# Accessibility Tools in Microsoft Office 2010 and 2013

## GOVTalks

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**AccessGA**
Georgia's Accessible ICT Initiative

# Accessibility Tools

- Accessibility Checker

- Built-in Structure: Styles and Templates

- Export to Accessible formats

# Why Create Accessible Documents

**Consider USERS with a variety of abilities and needs:**

- Blind or visually impaired
- Motor disabilities
- *Learning disabilities – largest group of students served in GA
- Deaf or hard of hearing and require multimedia to be captioned

- Secondary group that can benefit – English language learners

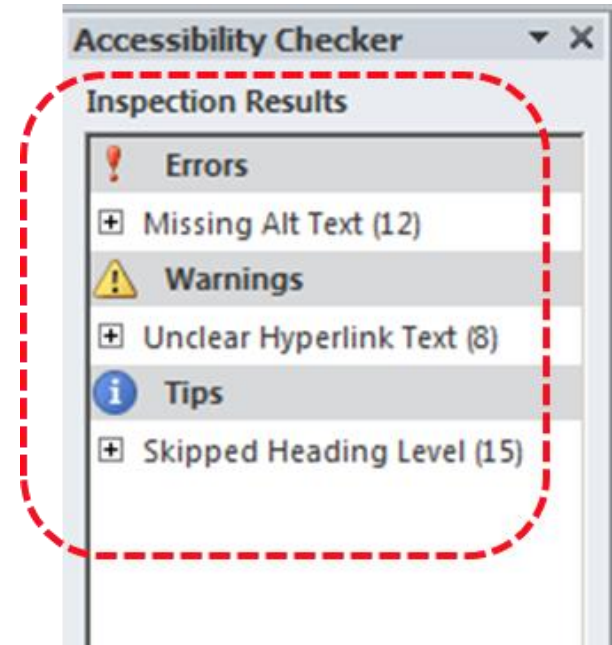AccessGA
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# Accessibility Checker

- What is it?
  - A tool available in Microsoft Office 2010 and 2013 for Word, PowerPoint, and Excel that identifies areas within documents that may be problematic for users with disabilities to view or use.
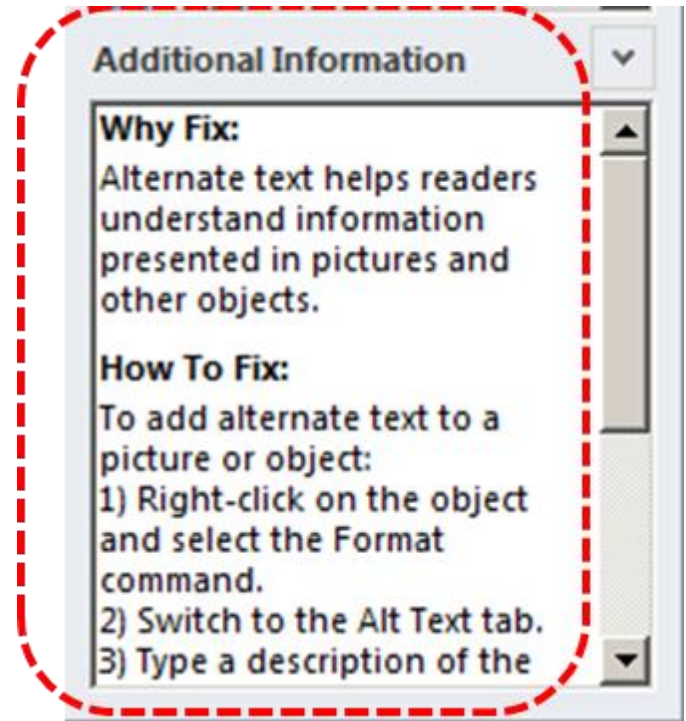
# Accessibility Checker - Flags

- ## What does it do?
  - Inspects the document and scans for issues that could pose problems.
  - Generates a report showing the inspection results.
  - Flags three different categories of issues: errors, warnings, and tips.

**Accessibility Checker** ▾ ✕

**Inspection Results**

❗ **Errors**

⊞ Missing Alt Text (12)

⚠ **Warnings**

⊞ Unclear Hyperlink Text (8)

ⓘ **Tips**

⊞ Skipped Heading Level (15)

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# Inspection Results

- What else does it do?
  - Why Fix: Provides additional information detailing why the issue should be fixed.
  - How To Fix: Provides instructions for fixing the problems.



