Accessible Documents Demo

1. Open your shared copy of the "**Accessible Documents**" Google Doc

Styles, Headings, & Colors

Update Normal Text (font, size, and line spacing)

2. Highlight the **first paragraph** and change its font to **Calibri 12pt** with the toolbar controls
3. Click in the paragraph to deselect (don't click in the link to preserve link styling)
4. Add spacing between paragraphs:
   a. Click the **Line spacing** icon
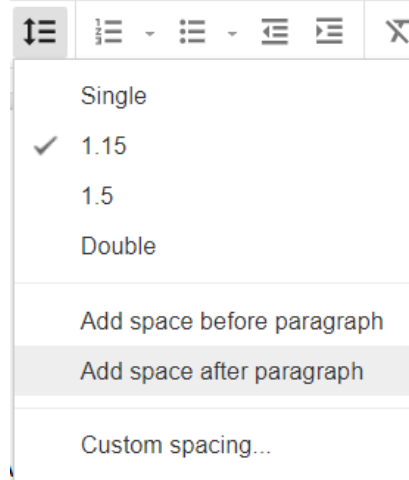   b. Click "**Add space after paragraph**"

Figure 1 Add Space After Paragraph button in Word's Line and Paragraph Spacing dropdown

5. Apply styling to all paragraphs:
   a. Click "**Normal text**" in the toolbar
   b. Click the **right arrow** next to "Normal text" in the dropdown
   c. Click "**Update 'Normal text' to match**"
6. Delete all extra spaces between paragraphs

Apply & Update Heading 1 (custom color)

7. Highlight the **first line** and click "**Heading 1**" in the toolbar to apply styling
8. With the heading still highlighted, change the color:

a. Click the **Text color** icon $\underline{A}$, then click "**Custom…**"
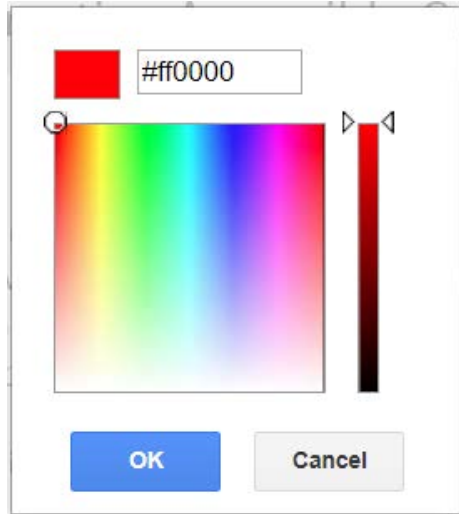b. Choose a color by sliding the brightness and hue selectors

Figure 2 Custom color window in Google Docs

c. Select the **hexadecimal code** (starting with #) and press **Ctrl+C** *[⌘+C on Mac]* to copy
d. Go to **WebAIM's Color Contrast Checker** (webaim.org/resources/contrastchecker/)
e. Press **Ctrl+V** *[⌘+V on Mac]* to paste the hex code into the Foreground Color field
f. Make sure that the background color is set to #FFFFFF (white)
g. 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.

Figure 3 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 and paste the new hex code into your Google Doc's color.
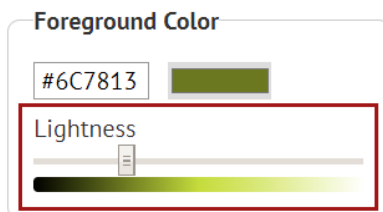

Figure 4 WebAIM Color Contrast Checker's Lightness adjustment bar for the foreground color

9. Apply styling to all Heading 1's:
    a. Click "**Heading 1**" in the toolbar
    b. Click the **right arrow** next to "Heading 1" in the dropdown
    c. Click "**Update 'Heading 1' to match**"

Apply Heading 2

10. Highlight "**What is Web Accessibility?**" and turn it into a **Level 2 Heading**
11. Highlight "**Who is Affected by Web Accessibility?**" and turn it into a **Level 2 Heading**
12. Highlight "**What Makes a Website Accessible?**" and turn it into a **Level 2 Heading**
13. Highlight "**Further Reading**" and turn it into a **Level 2 Heading**

Apply Heading 3

14. Highlight "**The 4 Principles of Accessibility**" and turn it into a **Level 3 Heading**
15. Highlight "**Creating Lists**" and turn it into a **Level 3 Heading**

