

Microsoft Word Demo

1. Open Ex-Accessible-Documents.docx
 - a. [Download the exercise sheet](https://digitalservices.georgia.gov/web-accessibility) at digitalservices.georgia.gov/web-accessibility
2. In the **Review** tab, click **Check Accessibility** towards the left
[not available in some versions of Word]

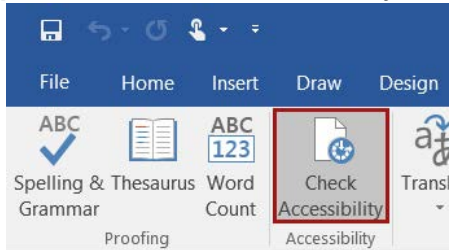


Figure 1 Check Accessibility button in the Review tab of Word

- a. You can see several issues, which we'll fix throughout the exercise. Close the checker.

Styles, Headings, & Colors

Update Normal Text (font and size)

3. Highlight the **first paragraph** and change its font to **Calibri 12pt**
4. Click in the paragraph to deselect (don't click in the link to preserve link styling)
5. Right-click **Normal** in the Styles panel and click **Update Normal to Match Selection**

Apply & Update Heading 1 (custom color)

6. Highlight the **first line** and click **Heading 1** in the Styles panel to apply styling
7. Change the color of the heading:
 - a. Click the **Font Color dropdown** arrow, then click **More Colors...**
 - b. Use the **Custom** tab to choose a color

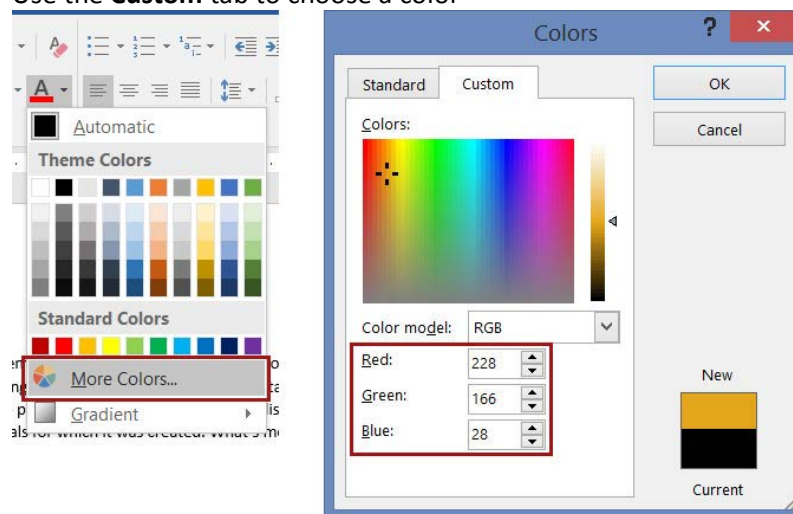


Figure 2 More Colors button and window in Word

- c. Go to [WebAIM's Color Contrast Checker](http://webaim.org/resources/contrastchecker/) (webaim.org/resources/contrastchecker/)
- d. Click the **color preview** rectangle in the **Foreground Color** section.
- e. Enter **your color's RGB** values in the color picker window.

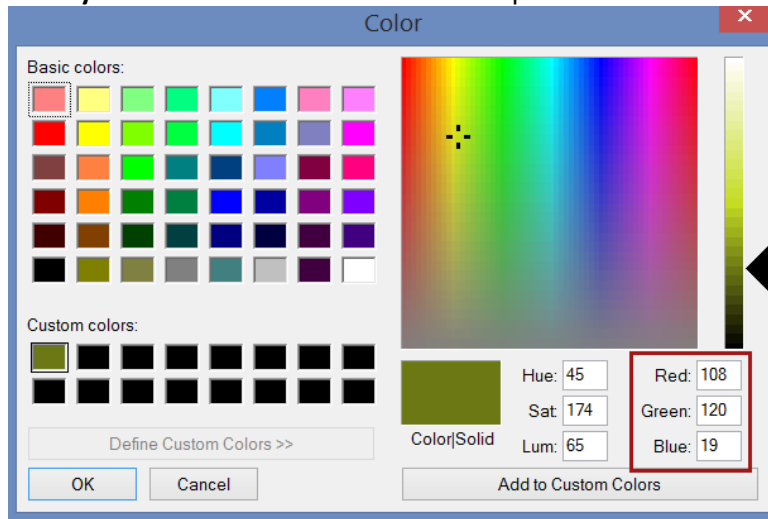


Figure 3 RGB values in WebAIM's Color Contrast Checker

- f. Click **OK**
- g. Make sure that the background color is hexadecimal: #FFFFFF (white)
- h. Check the "Normal Text" and "Large Text" sections listed under the color boxes.
 - i. To be **acceptable**, the color combination must pass at least WCAG AA for Normal Text, and both AA and AAA for Large Text.