**Additional Information**

**Why Fix:**
Alternate text helps readers understand information presented in pictures and other objects.

**How To Fix:**
To add alternate text to a picture or object:
1) Right-click on the object and select the Format command.
2) Switch to the Alt Text tab.
3) Type a description of the

# Accessibility Checker Rules

- What does the accessibility checker look for?

| Error | An error is for content that makes a file very difficult or impossible for people with disabilities to understand. |
|---|---|
| Warning | A warning is for content that in most, but not all, cases makes a file difficult for people with disabilities to understand. |
| Tip | A tip is for content that people with disabilities can understand, but that might be better organized or presented in a way that would improve their experience. |

# Accessibility Errors

| Rule Name | Program | Accessibility Checker checks that: |
|---|---|---|
| All objects have alternate text | Excel, PowerPoint, Word | • All objects use alternate text<br>• Alternate text doesn't contain an image or file extension. |
| Tables specify column header information | Excel, PowerPoint, Word | • The header box is selected for each block of cells marked as a table (Excel);<br>• The header box is selected for each table in a deck (PowerPoint);<br>• Tables have a header row indicated, or are in Table Normal style (Word). |
| All slides have titles | PowerPoint | • Each slide in a deck has a title. |
| Long documents use styles to provide structure | Word | • Headings and/or a Table of Contents have been used in file to help organize the content. |

# Accessibility Warnings

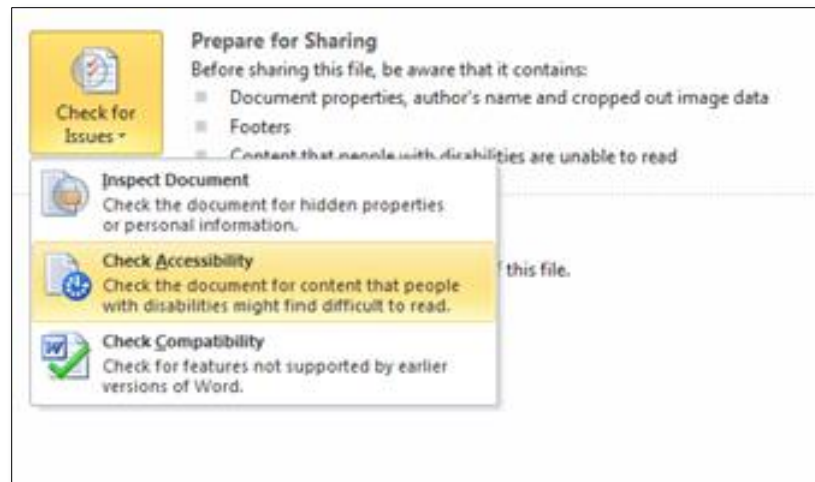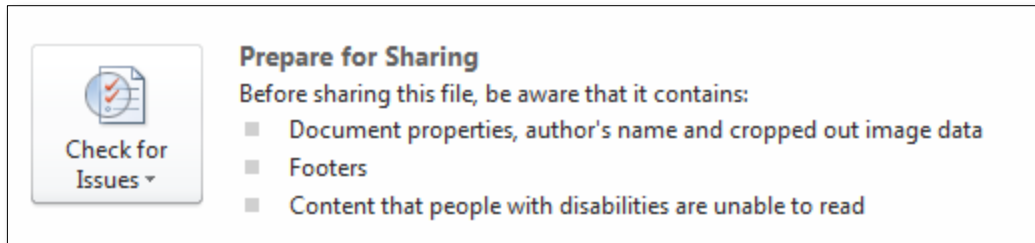| Rule Name | Program | Accessibility Checker checks: |
|---|---|---|
| Hyperlink text is meaningful | Excel, PowerPoint, Word | • Link text has a Screen Tip AND matches the link target. |
| Table has simple structure | Excel, PowerPoint, Word | • There are no issues that cause tables to be non-rectangular, such a split cells, merged cells or nested tables. |
| Tables don't use blank cells for formatting | Excel, PowerPoint, Word | • There are no entirely blank rows or columns in a table. |
| Sheet tabs have non-default names | Excel | • All sheets with content in a workbook have a name other than 'sheet$n$' |
| Avoid the use of repeated 'blank' characters | Word | • There are no runs of blank spaces, tabs and/or carriage returns. |
| Headings don't contain too much information | Word | • Headings aren't too long |
| The use of floating objects is avoided | Word | • Objects have text wrapping set to 'in line with text.' |

