

Welcome to WAG Meeting
an AMAC Accessibility Webinar



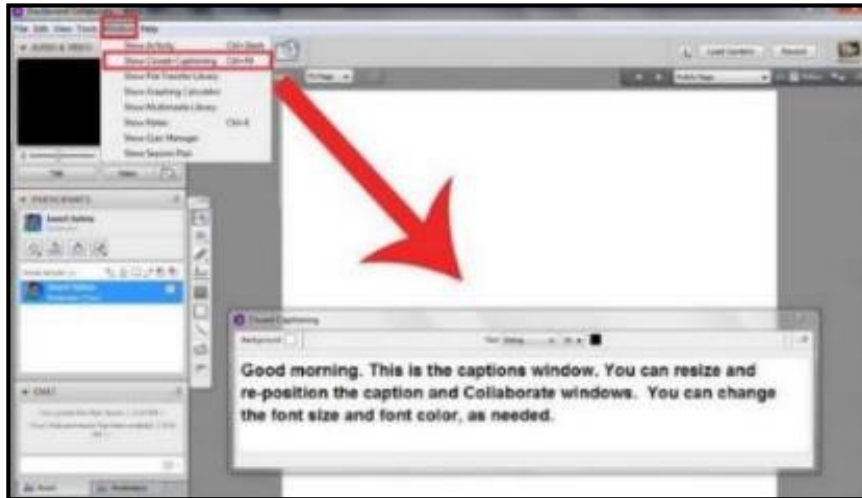
Basics of
Accessible MS Office Documents
(Word, PowerPoint, and Excel)

Janet Sylvia, WAG Coordinator

May 2, 2018

To Show Closed Captioning

- From Menu: Window>Show Closed Captioning
- Keyboard: CTRL or CMD + F8



Questions

- **During presentation type questions in Chat**
 - **Mouse: click in Chat Box**
 - **Keyboard: CTRL or CMD+ M**
 - **Type your message**
 - **Press Enter on keyboard**

- **Q/A at end of the presentation**

Today's Presenter



- **Janet Sylvia**
 - **WAG Coordinator and Accessibility Specialist**
 - **AMAC Accessibility Solutions**





Basics of Accessible *Word*

1) Review Word Documents against *New* HHS 508 Checklist

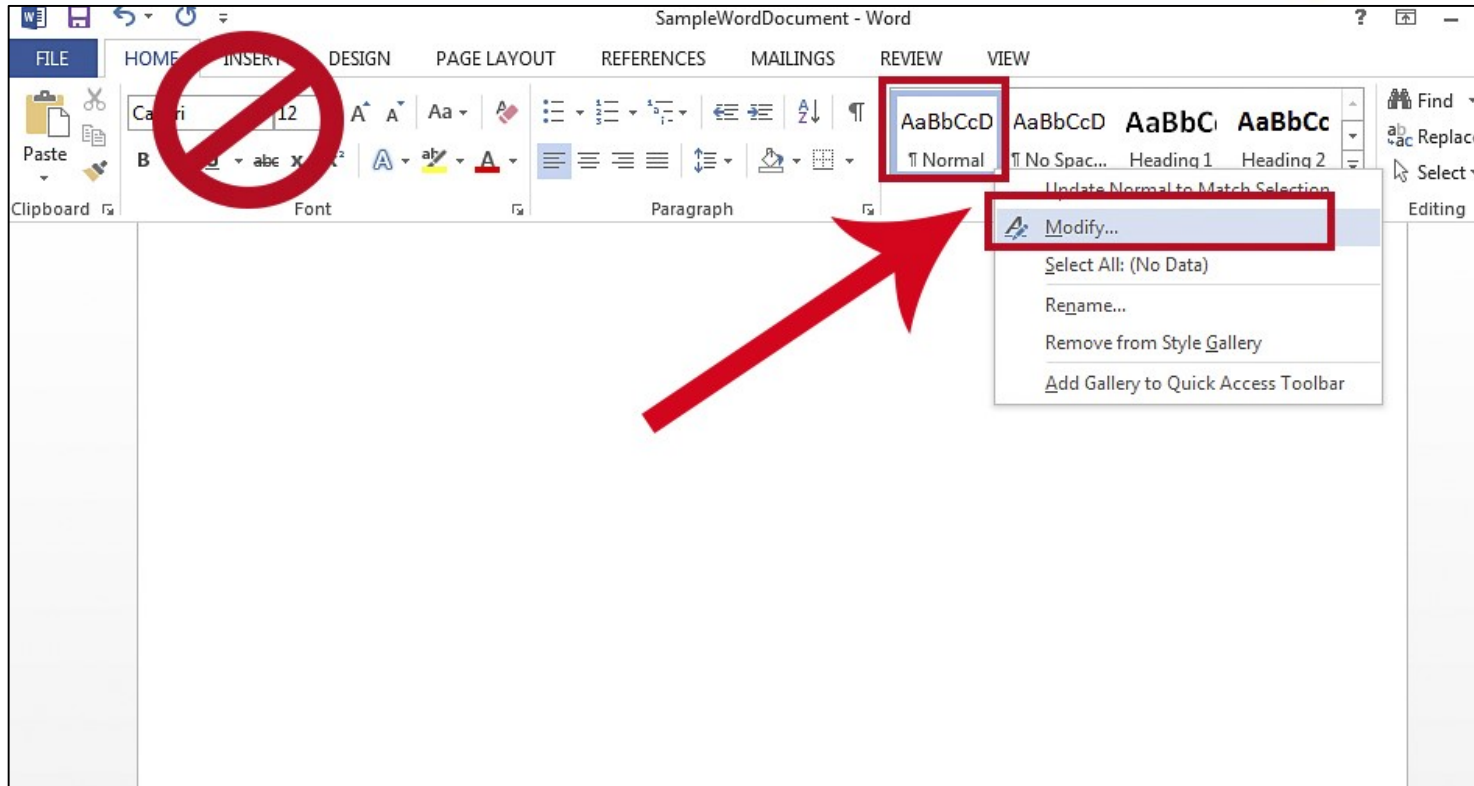


- U.S. Department of Health and Human Services (HHS)
- [General Office Document File - 508 Checklist](#)
 - Updated for *Revised* Section 508 and WCAG 2.0