Normal Text

WCAG AA: **Pass**
 WCAG AAA: **Fail**

The five boxing wizards jump quickly.

Large Text

WCAG AA: **Pass**
 WCAG AAA: **Pass**

The five boxing wizards jump quickly.

Figure 4 WebAIM Color Contrast Checker results for an acceptable color combination

- ii. If any of the 3 required levels **Failed**, use the Lightness adjuster to darken the color until it passes. Copy the new RGB values into your Word document's color.

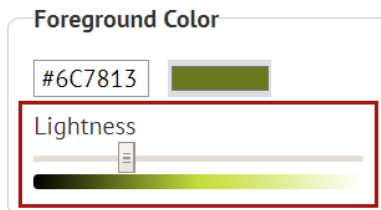


Figure 5 WebAIM Color Contrast Checker's Lightness adjustment bar for the foreground color

- i. Right-click **Heading 1** in the Style panel and click **Update Heading 1 to Match Selection**

Apply & Update Heading 2 (line spacing)

8. Highlight “**What is Web Accessibility?**” and turn it into a **Level 2 Heading**
9. Highlight “**Who is Affected by Web Accessibility?**” and turn it into a **Level 2 Heading**
10. Highlight “**What Makes a Website Accessible?**” and turn it into a **Level 2 Heading**
 - a. In the Paragraph panel, click the **Line and Paragraph Spacing** dropdown
 - b. Click **Add Space After Paragraph**
[In some versions of Word, click “Line Spacing Options...” and specify the spacing.]

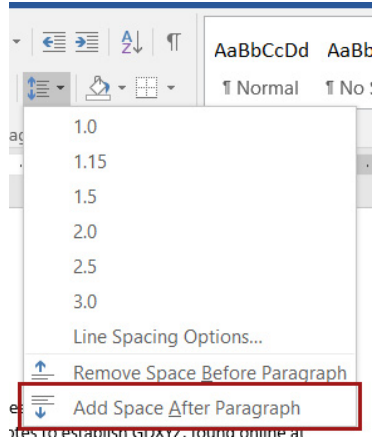


Figure 6 Add Space After Paragraph button in Word's Line and Paragraph Spacing dropdown

- c. Right-click **Heading 2** in the Style panel and click **Update Heading 2 to Match Selection**
11. Highlight “**Further Reading**” and turn it into a **Level 2 Heading**

Apply Heading 3

12. Highlight “**The 4 Principles of Accessibility**” and turn it into a **Level 3 Heading**
13. Highlight “**Creating Lists**” and turn it into a **Level 3 Heading**

View Your Headings

14. Go to the **View** tab and check “**Navigation Pane**” in the Show panel to view your headings
[Mac 2011: View > Sidebar > Document Map Pane]

Table of Contents

15. Click at the beginning of the second line, then hit **Ctrl+Enter** [**⌘+Return** on Mac] to add a page break
16. At the top of the document, add a new line after the Heading 1
 - a. Go to the **References** tab and click **Table of Contents**
 - b. Choose one of the two Automatic Table of Contents styles
[Mac 2011: Insert > Index and Tables... > Table of Contents > OK]

Tables

Table 1 (turn a table into columns)

17. **Copy and paste** each type of disability individually under the table, each separated by a new line
18. Highlight the list, go to the **Layout** tab, and click **Columns** in the Page Setup panel to put the list in 3 columns
19. Highlight the entire 3-column table, right-click, and delete the table
20. Delete any extra, blank paragraphs

Table 2 (turn a table into columns)

21. Click in the next table (with an image)
22. Go to the **Table Layout** tab now listed under “**Table Tools**” at the top of your window

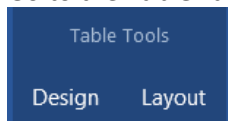


Figure 7 Table Tools tabs in Word

- a. Click **Convert to Text** in the Data panel
- b. Select “**Paragraph marks**” and click **OK**
23. With the image and text highlighted, go to the **Layout** tab, and click **Columns** in the Page Setup panel to put the image and text in 2 columns
24. Delete any extra, blank paragraphs

