Microsoft Word Demo

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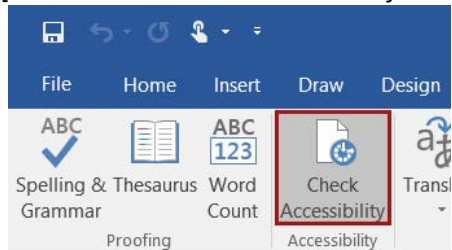*[not available in some versions of Word]*

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
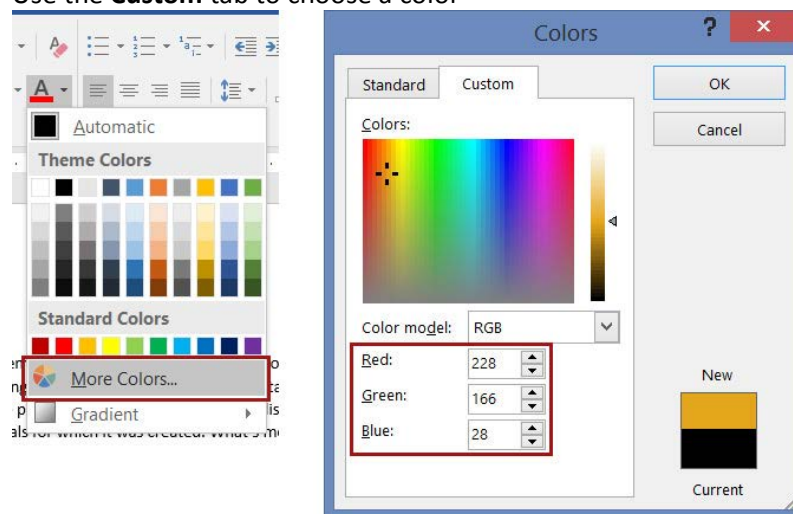

Figure 2 More Colors button and window in Word

c. Go to **WebAIM's Color Contrast Checker** (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.

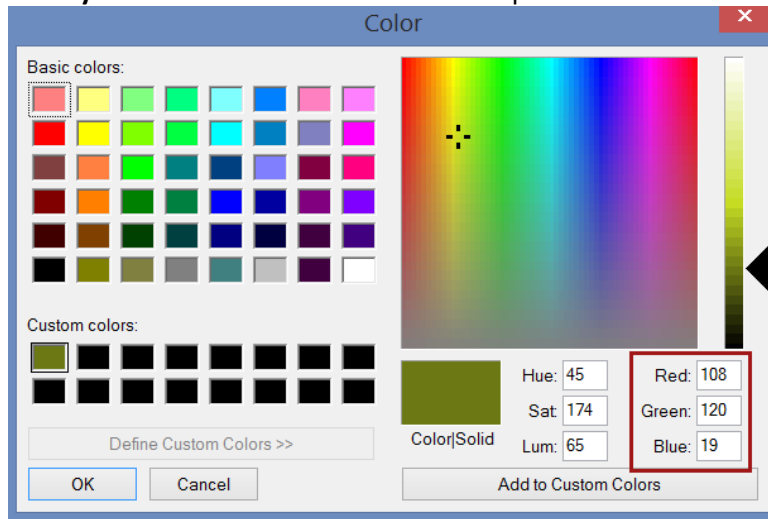**Figure 3** RGB values in WebAIM's Color Contrast Checker

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.

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.
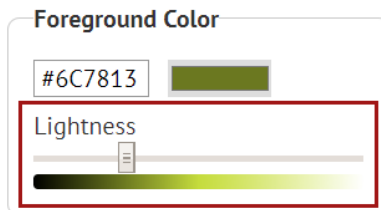

Figure 5 WebAIM Color Contrast Checker's Lightness adjustment bar for the foreground color

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.]
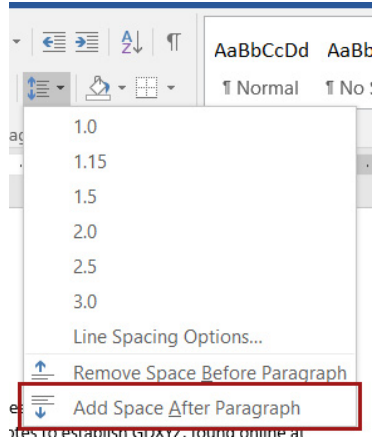