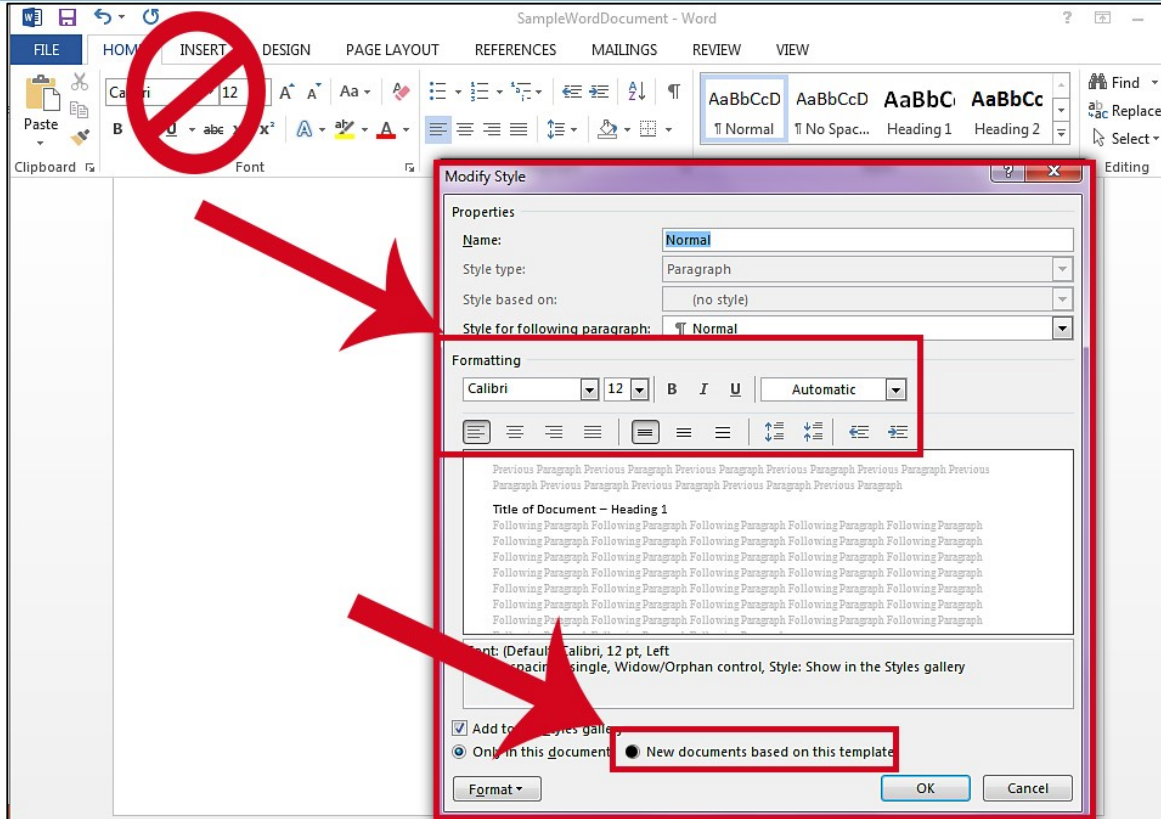
2) Readability

- **Divide large blocks of text into smaller sections**
- **Avoid overly complex sentences**
- **Provide adequate whitespace**
- **Use line or paragraph spacing** (avoid Enter/Return for “blank” space)
- **Sans-serif font** (Arial, Calibri, Tahoma, Verdana, etc.)
- **Font size between 12-18pt**

