# CREATING ACCESSIBLE MICROSOFT WORD DOCUMENTS

## Using Heading Styles

If you frequently find yourself using the **font** and **font size** pull down menus in Microsoft Word, you are formatting your document instead of using styles.

Using **styles** instead may be more efficient, particularly if you:
- Create long documents that use titles, headings and/or a table of contents
- Create several similar types of documents that require some text to be highlighted with larger sizes, fonts or bold/italics
- Are sharing documents with stylistic elements with multiple people

### What are Styles?

The heading for this paragraph is a style called "Heading 1." Instead of having to highlight *What are Styles*, make the text bold, change the size and change the color, I simply selected "Heading 1" from my Style pull-down menu. You probably see this menu all the time and not realize what it is. It's that little box up there in your formatting toolbar that says "Normal."

You can alter the styles in the menu with different fonts, font sizes and line spacing. You can make it so those styles are available every time you open Microsoft Word.

### Accessibility and Styles

In order for documents to be easily read by screen readers, a consistent heading structure is imperative. By using the **heading styles** you will ensure that people with low or no vision can easily navigate your document.

**TRY THIS!**
1. Open a New Document in Microsoft Word.
2. Type the sentence: "All About Styles!"
3. Highlight the sentence.
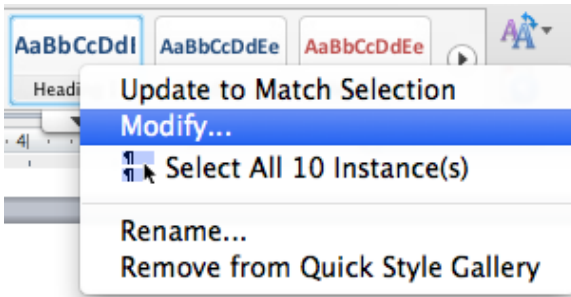4. In the Home section of your Ribbon, click Heading 1
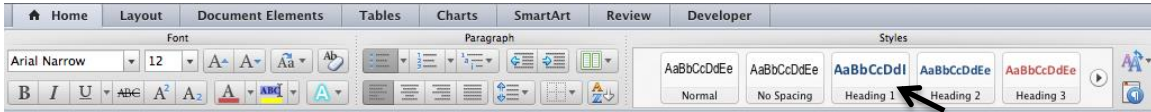
**Note:**
If you don't see your Ribbon, go to the **View Pull-down Menu** and select **Ribbon**

## Great! Now How Can I Change What My Styles Look Like?

It's actually pretty simple!

If you Control + Click (Mac) or Right-click (PC) on the style in your Ribbon you want to modify, a menu will appear where you can select **Modify.**

This area is where you will modify your style. You can change the font, font size, color, etc.

If you click "Add to template" you will be permanently changing your default elements for that style any time you open Word and start a new document.
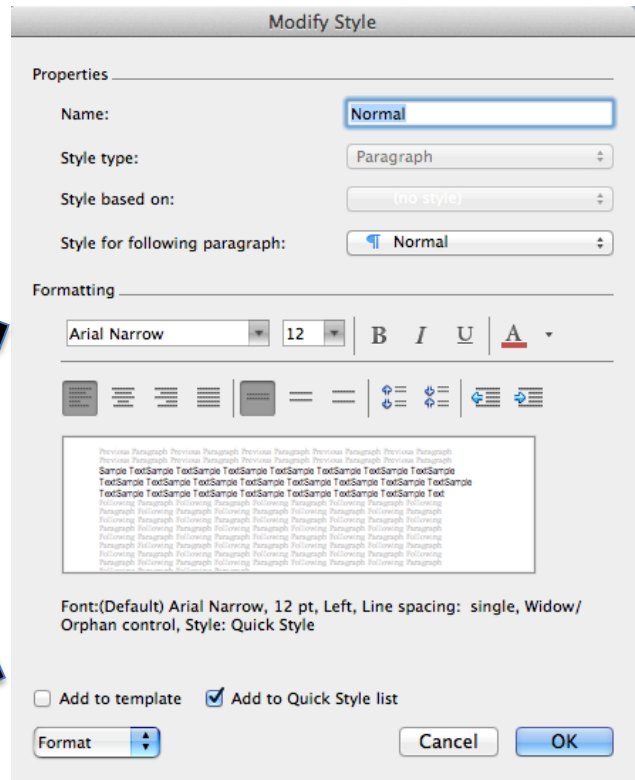
**TRY THIS!**

Let's change the "Title" style in your default Word template.