Table 3 (make an accessible table)

25. Click in the first row of the next table (under “The 4 Principles of Accessibility”)
26. Go to the **Table Design** tab
 - a. In the Table Style Options panel, check “**Header Row**” and “**First Column**”
 - b. In the Table Styles panel, choose a style
27. Go to the **Table Layout** tab
 - a. Click **Repeat Header Rows** in the Data panel

28. Go to the **References** tab
 - a. In the Captions panel, click **Insert Caption**
[Mac 2011: *Insert > Caption*]
 - b. Under Options, change the Label to **“Table”**

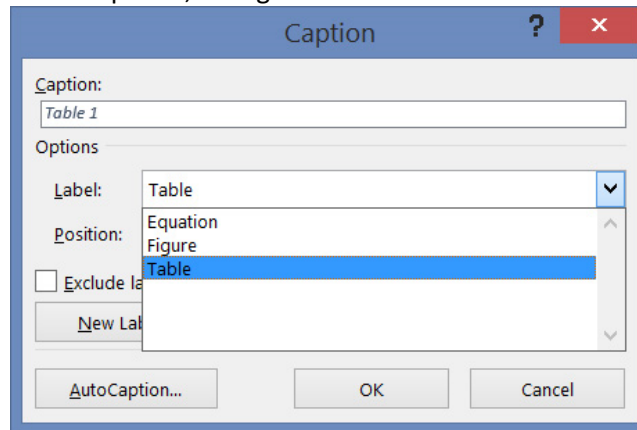





Figure 8 Caption window

- i. Note, you can also check the **“Exclude label”** box to label the caption with only a number. Once you create the caption, it becomes editable text and you can continue to change as needed.
 - c. In the **“Caption”** field type, “: 4 Principles of Accessibility”
 - d. In the **Position** dropdown, select **“Below selected item.”**
 - e. Click **OK**
29. Right-click in the table and open **Table Properties**
 - a. In the **Alt Text** tab, add a brief **Description** of the table


Bullets & Numbering


30. Scroll to the **Creating Lists** section of the document
31. Turn the **third paragraph** in the section into bullet points
 - a. Separate each of the 3 conditions listed into separate lines
 - b. Highlight the list and click the **Bullets** icon  in the Home tab
32. Turn the **last paragraph** in the section into a numbered list
 - a. Separate the steps by line
 - b. Highlight the list and click the **Numbering** icon  in the Home tab
 - c. Highlight steps 4 and 5 and do one of the following to nest them under step 3:
 - i. Hit the **Tab** button on your keyboard,
 - ii. Click the **Increase Indent** icon , or
 - iii. Change **List Level** in the Numbering dropdown menu
[not available in some versions of Word]

Links

33. Make the **unclear URL** link in the first paragraph contextual
 - a. Right-click the link and click **“Open Hyperlink”**
 - b. Select the **URL** in your browser and **copy**
 - c. In the document, highlight **“defines web accessibility”** and do one of the following to add a link
 - i. In the **Insert** tab, click **“Link”**
 - ii. **Right-click** the highlighted text, and click **“Link”**
 - iii. Press **Ctrl+K** [**⌘+K on Mac**]
 - d. In the **“Insert Hyperlink”** window, select **“Existing File or Web Page”** along the left
 - e. Paste the copied URL into the **Address field** at the bottom
 - f. Click **OK**
 - g. Delete the parenthetical source note at the end of the paragraph.
34. Make the **“Click here”** link in the final paragraph contextual
 - a. Rewrite the sentence to remove the words **“click here”**
 - b. Link meaningful text to the WebAIM article

Images

1. Give the photo of the **automatic door button** alternative text
 - a. Right-click on the photo
 - b. Click **“Format Picture...”** [or **“Picture...”**]
 - c. Click the **Layout & Properties** icon 
 - d. Click **“Alt Text”** to expand
 - e. Write a **Description**, 2 sentences at most. (This is **“brief alt text”**)
 - i. Note, there is no **“Save”** button for editing the Alt Text in this way. The text is automatically saved. You can close the panel or leave it open.
2. Turn the photo credit into a caption
 - a. Right-click on the photo
 - b. Click **“Insert Caption...”**
 - c. Under Options, change the Label to **“Figure”**
 - d. In the **“Caption”** field type, **“photo credit: Cooper Avery”**
 - e. In the **Position** dropdown, select **“Below selected item.”**
 - f. Click **OK**
 - g. **Ctrl+Click** [**⌘+Click on Mac**] on the **“Cooper Avery”** link to open
 - h. Select the **URL** in your browser and **copy**
 - i. In the document, link **“Cooper Avery”** in the photo caption to the copied URL
 - j. Delete the original photo credit in the right column