Styles – Normal, Modify



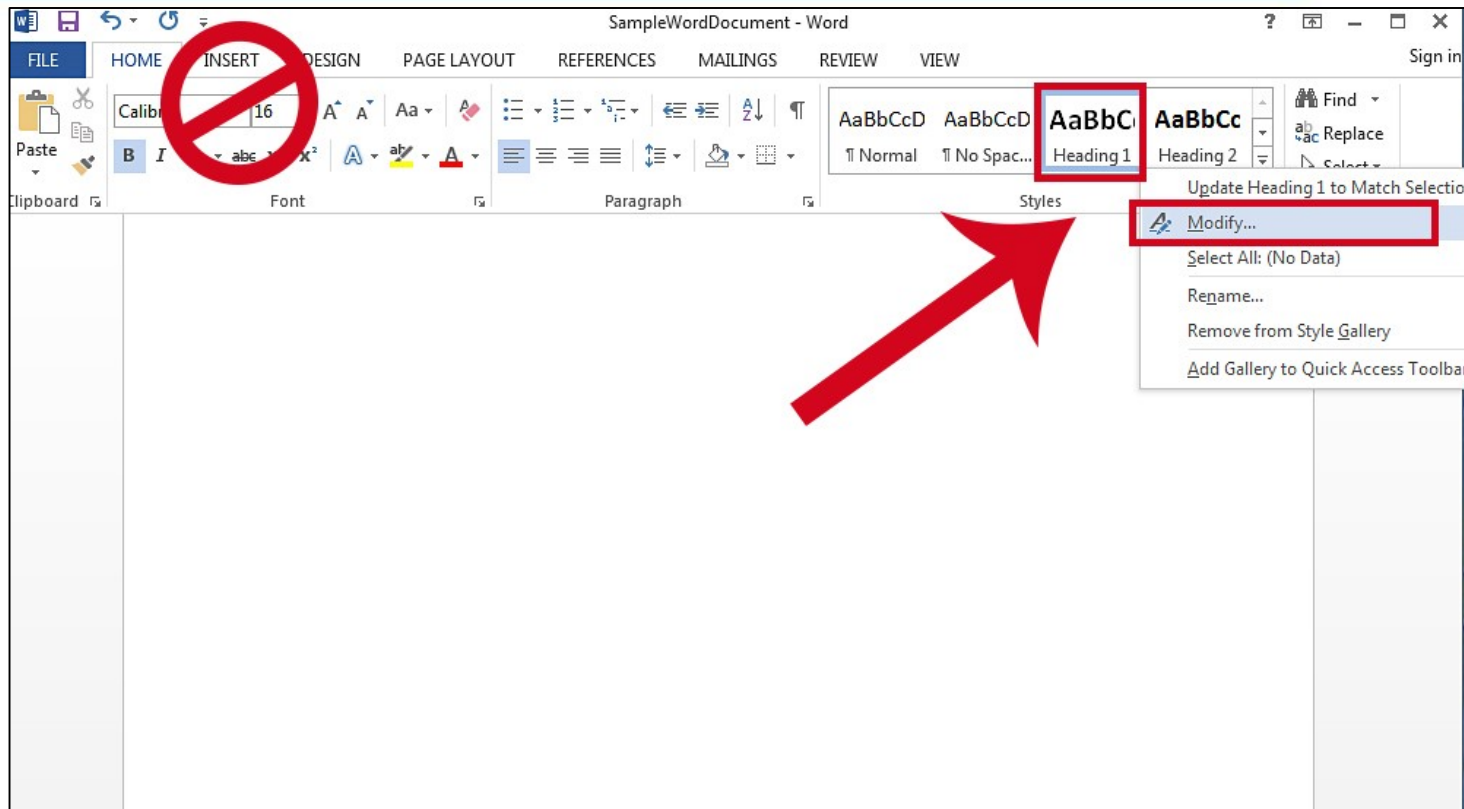
Normal - Modify Style



3) Headings

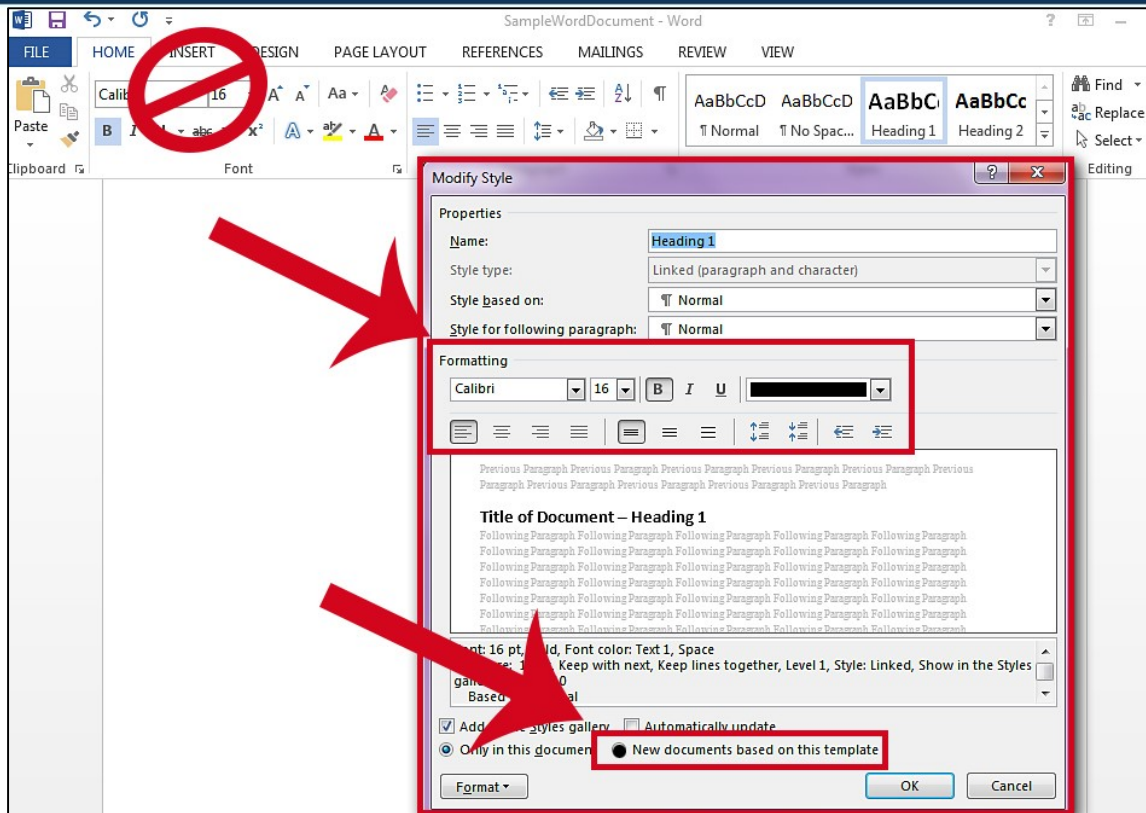
- Use proper Heading Structure and Hierarchy
- Heading Styles (Heading 1 through Heading 6)
 - Heading 1 for Document Title
 - Heading 2 for *all* Section Titles
 - Heading 3 for *all* Sub-section Titles
 - etc.
- *Modify ALL Heading Styles before first use!*

Heading 1 - Modify



Heading 1 – Modify Style

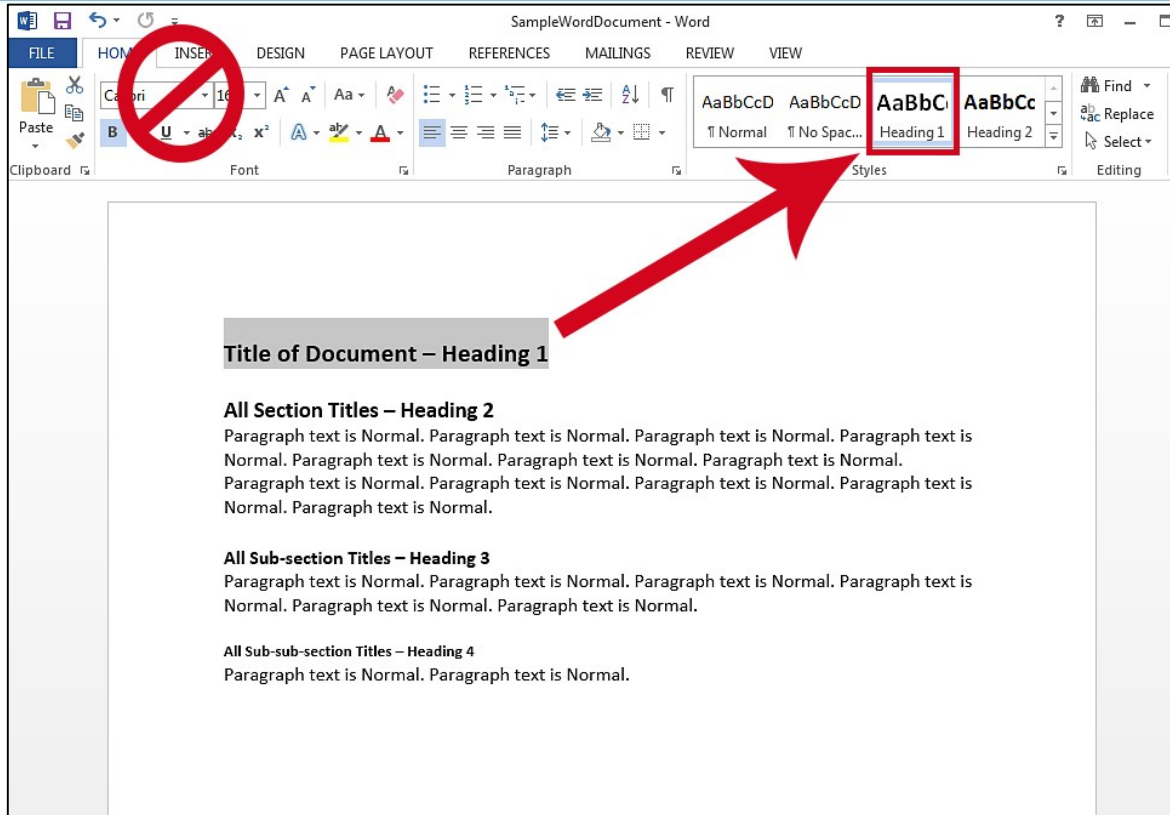
(repeat for Headings 2 through 6)



The screenshot shows the Microsoft Word interface with the 'Modify Style' dialog box open for 'Heading 1'. The 'HOME' tab is selected, and the 'Font' group is visible. A red circle with a diagonal slash is drawn over the font settings in the ribbon. The 'Modify Style' dialog box has a red border and contains the following elements:

- Properties:**
 - Name: Heading 1
 - Style type: Linked (paragraph and character)
 - Style based on: Normal
 - Style for following paragraph: Normal
- Formatting:**
 - Font: Calibri
 - Size: 16
 - Buttons for Bold (B), Italic (I), Underline (U), and a color selection box.
 - Paragraph alignment and spacing icons.
- Preview:** A preview of the heading style applied to the text 'Title of Document – Heading 1'.
- Options:**
 - Font size: 16 pt, Bold, Font color: Text 1, Space
 - Keep with next, Keep lines together, Level 1, Style: Linked, Show in the Styles gallery
 - Based on: Normal
 - Add to styles gallery Automatically update
 - Only in this document New documents based on this template
- Buttons:** Format, OK, Cancel

Apply Heading 1 to Document Title



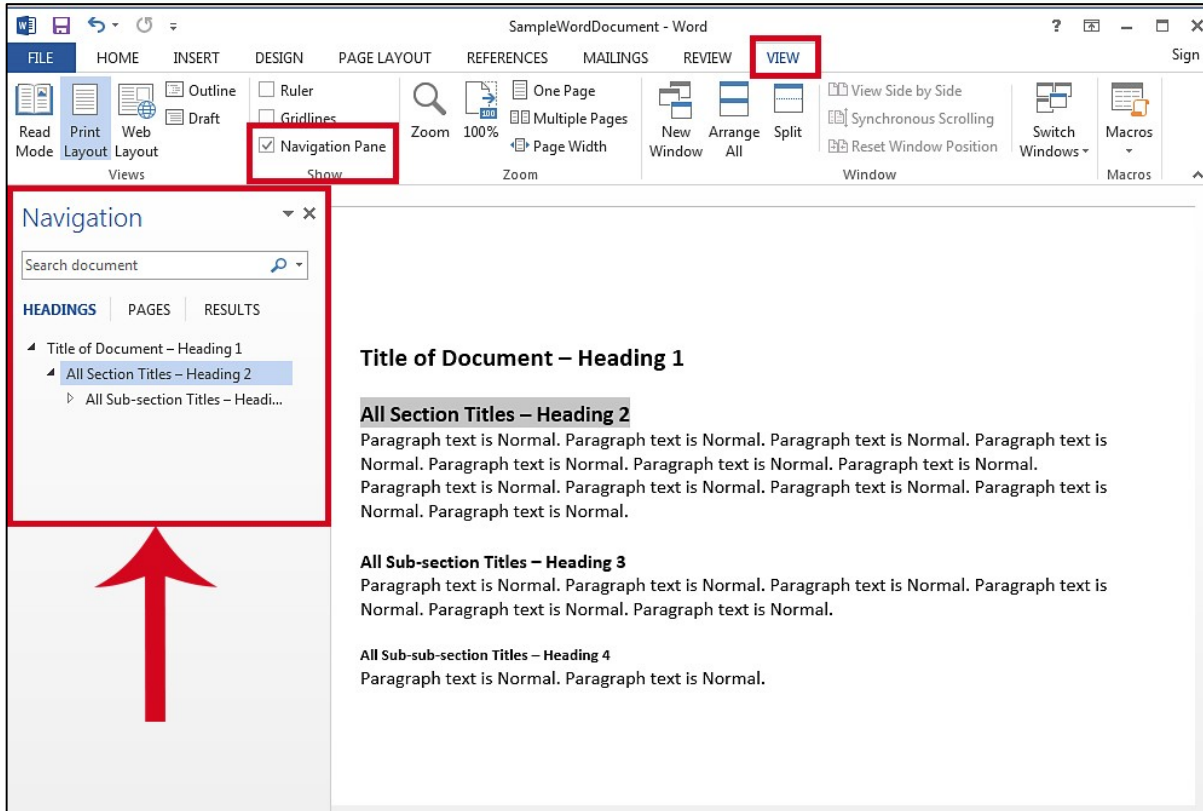
The screenshot shows the Microsoft Word interface with the following elements:

- File Name:** SampleWordDocument - Word
- Tab:** INSERT (circled in red with a diagonal line through it)
- Font Group:** Font face (Calibri), size (10), bold (B), italic (I), underline (U), text color (A), background color (A), and font style (AaBbCcD).
- Paragraph Group:** Bulleted list, numbered list, decrease indent, increase indent, left-align, center-align, right-align, justify, and link/unlink.
- Styles Group:** Normal, No Spacing, **Heading 1** (highlighted with a red box and a red arrow pointing to the document title), and Heading 2.
- Editing Group:** Find, Replace, and Select.

The document content includes:

- Title of Document – Heading 1** (highlighted with a grey background)
- All Section Titles – Heading 2**
Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.
- All Sub-section Titles – Heading 3**
Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.
- All Sub-sub-section Titles – Heading 4**
Paragraph text is Normal. Paragraph text is Normal.

View - Navigation Pane



The screenshot shows the Microsoft Word interface with the 'VIEW' tab selected in the ribbon. The 'Navigation Pane' checkbox is checked and highlighted with a red box. The Navigation Pane is open on the left side, showing a search bar and a tree view of document headings. A red arrow points from the bottom of the Navigation Pane towards the main document content.

Navigation Pane:

- Search document
- HEADINGS | PAGES | RESULTS
- Title of Document – Heading 1
 - All Section Titles – Heading 2
 - All Sub-section Titles – Headi...

Main Document Content:

Title of Document – Heading 1

All Section Titles – Heading 2

Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.

All Sub-section Titles – Heading 3

Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.

