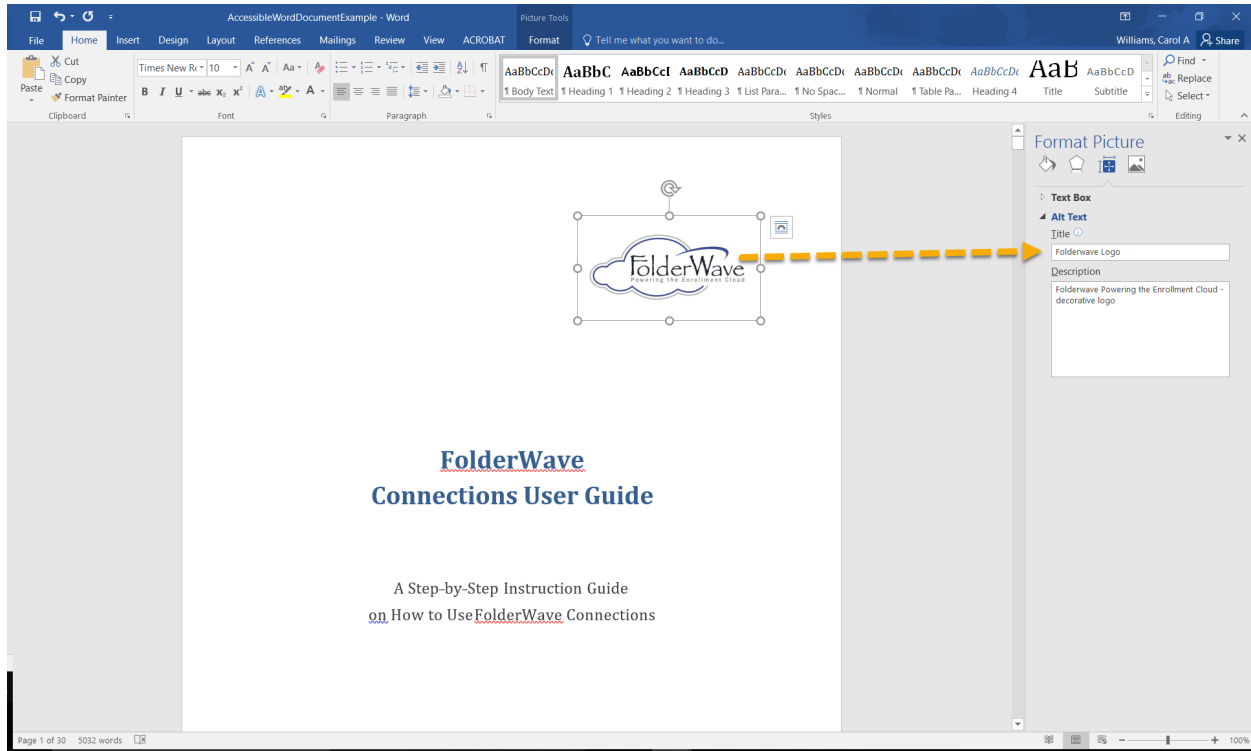
Alt Text

Title

Folderwave Logo

Description

Folderwave Powering the Enrollment Cloud - decorative logo

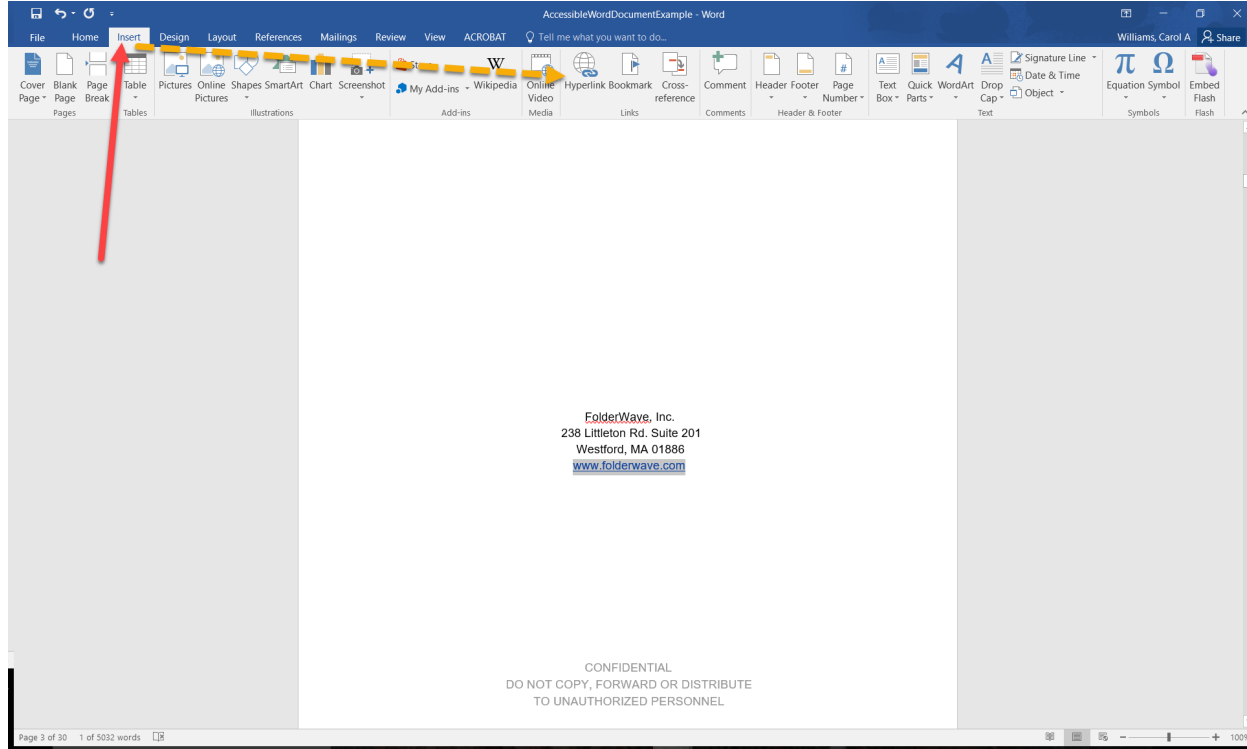


FolderWave
Connections User Guide

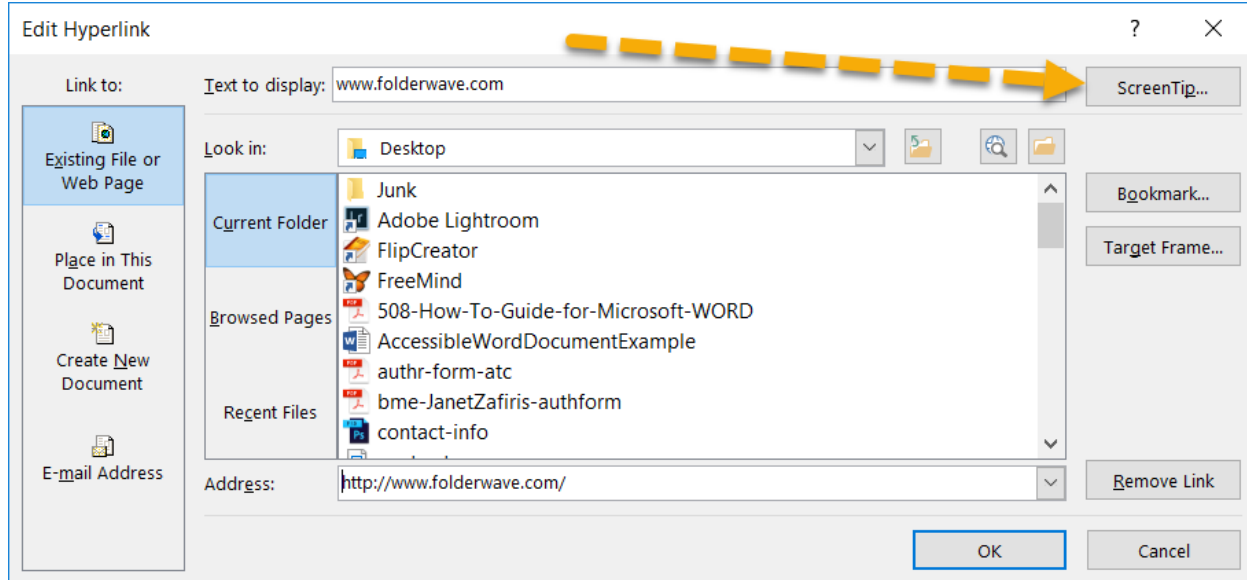
A Step-by-Step Instruction Guide
[on How to Use FolderWave Connections](#)

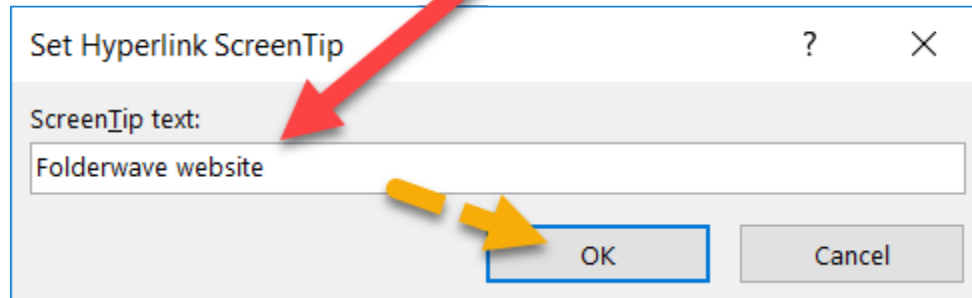
Page 1 of 20 5022 words

- a. To place the alternative text and/or title, either right click on your url and hit “edit hyperlink” or click on “Insert” on the tabs then click on Hyperlink:

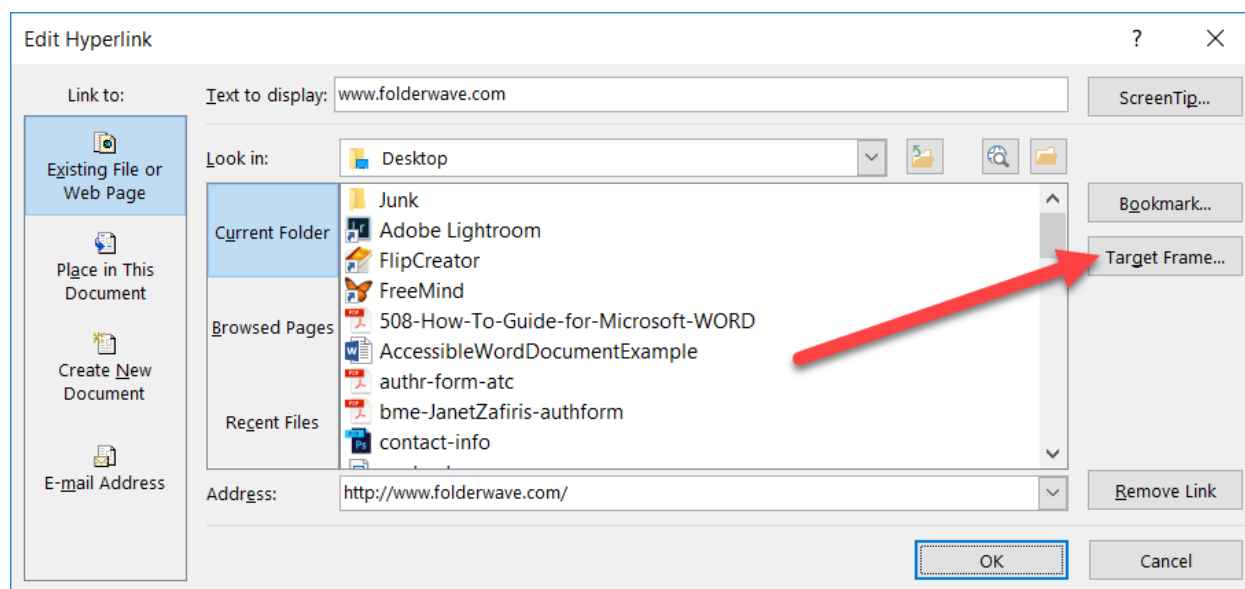


- b. New Window pops open then click on “Screen Tip”

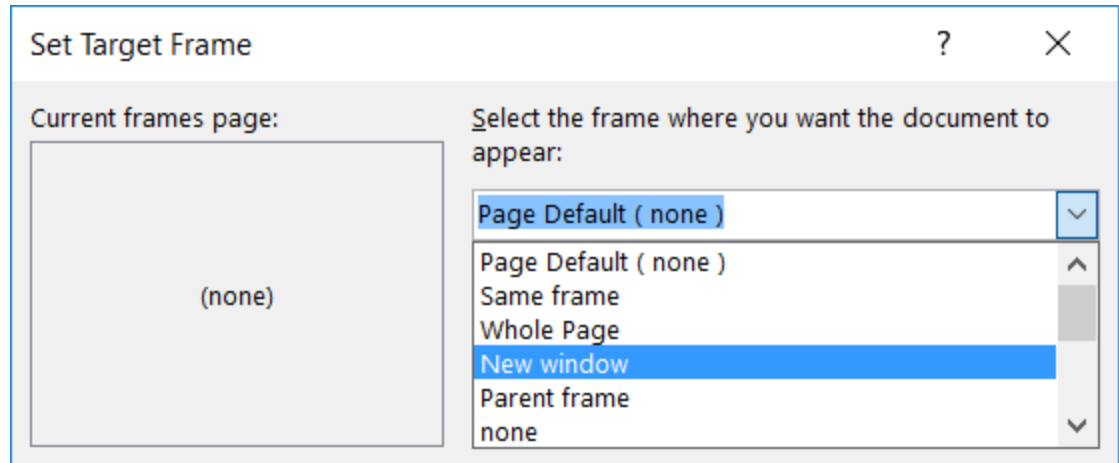




- d. Then hit "okay".
- e. Then before you close this window. Let's assign the URL to open up in a new window. Click on "Target Frame":