Figure 6 Add Space After Paragraph button in Word's Line and Paragraph Spacing dropdown

    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
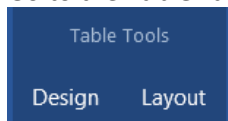

Figure 7 Table Tools tabs in Word

    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**"
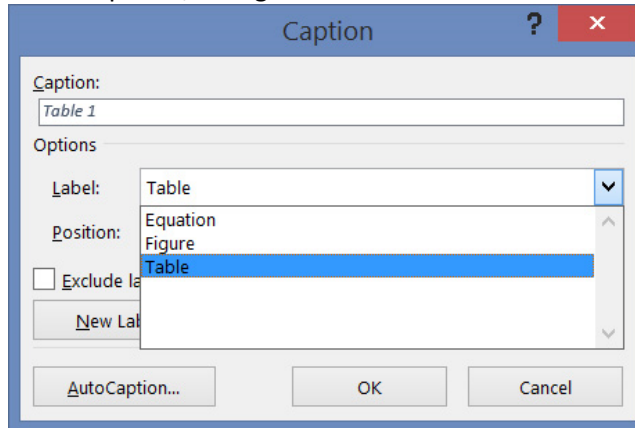

Figure 8 Caption window

      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

35. 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.
36. 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

37. 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

38. 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
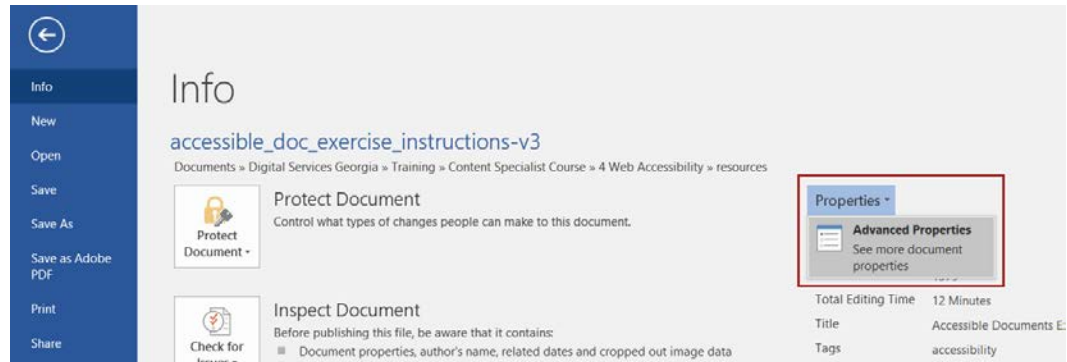   d. Click **OK**

Figure 9 Properties dropdown

39. Click the **arrow** at the top-left of the screen to return to editing your document.
40. In the **Review** tab, click **Check Accessibility** and fix any remaining issues
    [not available in some versions of Word]
41. 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

42. 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**
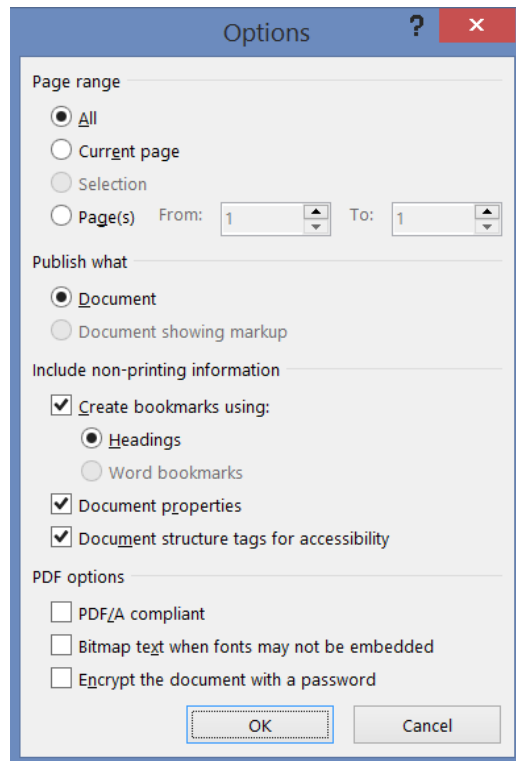   e. *Uncheck* "**Bitmap text when fonts may not be embedded**"

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

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