View Your Headings

16. Click "**View**" > "**Show document outline**" to view your headings

Bullets & Numbering

17. Scroll to the "**Creating Lists**" section of the document
18. 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 "**Bulleted list**" icon
19. Turn the **last paragraph** in the section into a numbered list
    a. Separate the steps by line and delete the typed numbers
    b. Highlight the list and click the "**Numbered list**" icon
    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, or
        ii. Click the "**Increase indent**" icon

Links

20. Make the **unclear URL** link in the first paragraph contextual
    a. Highlight and copy the link URL
    b. In the document, highlight "**defines web accessibility**" and do one of the following to add a link
        i. Click the "**Insert link…**" icon
        ii. **Right-click** the highlighted text, and click "**Link…**"
        iii. Press **Ctrl+K** [⌘+K on Mac]

     c.   Paste the copied URL into the "**Link**" **field**

     d.   Click **Apply**

21. Make the "**Click here**" link in the final paragraph contextual

     a.   Right-click on the link and select "**Copy link URL**"

     b.   Rewrite the sentence to remove the words "click here"

     c.   Link meaningful text to the copied URL

Images

22. Give the photo of the **automatic door button** alternative text

     a.   Select, then right-click on the photo

     b.   Click "**Alt text…**"

     c.   Write a **Description**, 2 sentences at most. (This is "brief alt text")

     d.   Click **OK**

23. Give the **POUR** graphic alternative text

     a.   Select, then right-click on the graphic

     b.   Click "**Alt text…**"

     c.   Write a longer **Description** to explain the graphic

     d.   Click **OK**

Tables

Table 1 (turn a table into columns)

24. **Copy and paste** each type of disability individually under the table, each separated by a new line

25. Highlight the list and set to "**Normal text**" to regain line spacing

26. With the list still highlighted, click "**Format**" > "**Columns**" > **3**

27. Right-click in the 3-column table and click "**Delete table**"

28. Delete any extra, blank paragraphs

Table 2 (turn a table into columns)

29. Add a new line before the next table (with an image).

30. Select everything in the left cell. Drag and drop into the new line

31. Select and drag the paragraph in the right cell to a new line under the photo credit.

32. Put the image, photo credit, and paragraph into 2 columns:

     a.   Select the image, photo credit, and paragraph.

     b.   Click "**Format**" > "**Columns**" > **2**

     c.   Click after the photo credit

     d.   Click **"Insert"** > "**Break**" > "**Column break**"

33. Right-click in the 2-column table and click "**Delete table**"

34. Delete any extra, blank paragraphs

Download to continue in Microsoft Word

Though Google Docs may be more intuitive to use, it is still lacking features available in Microsoft Word that you need to make a document fully accessible.

35. Click "**File**" > "**Download as...**" > "**Microsoft Word (.docx)**"
36. Open the downloaded document to continue work in Microsoft Word
37. Click "**Enable Editing**" at the top of the page

Tables continued...

Table 3 (make an accessible table)

38. Click in the first row of the final table (under "The 4 Principles of Accessibility")
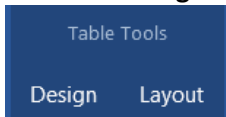39. Go to the **Design** tab now listed under **Table Tools** at the top of your window

Figure 5 Table Tools tabs in Word

   a. In the Table Style Options panel, check "**Header Row**" and "**First Column**"
   b. In the Table Styles panel, choose a style
40. Go to the **Table Layout** tab
   a. Click "**Repeat Header Rows**" in the Data panel
41. Go to the **References** tab
   a. In the Captions panel, click "**Insert Caption**"
      [Mac 2011: Insert > Caption]
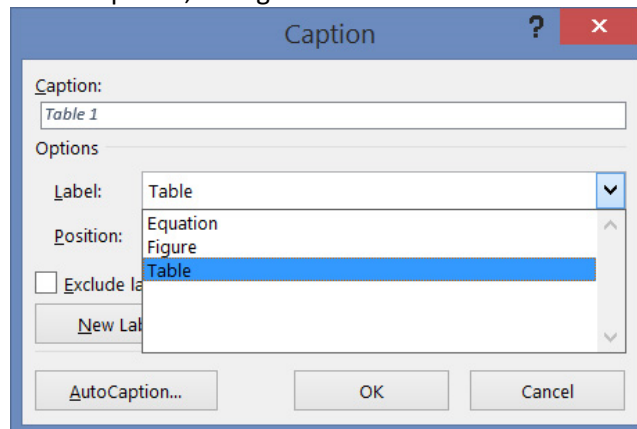   b. Under Options, change the Label to "**Table**"