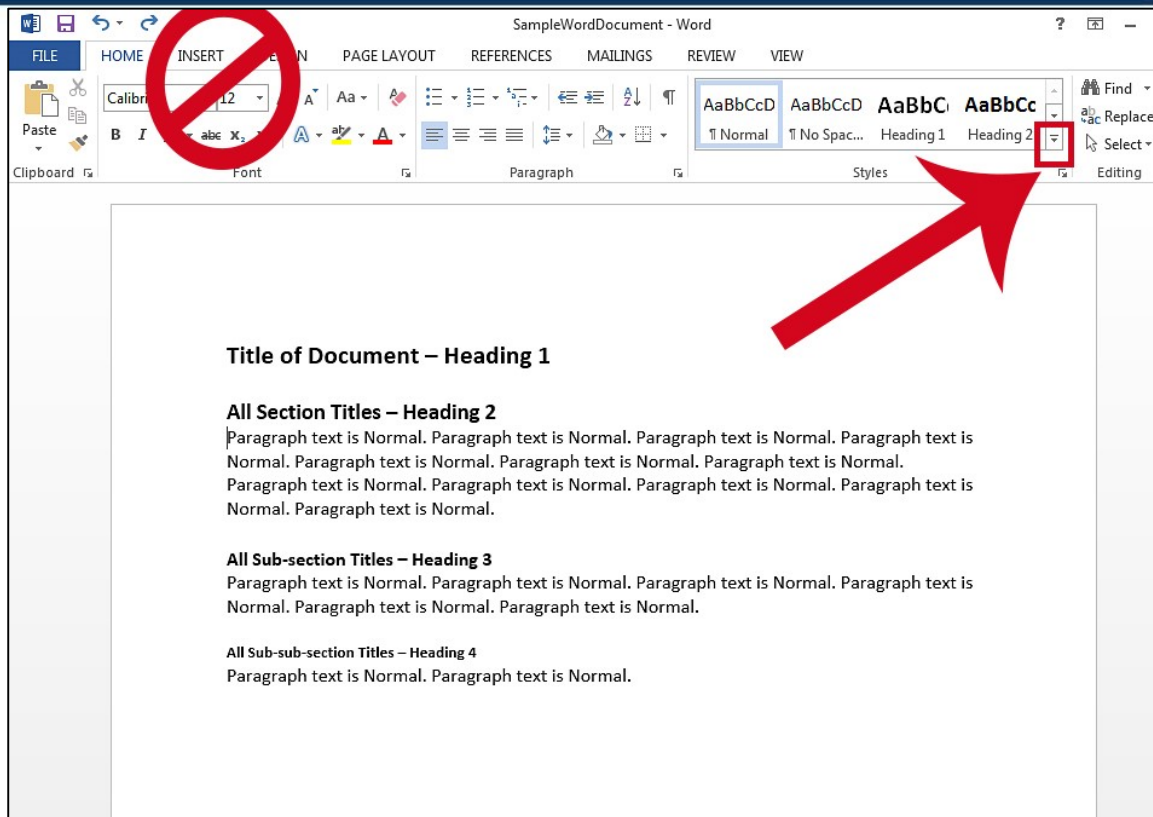
All Sub-sub-section Titles – Heading 4

Paragraph text is Normal. Paragraph text is Normal.

Additional Styles

- **Emphasis (*instead of Italics*)**
- **Strong (*instead of Bold*)**

Expand Styles Menu



SampleWordDocument - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Clipboard Font Paragraph Styles Editing

Find Replace Select

Normal No Spac... Heading 1 Heading 2

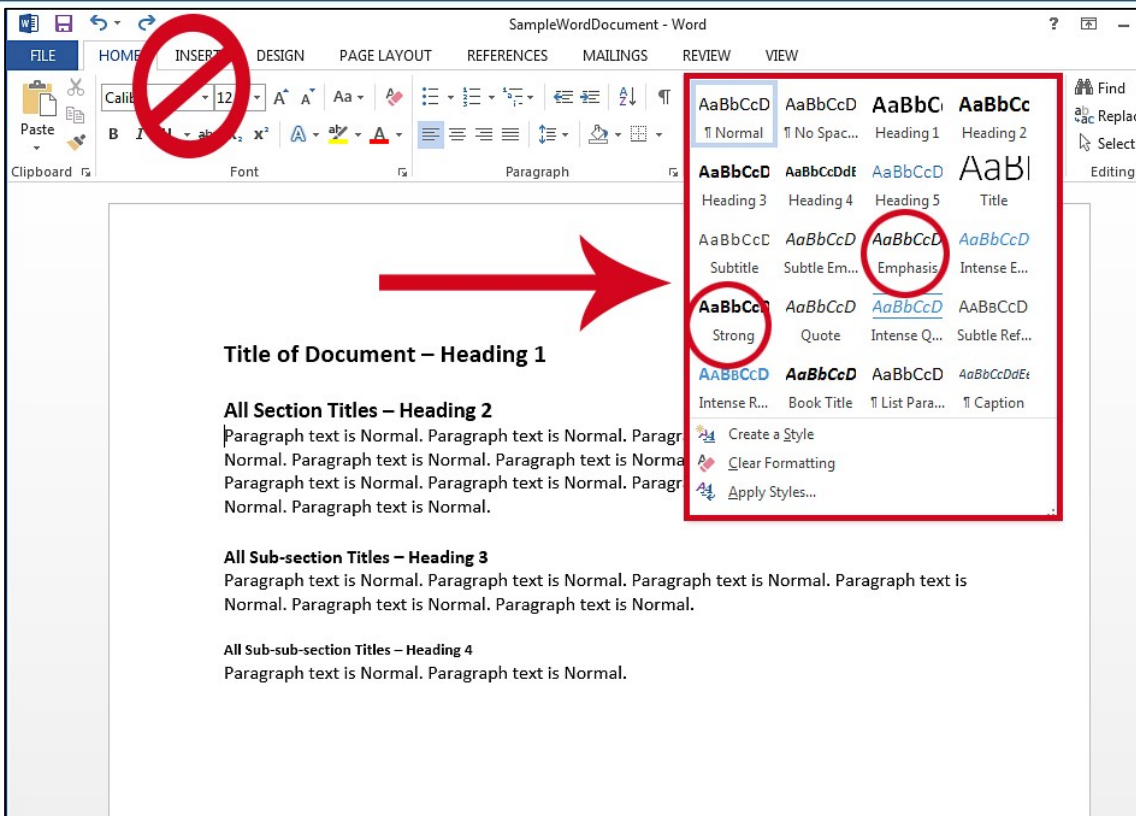
Title of Document – Heading 1

All Section Titles – Heading 2
Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.

All Sub-section Titles – Heading 3
Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.

All Sub-sub-section Titles – Heading 4
Paragraph text is Normal. Paragraph text is Normal.

Emphasis and Strong



SampleWordDocument - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Clipboard Font Paragraph

Find Replace Select Editing

Title of Document – Heading 1

All Section Titles – Heading 2
Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.

All Sub-section Titles – Heading 3
Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.

All Sub-sub-section Titles – Heading 4
Paragraph text is Normal. Paragraph text is Normal.