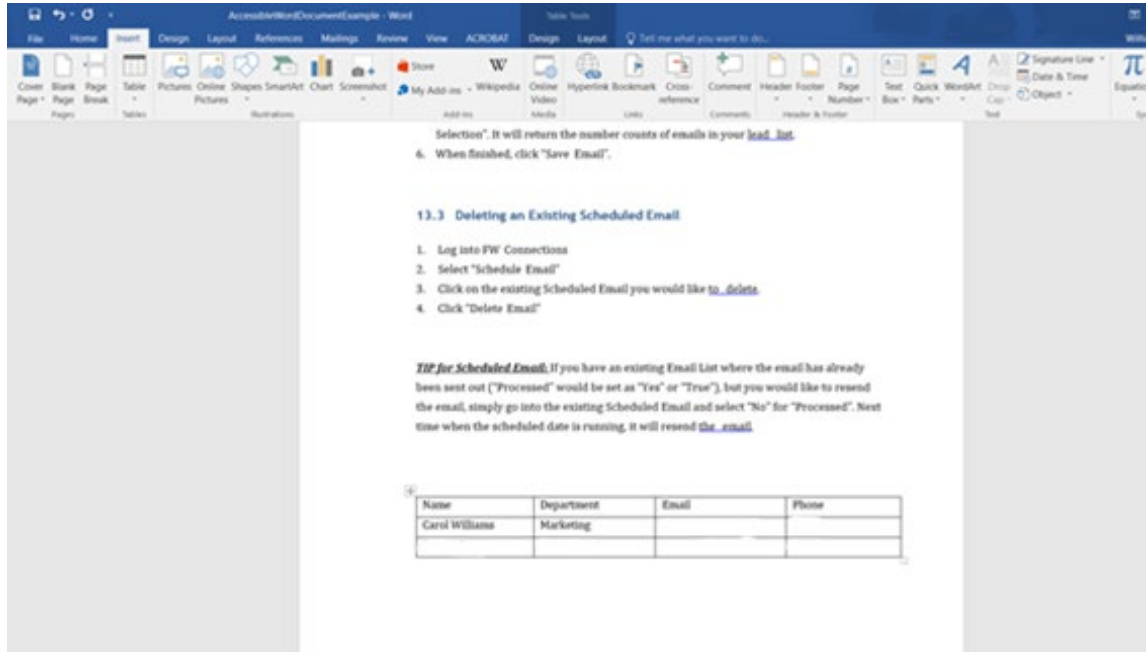


- f. Choose within the drop down window "New Window", then click on "Ok":



- g. Now go ahead and click on “OK” to close out the window and save your alternate text and new window changes.

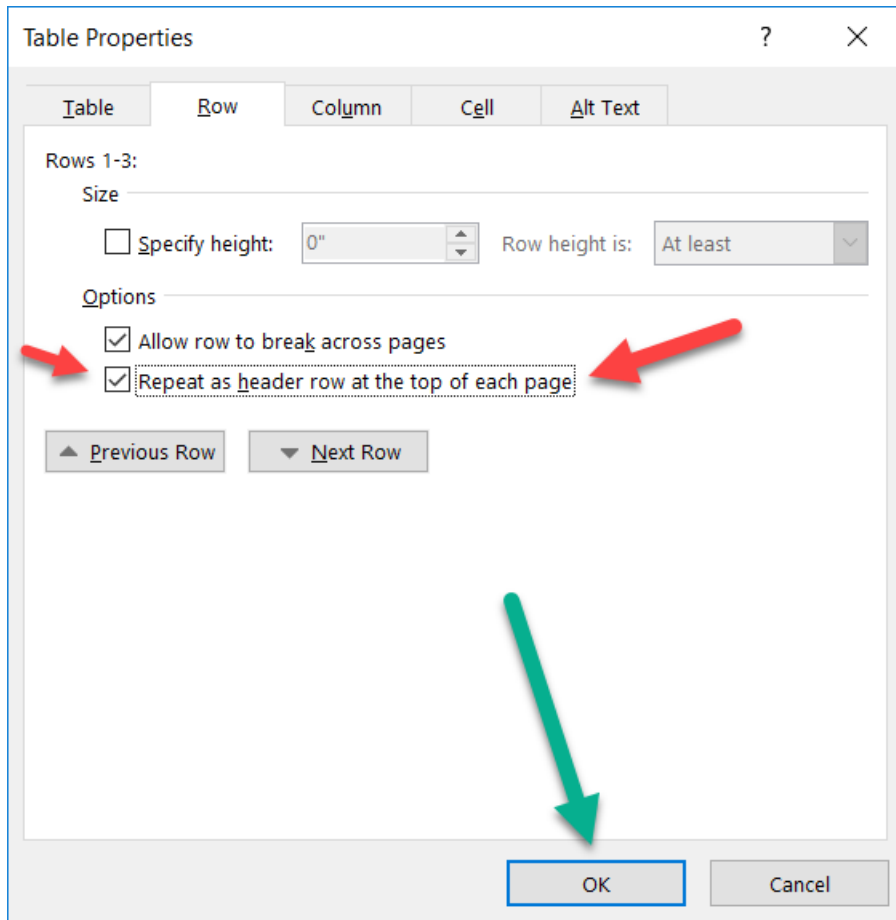
5. **Tables – Add title, summaries, and column headers:** Title, summaries and column headers must be put in place, so the users with disabilities have the option to know what the table is and be able to skip the table's content if they choose to. For instance, if I create along table with all the staff members in it – the user may not really need to know ALL the information within that table. The can skip the table all together by listening to what the summary of the table is all about, skip the table by just clearly identifying the table title or even skip a column.