Figure 6 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**

42. Right-click in the table and open "**Table Properties**"

    a. In the **Alt Text** tab, add a brief **Description** of the table

Finish & Save

43. 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
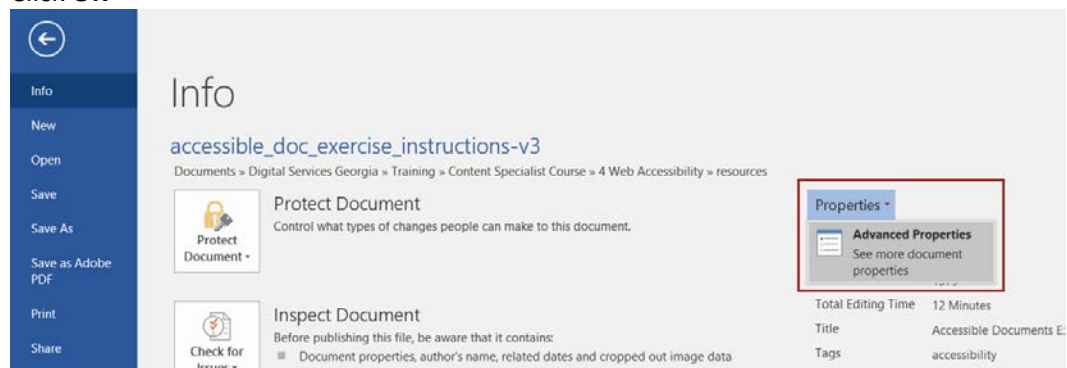
    d. Click **OK**

Figure 7 Properties dropdown

44. Click the **arrow** at the top-left of the screen to return to editing your document.

45. In the **Review** tab, click "**Check Accessibility**" towards the left, and fix any remaining issues *[not available in some versions of Word]*
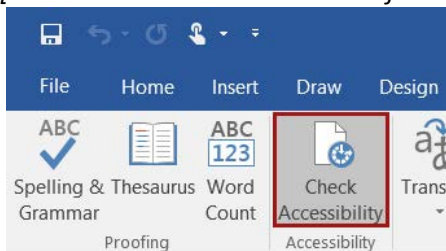

Figure 8 Check Accessibility button in the Review tab of Word

46. Add a Table of Contents:

    a. Click at the beginning of the second line, then hit **Ctrl+Enter** *[⌘+Return on Mac]* to add a page break

    b. At the top of the document, add a new line after the Heading 1

        i. Go to the **References** tab and click "**Table of Contents**"

    c. Choose one of the two Automatic Table of Contents styles
[Mac 2011: Insert > Index and Tables… > Table of Contents > OK]

Save as PDF

47. In the **File** tab, click "**Export**"

    a. Click "**Create PDF/XPS Document**" *[Already selected in some versions of Word]*

    b. Click "**Create PDF/XPS**"

    c. Replace all spaces in the title with hyphens or underscores

    d. Click "**Options**"

    e. Check the following *[not available in some versions]*:

        i. "**Create bookmarks using: Headings**"

        ii. "**Document properties**"

        iii. "**Document structure tags for accessibility**"

    f. *Uncheck* "**Bitmap text when fonts may not be embedded**"
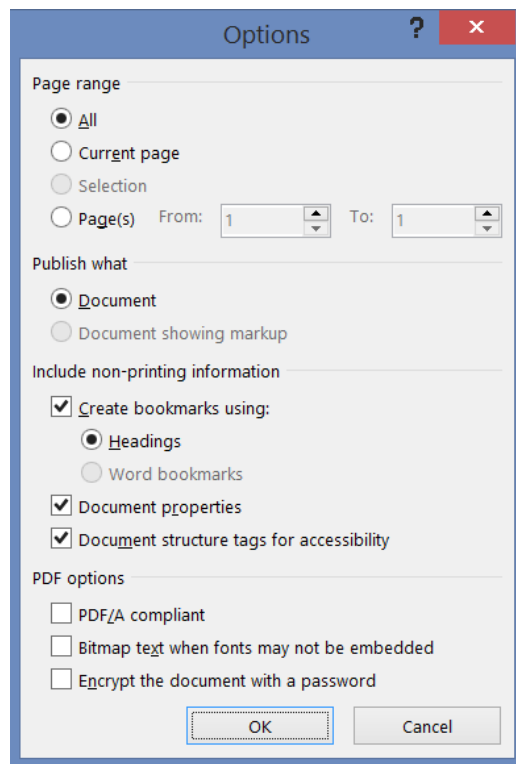

Figure 9 Publish as PDF or XPS Options window with appropriate boxes checked

    g. Click "**OK**" and "**Publish**" the PDF