1. Control + Click or Right Click on the "Title" style in your Ribbon
2. Select Modify.
3. Change the font to Arial Black.
4. Change the color to Dark Grey.
5. Make it center-aligned.
6. We don't want to make this change permanent right now, so DON'T click "Add to template."
7. Click OK.
8. Click Apply in the next window.

Now, every time you choose "Title" from the Style pull-down menu, it will have the elements you just created *for this document only*. You would need to **add it to the template** in order to make it permanent and universal for all of your documents.

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**Key Commands for Headings**

| | |
|---|---|
| Option + Command + 1 = Heading 1 (Mac) | Alt + Control + 1 (PC) |
| Option + Command + 2 = Heading 2 (Mac) | Alt + Control + 2 (PC) |
| Option + Command + 3 = Heading 3 (Mac) | Alt + Control + 3 (PC) |

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# Columns

When people need to create columns in a document, they often use the tab key. These are not easily read by screen readers. You need to **use true columns.**

If you want part of your document with columns, but not the whole thing, you will also need to use **Section Breaks.**

You can access Section Breaks by going to Insert→Break→Section Break, or by clicking **Layout** on your ribbon and clicking the arrow next to the **Break** icon.

**Continuous Section Breaks** allow you to stay on the same page, while **Next Page Section Breaks** will start you on a new page.
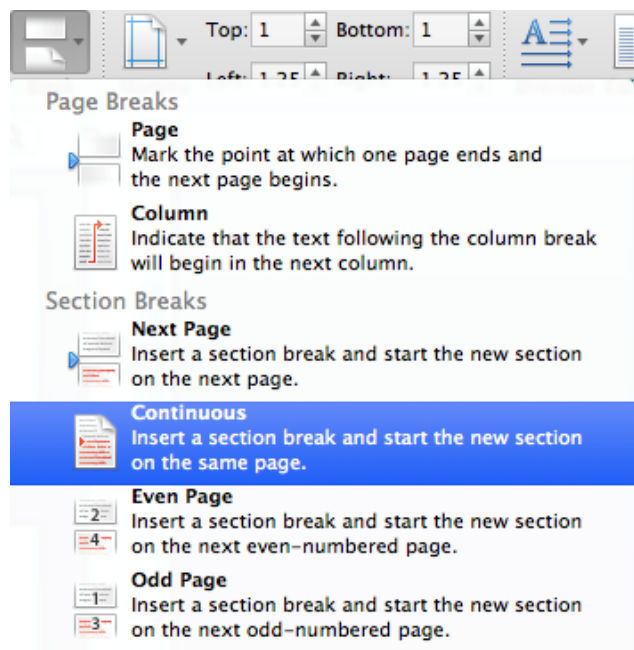
## Let's Look at an Example of Columned and Non-Columned Sections on the Same Page

### Staff and Organizational Development

**Program Outcomes**

Staff, faculty and administrators will appropriately utilize information, resources, and trainings provided in and by the Office of Staff and Organizational Development to help meet their professional development needs.

- New employee Orientation
- Conference and Travel Funds
- Professional Development

**Who we are**

The Office of Staff & Organizational Development serves a leadership role in promoting the professional development of all members of the De Anza College academic community through the exchange of innovative ideas, individual expertise, and common interests.

**What we do**

To provide appropriate opportunities for meaningful personal and professional development, the Staff Development Office supervises the processes for allocating staff development resources and coordinates a comprehensive program of individual and institutional professional growth, with responsibility for planning, promotion, dissemination of information, and program evaluation.

There are two funds available for travel and conference administered by the Office of Staff and Organizational Development and awarded by the De Anza College Staff Revitalization and Professional Conference Funds Committee.