- a. First let's add the Title of the Table and Description. Right click on the table and hit "Table Properties"

The screenshot shows the 'Table Properties' dialog box with the 'Alt Text' tab selected. The 'Title' field is filled with 'Staff Listing'. The 'Description' field is filled with 'Staff listing of all the Marketing personnel including name, department, email addresses and phone numbers.' Below these fields is a section titled 'Alternative Text' which contains the following text: 'Titles and descriptions provide alternative, text-based representations of the information contained in tables, diagrams, images, and other objects. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the object. A title can be read to a person with a disability and is used to determine whether they wish to hear the description of the content.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

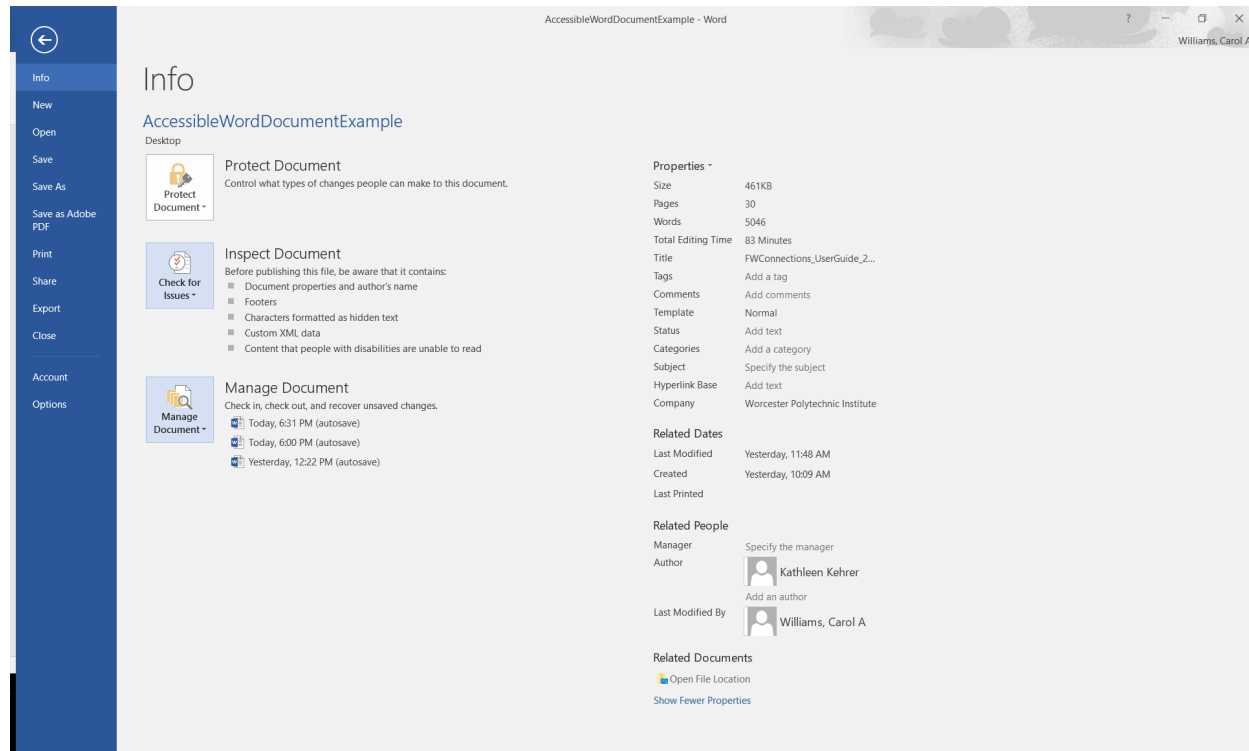
- b. Put table title and a brief summary of what that table is all about. Notice I put each column header subject matter within the description.
- c. Now let's make sure we identify the column headers. Right click on the table again and hit "Table Properties". Then click on the "Row" tab and check off the box that's labeled as "Repeat as header row":



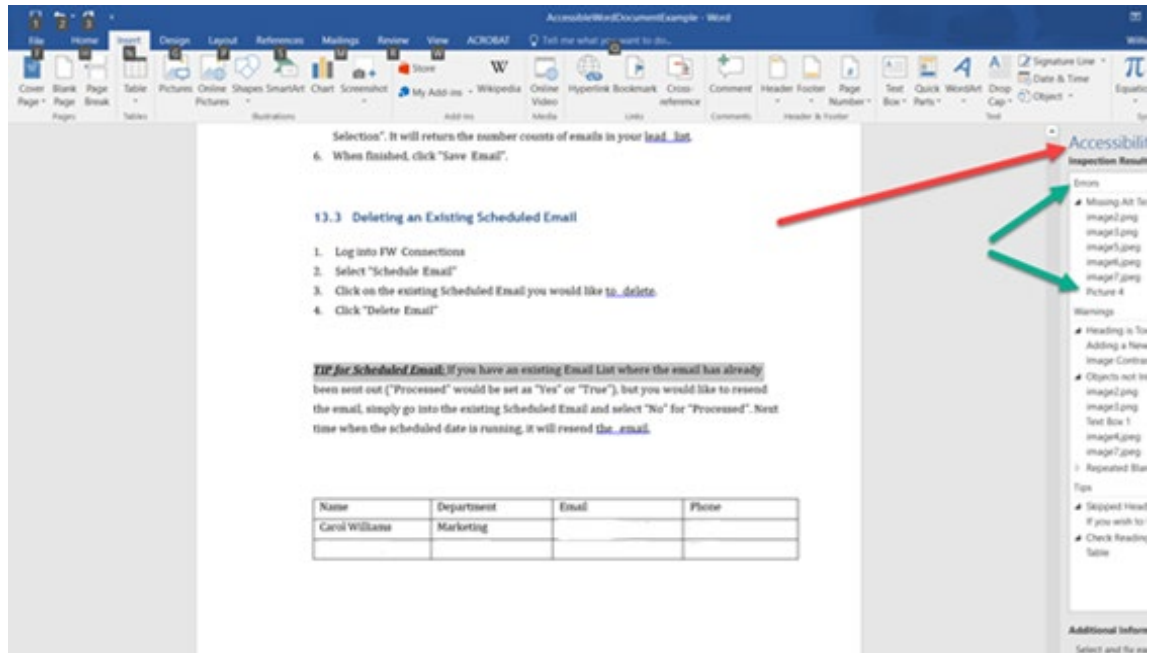
6. **Run Accessibility Checker:** Depending on what version of Word you have. This may be located in two different spots.