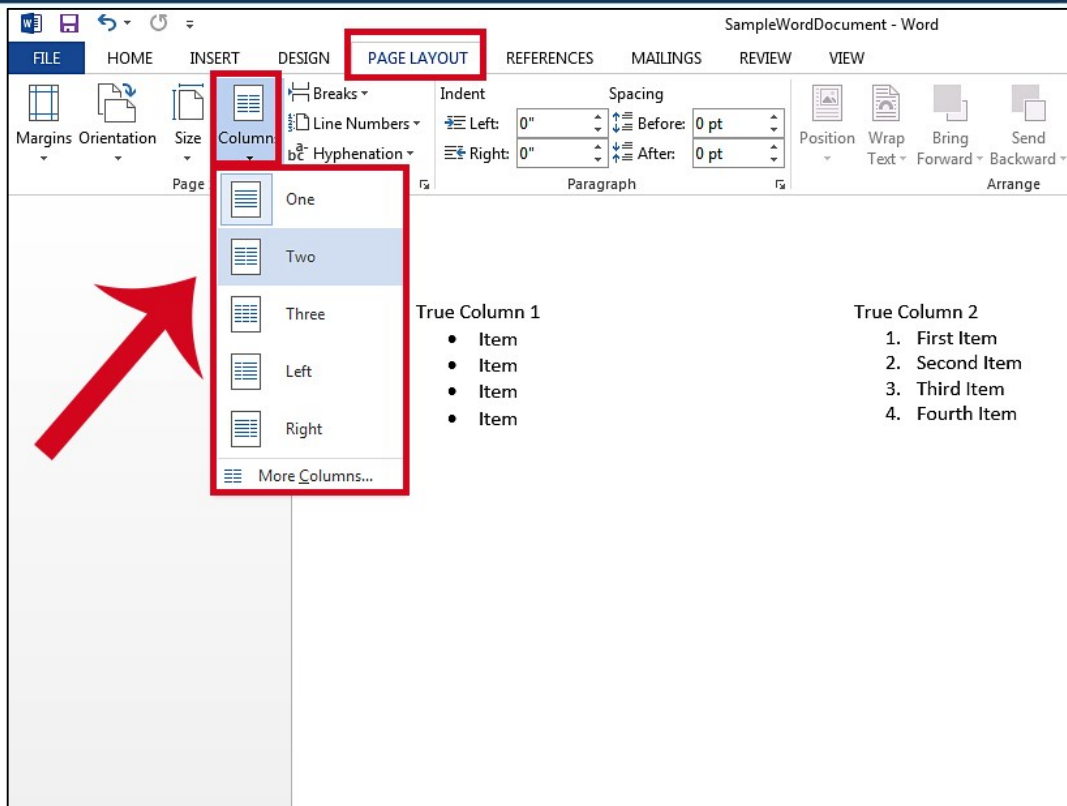
Style Gallery:

- Normal
- No Spacing
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Title
- Subtitle
- Subtle Emphasis
- Emphasis**
- Intense Emphasis
- Strong**
- Quote
- Intense Quote
- Subtle Reference
- Intense Reference
- Book Title
- List Paragraph
- Caption

4) True Columns and True Lists

- **Use Word's built-in functionality to create:**
 - True Columns
 - True Lists
 - Bulleted List (order of list items does not matter)
 - Numbered List (order of list items does matter)
- **Avoid**
 - Spacebar, tab, enter
 - Only create “visual appearance” of columns and lists, but not accessible structure

Page Layout - Columns



SampleWordDocument - Word

FILE HOME INSERT DESIGN **PAGE LAYOUT** REFERENCES MAILINGS REVIEW VIEW

Margins Orientation Size **Column** Breaks > Line Numbers > Hyphenation >

Page

One
Two
Three
Left
Right
More Columns...

Indent Spacing
Left: 0" Before: 0 pt
Right: 0" After: 0 pt

Paragraph

Position Wrap Bring Send
Text Forward Backward
Arrange

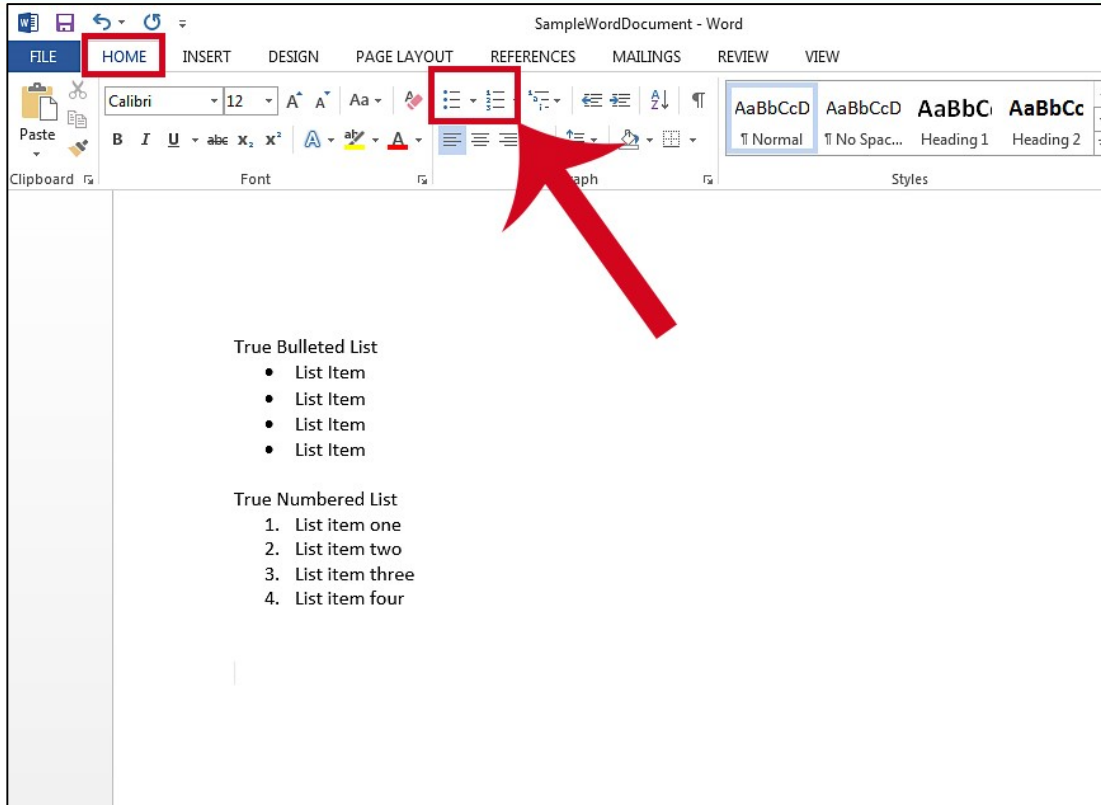
True Column 1

- Item
- Item
- Item
- Item

True Column 2

1. First Item
2. Second Item
3. Third Item
4. Fourth Item

Home - Bulleted and Numbered Lists



The screenshot shows the Microsoft Word interface with the Home tab selected. The ribbon includes options for Font, Paragraph, and Styles. A red box highlights the 'HOME' tab, and another red box highlights the list creation icons (bulleted and numbered list symbols). A large red arrow points to these icons. Below the ribbon, two examples of lists are shown:

True Bulleted List

- List Item
- List Item
- List Item
- List Item

True Numbered List

1. List item one
2. List item two
3. List item three
4. List item four

5) Hyperlinks

- **Link text should**
 - make sense when read out of context
 - describe the destination (document name, website)
 - be unique for unique destinations
- **Avoid vague terms**
 - Click here
 - Email me
 - URL text <http://www.ugallo-b59-go2376c.html>