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# Accessibility Tips

| Rule Name | Program | Accessibility Checker checks: |
|---|---|---|
| Closed captions are included for inserted audio and video | Excel, PowerPoint, Word | • All audio and video objects in the document have closed captioning. |
| The reading order of a slide should be logical. | PowerPoint | • Slides appear to be in a logical order. |
| The slide titles in a deck should be unique | PowerPoint | • Each non-blank slide in a deck has a unique title. |
| Layout Tables are structured for easy navigation | Word | • The layout order should be logical for the language, and that the tab order is not circular. |
| No image watermarks are used | Word | • There are no watermarks used in the document. |
| All headings are in the correct order | Word | • All headings follow a logical order |

# Use the Accessibility Checker

To access the Accessibility Checker, go to File > Prepare for Sharing and click  **Check for Issues**

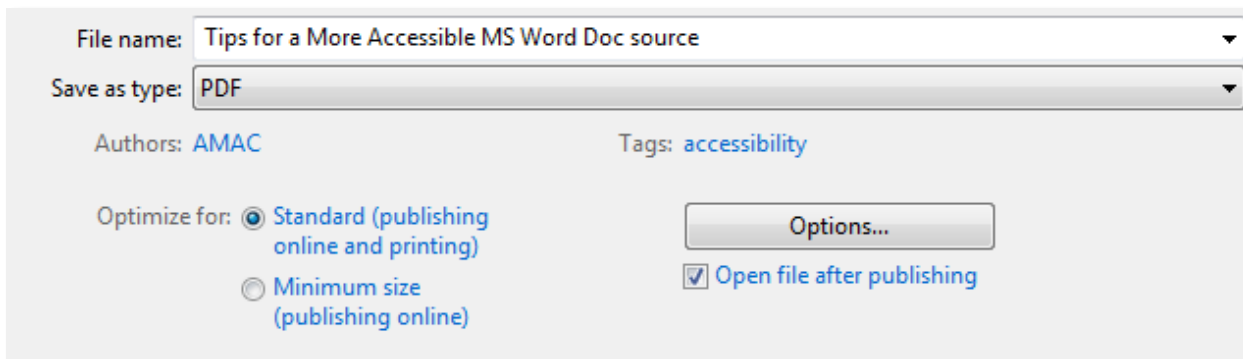From the context menu, choose **Check Accessibility**



**Prepare for Sharing**

Before sharing this file, be aware that it contains:

- Document properties, author's name and cropped out image data
- Footers
- Content that people with disabilities are unable to read



**Prepare for Sharing**

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**Inspect Document**
Check the document for hidden properties or personal information.

**Check Accessibility**
Check the document for content that people with disabilities might find difficult to read.

**Check Compatibility**
Check for features not supported by earlier versions of Word.

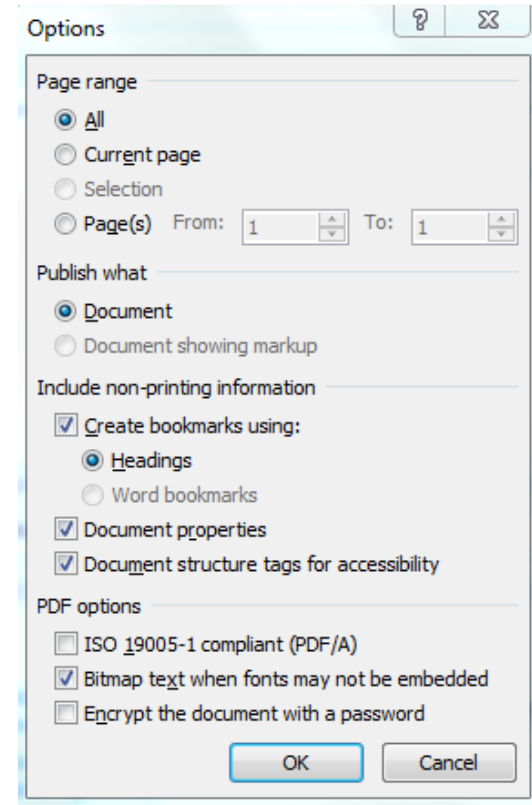# Accessibility Checker Demo

# Save as Accessible PDF

- MS Word 2010 includes the option to Save and Export accessible formatting including headings and alt text when the doc is saved as a PDF.

- To export your Word doc to an accessible PDF format, go to  File > Save As >
from the **Save as type** drop down menu choose **PDF** and click on **Options**.



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# Accessible PDF Options

- From the PDF Options menu, under **Include non-printing information**, be sure to check the following options:
    - Create bookmarks using Headings
    - Document properties
    - Document structure tags for accessibility



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# Questions / Thank You