Older Versions of Word: Once you're done make the above edits, run the document through an Accessibility Checker.

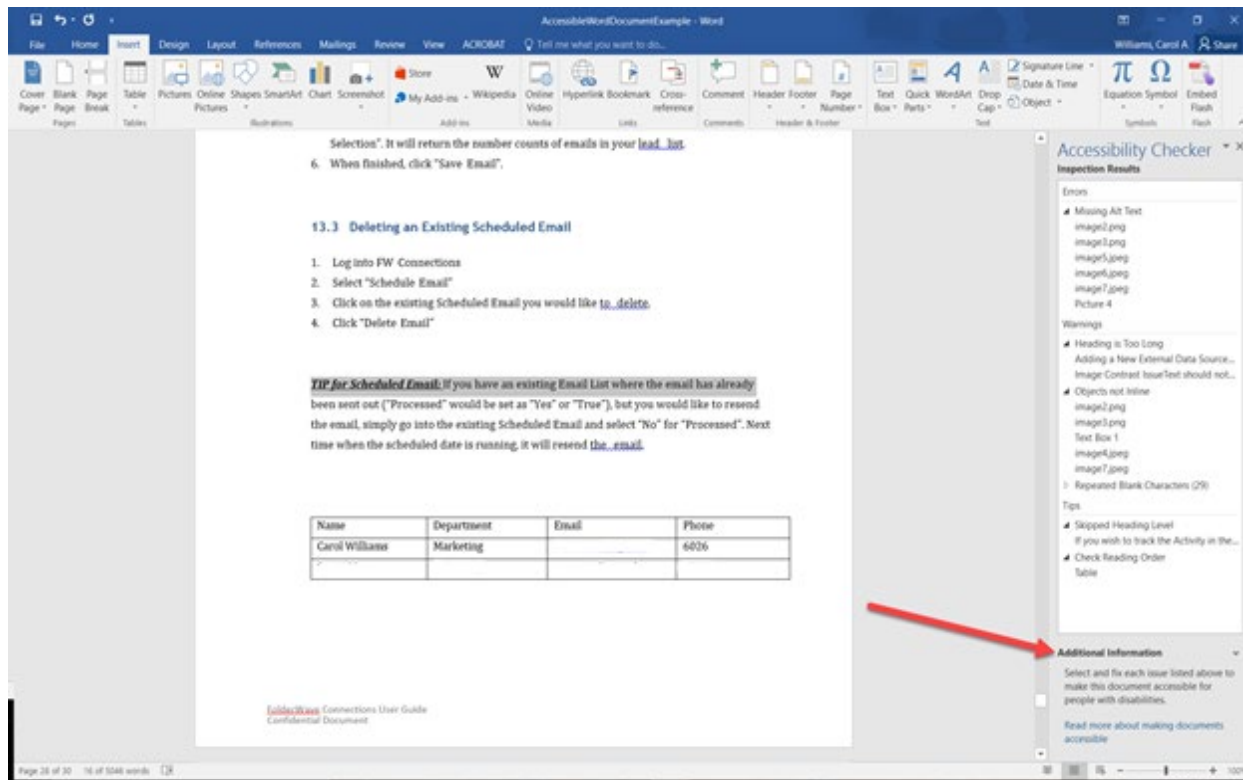
- a. Click on "File":