**Faculty Professional Conference and Travel Funds**
The Faculty Association (FA) and the District have negotiated $75,600 in conference and travel funds for De Anza full-time and eligible part-time faculty for 2014-2015.

**A.C.E. Classified Professionals Conference and Travel Funds**
The Association of Classified Employees (ACE) and the District have negotiated $25,000 in conference and travel funds for permanent De Anza full-time classified and classified hourly staff for 2014-2015.

**Educational, Travel and Conference Funds for Teamsters**
At this time there are no conference and travel funds available for supervisors or management staff through the Office of Staff and Organizational Development. Instructions and Applications may be obtained from this link:

In this document, I inserted a **Continuous Section Break** after the title on the page.

I created three columns.

At the end of the text in the third column, I inserted another **Continuous Section Break** and then went back to one column (or regular text) in order to type the remainder of the page.

## Inserting Columns

You can insert columns by going to the **Format pull-down menu and selecting Columns.** Or you can **select the arrow next to Columns in the Layout Area of your Ribbon**.
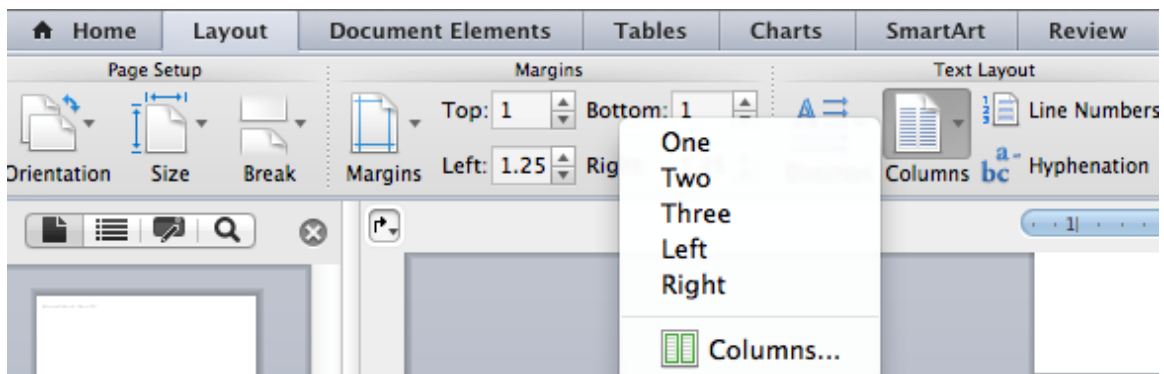
# Other Formatting Considerations

## Provide Alternative Text for Images

1. Right-click or Control+Click on an image in your document.
2. Select **Format Picture.**
3. Click on **Alt Text** in the menu on the left side.
4. Provide descriptive text in the **Description Area** (not the title area)
5. Click **OK.**

### Note:

You can also provide your Alt Text when you run your document through the Accessibility Checker in Acrobat Pro. This is a faster option if you have multiple images in your document.

## Bullets and Numbering

Always use the Bullets and Numbering feature in Word. Do not hand number lists, or create a bulleted type list with a dash.

## Create a Header Row for Long Tables

If you have a long table the spans two pages in your document, assign a header row, which will automatically appear again when your table wraps to the next page. This will provide consistency for people who use screen readers.

1. Highlight the first row in your table that contains your headers.
2. Right-click or Control+Click on the highlighted text.
3. Select **Table Properties → Row → Repeat as Header Row on the top of each page**.

## Hyperlinks

Word automatically creates a hyperlink when you put a URL in your document. For those using screen readers, you will need to provide descriptive text about that link.

1. Right-click or control+click on a hyperlink in your document and select **Edit Hyperlink.**
2. Change the text in the **Text To Display** area to something descriptive about the link.
3. Click OK.

## More Resources

You can use **Adobe Acrobat X Pro** to run an accessibility check on any Word document you create. Step-by-step instructions for doing this can be found at
http://www.adobe.com/.../pdfs/**acrobat-x-accessibility-checker**.pdf