3. Give the **POUR** graphic alternative text
 - a. Right-click on the **POUR** graphic
 - b. Click **"Format Picture..."** [or **"Picture..."**]
 - c. Click the **Layout & Properties** icon 
 - d. Click **"Alt Text"**
 - e. Write a longer **Description** to explain the graphic

Finish & Save

4. Go to the File tab
 - a. Click on **Properties** at the right of the **Info** screen [Mac 2011: *File > Properties*]
 - b. Click **Advanced Properties** from the drop-down menu
 - c. In the Summary tab, add a title, author, and comment
 - d. Click **OK**

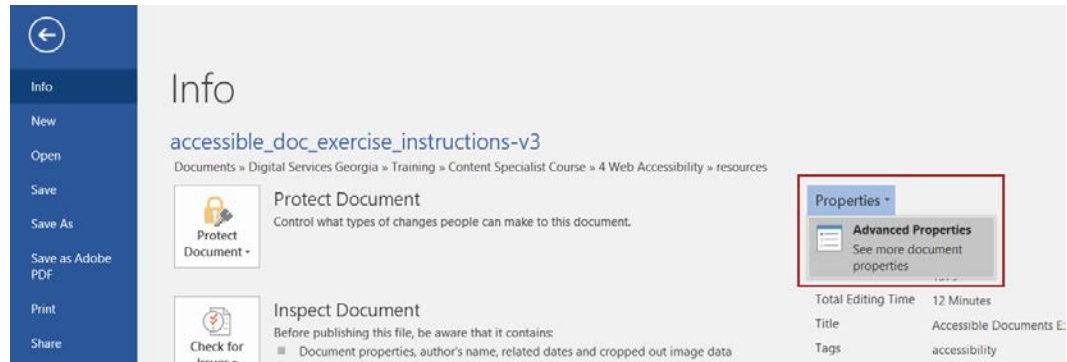


Figure 9 Properties dropdown

5. Click the **arrow** at the top-left of the screen to return to editing your document.
6. In the **Review** tab, click **Check Accessibility** and fix any remaining issues [not available in some versions of Word]
7. Update the **Table of Contents**
 - a. Right-click in the Table of Contents
 - b. Click **"Update Field"**
 - c. Select **"Update entire table"** and click **OK**

Save as PDF

8. In the **File** tab, click **Export**
 - a. Click **Create PDF/XPS Document**
 - b. Click **Create PDF/XPS**
 - c. Click **Options**
 - d. Check the following *[not available in some versions]*:
 - i. **Create bookmarks using: Headings**
 - ii. **Document properties**
 - iii. **Document structure tags for accessibility**
 - e. *Uncheck* **"Bitmap text when fonts may not be embedded"**

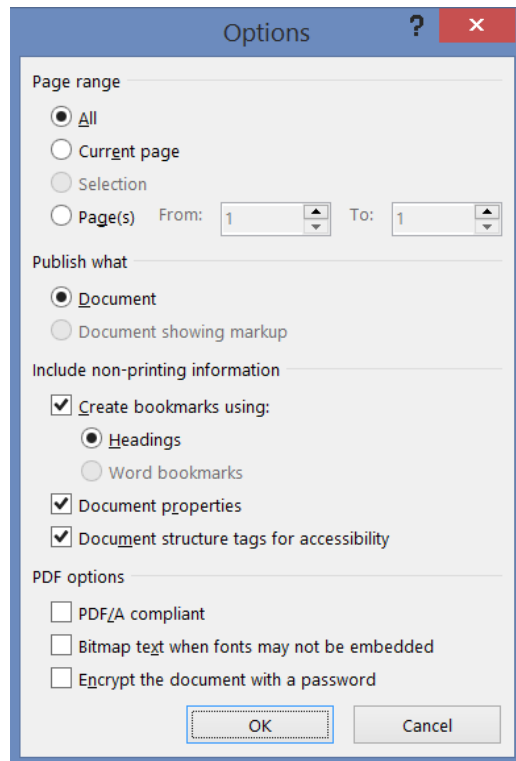


Figure 10 Publish as PDF or XPS Options window with appropriate boxes checked

- f. Click **OK** and **Publish** the PDF