Assistive Technologies and Tools - Aggregate Hyperlinks

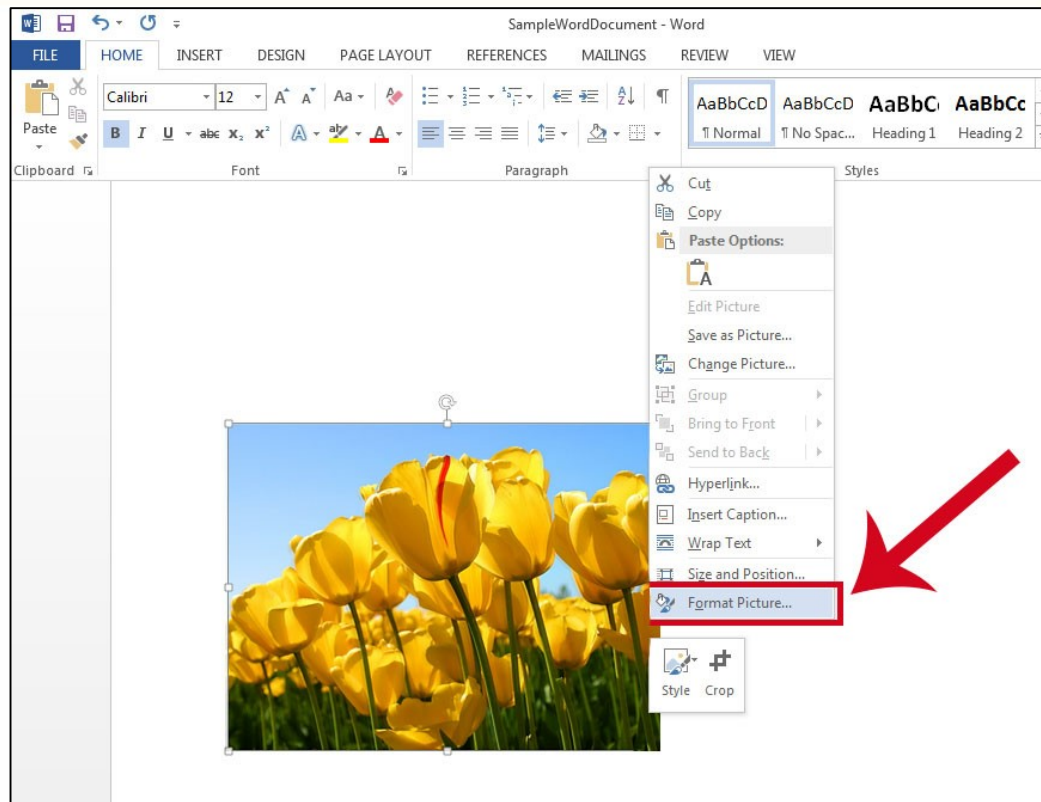


- **Not Accessible – vague and redundant**
 - Click Here
 - Assignment
 - Assignment
- **Accessible – descriptive and unique**
 - Student Disability Resource Center
 - Assignment 1 – Plants and Biology
 - Assignment 2 – Don't Bug Me

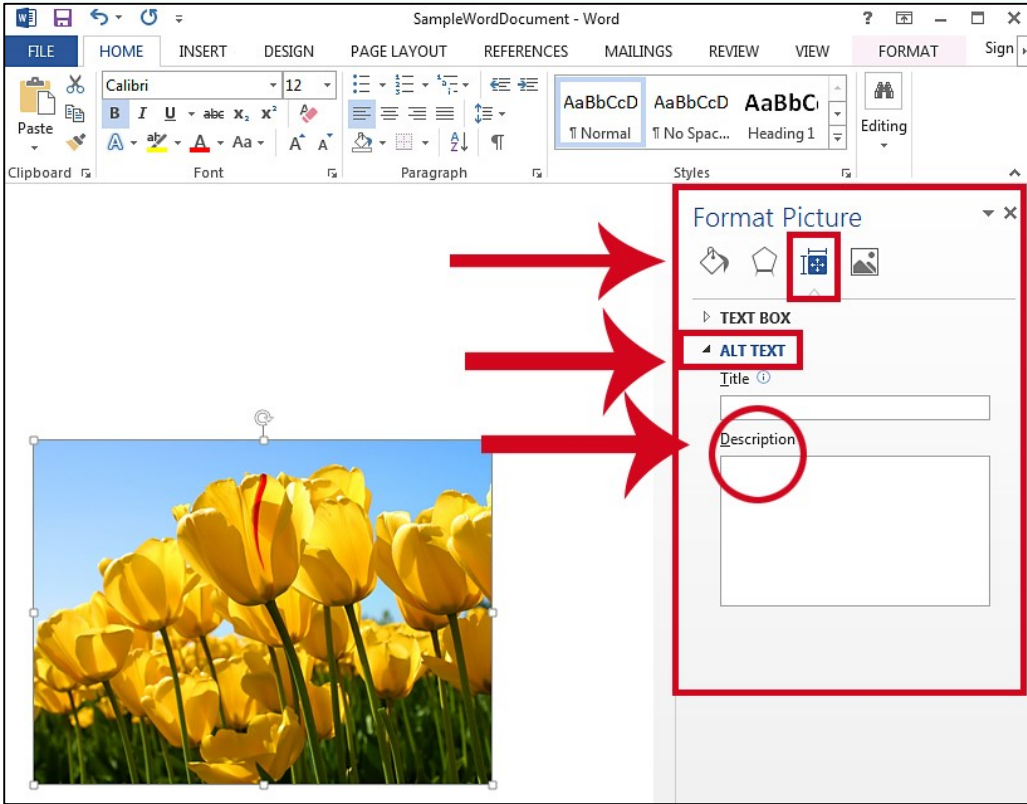
6) Alt Text

- **Text Alternative for Non-text Elements**
 - Image, Chart, Graph, etc.
- **Alt Text**
 - 120 characters or less
 - Conveys function, meaning or purpose of image
- **Long Description (in addition to Alt Text)**
 - Alt text alone insufficient to describe non-text element
 - Provide in surrounding text or link to separate accessible document

Word - Format Picture



Format Picture - Layout & Properties, Alt Text (*Description*)