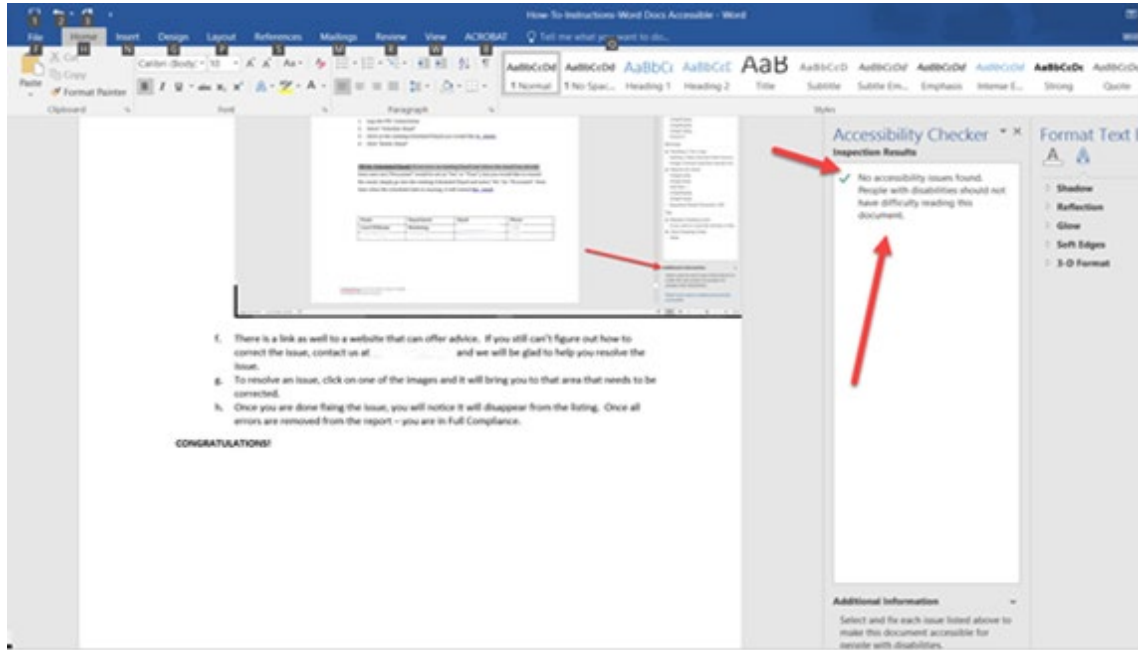
- b. Then click on "Check for Issues" and choose within that drop down "Check Accessibility".
- c. Your document comes back with the "Accessibility Checker" is on the right side. You can drag and move it to anywhere you want. It is not stationed:



- The Checker will then identify the "Errors" you must fix. Errors are mandatory. Warnings are not. However, feel free to be proactive and clean the Warnings up as well if you would like to.
- In my instance, it's indicating that there are Missing Alt Text on the following images. You'll notice that when you click on an item – it will give some helpful tips or advice on how to fix the items:

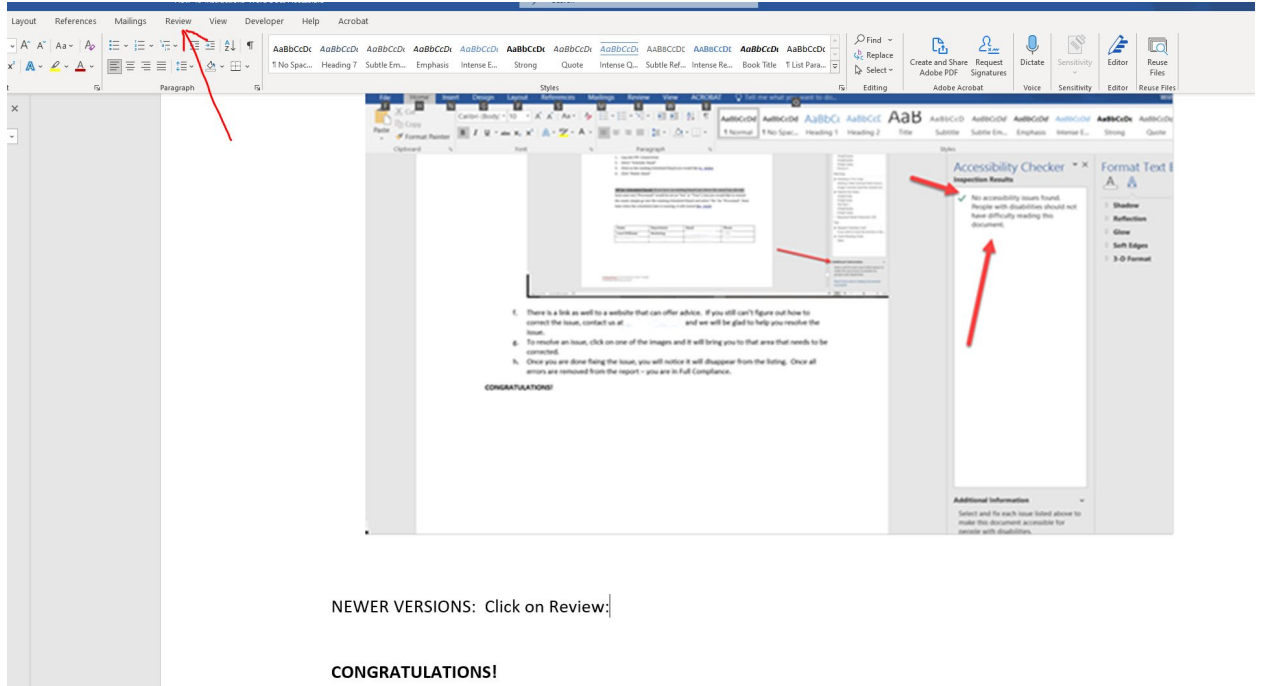


- f. There is a link as well to a website that can offer advice. If you still can't figure out how to correct the issue, contact us at cmshelp@clarku.edu and we will be glad to help you resolve the issue.
 - g. To resolve an issue, click on one of the images and it will bring you to that area that needs to be corrected.
7. Once you are done fixing the issue, you will notice it will disappear from the listing. Once all errors are removed from the report – you are in Full Compliance.



NEWER VERSIONS:

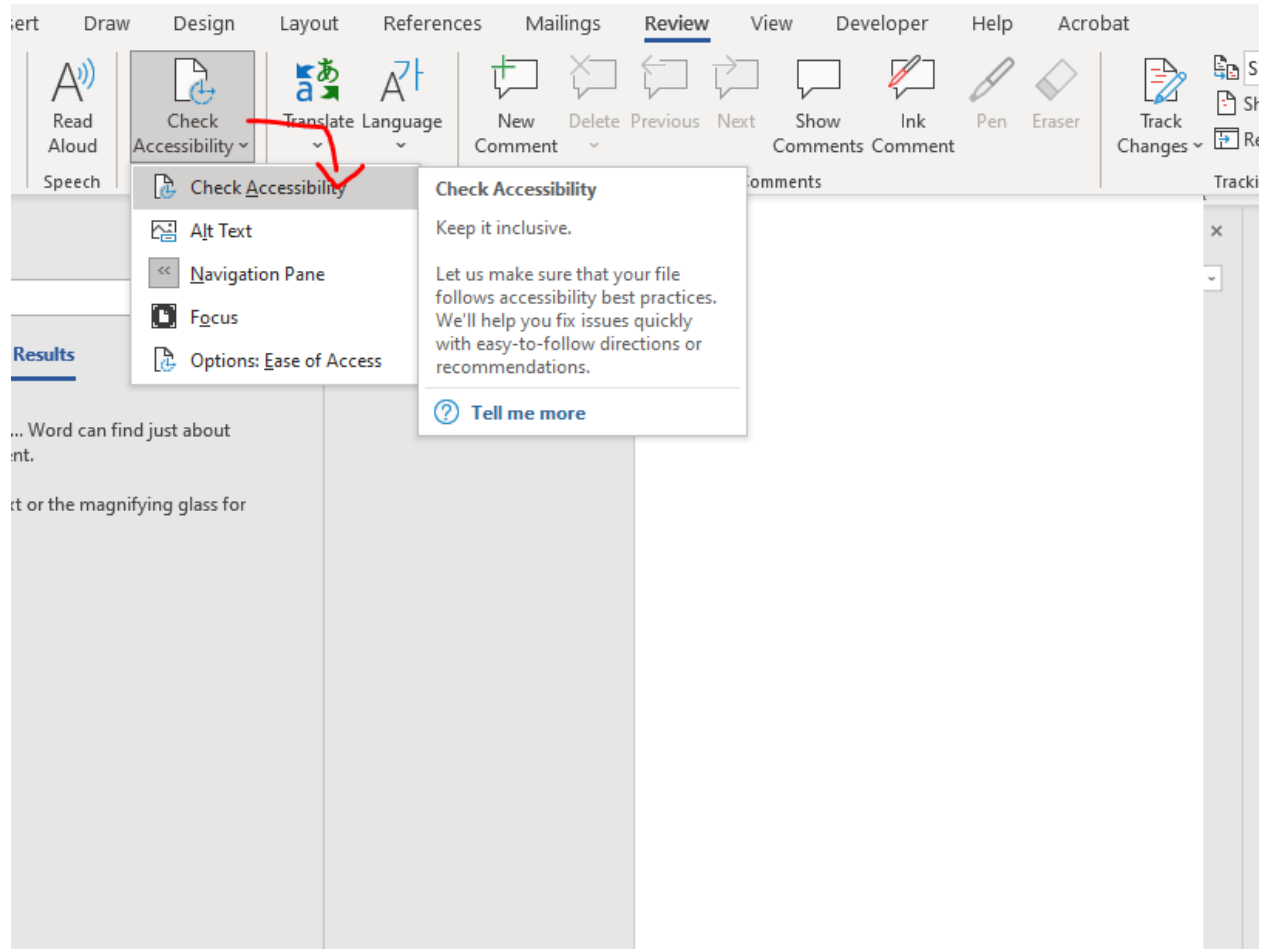
1. Click on Review:



NEWER VERSIONS: Click on Review

CONGRATULATIONS!

2. Click on drop down for Check Accessibility: and choose Check Accessibility



3. The Accessibility window will show up on the right with the errors. Only worry about alt text missing from images, tool tips for hyperlinks, try to stay within the heading structures.

Accessibility

Inspection Results

Errors

> Missing alternative text (22)



Keep accessibility checker running while I work

Additional Information

[Read more about making documents accessible](#)

4. Click on the arrow and it will highlight the area that needs to be fixed. That's it.
5. Now save your document.
6. Then save it as a PDF.

CONGRATULATIONS!