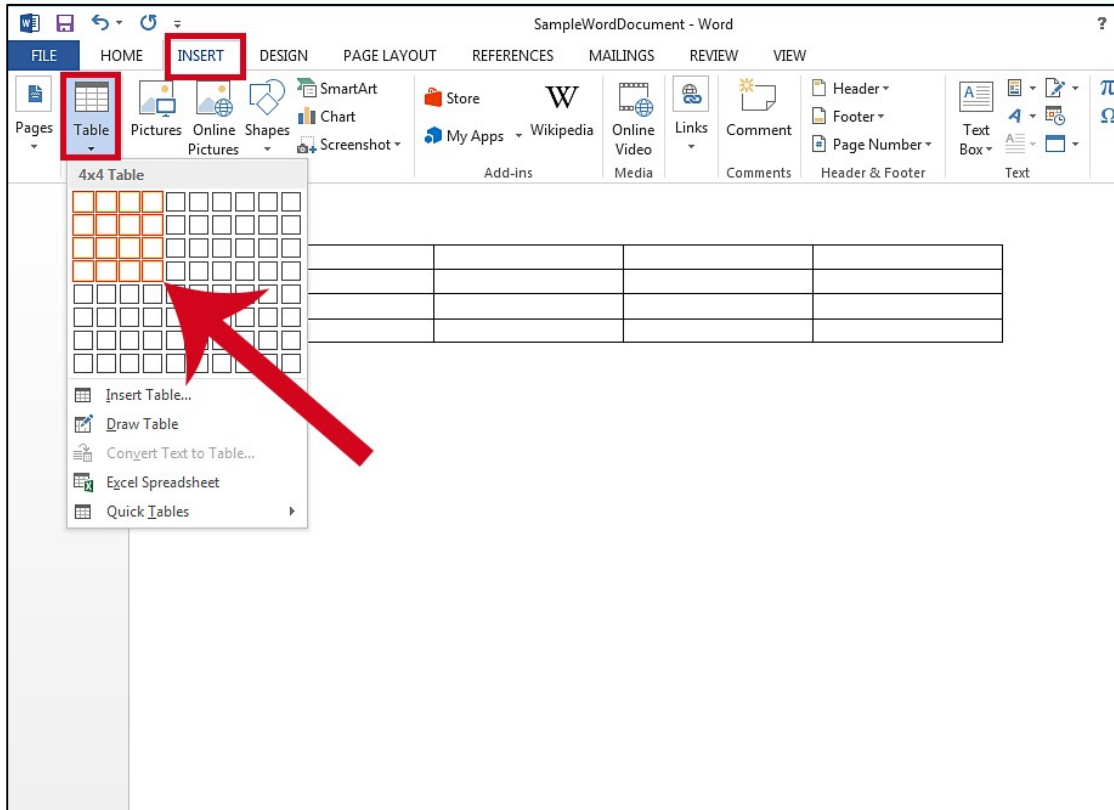


The screenshot displays the Microsoft Word interface with the 'Format Picture' task pane open on the right. The task pane is divided into sections: 'TEXT BOX' and 'ALT TEXT'. The 'ALT TEXT' section is expanded, showing a 'Title' field and a 'Description' field. Three red arrows point from the image in the document to the task pane: one points to the 'Format Picture' title, one points to the 'ALT TEXT' section header, and one points to the 'Description' text box. The 'Description' text box is also circled in red. The main document area shows a photograph of yellow tulips.

7) True Tables

- **Use Word's built-in functionality to create true Tables**
 - Design table to read properly: top to bottom and left to right
 - Simple Data Tables only
- **General Formatting**
 - Provide Title (i.e. Caption) and Summary before the Table
 - Specify Header Row
 - Avoid blank or merged cells

Insert - Table



The screenshot displays the Microsoft Word interface with the 'INSERT' tab selected in the ribbon. The 'Table' icon in the ribbon is highlighted with a red box. A dropdown menu is open, showing a grid of table sizes. A red arrow points to the 4x4 grid option. Below the grid, the following options are listed:

- Insert Table...
- Draw Table
- Convert Text to Table...
- Excel Spreadsheet
- Quick Tables

In the background, a 4x4 table grid is visible on the document page.

Design - Header Row

SampleWordDocument - Word

TABLE TOOLS

DESIGN LAYOUT

Header Row First Column

Total Row Last Column

Banded Rows Banded Columns

Table Styles

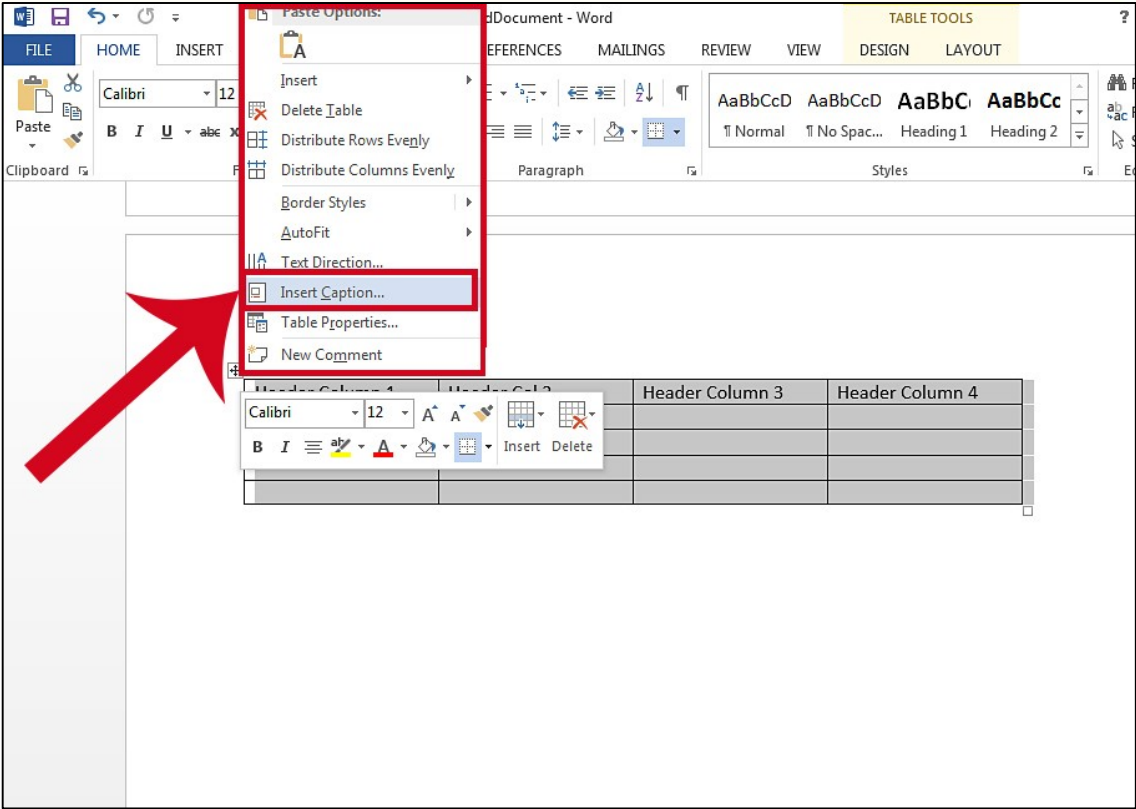
Shading

Border Styles

Pen Color

Header Column 1	Header Col 2	Header Column 3	Header Column 4

Table – Insert Caption

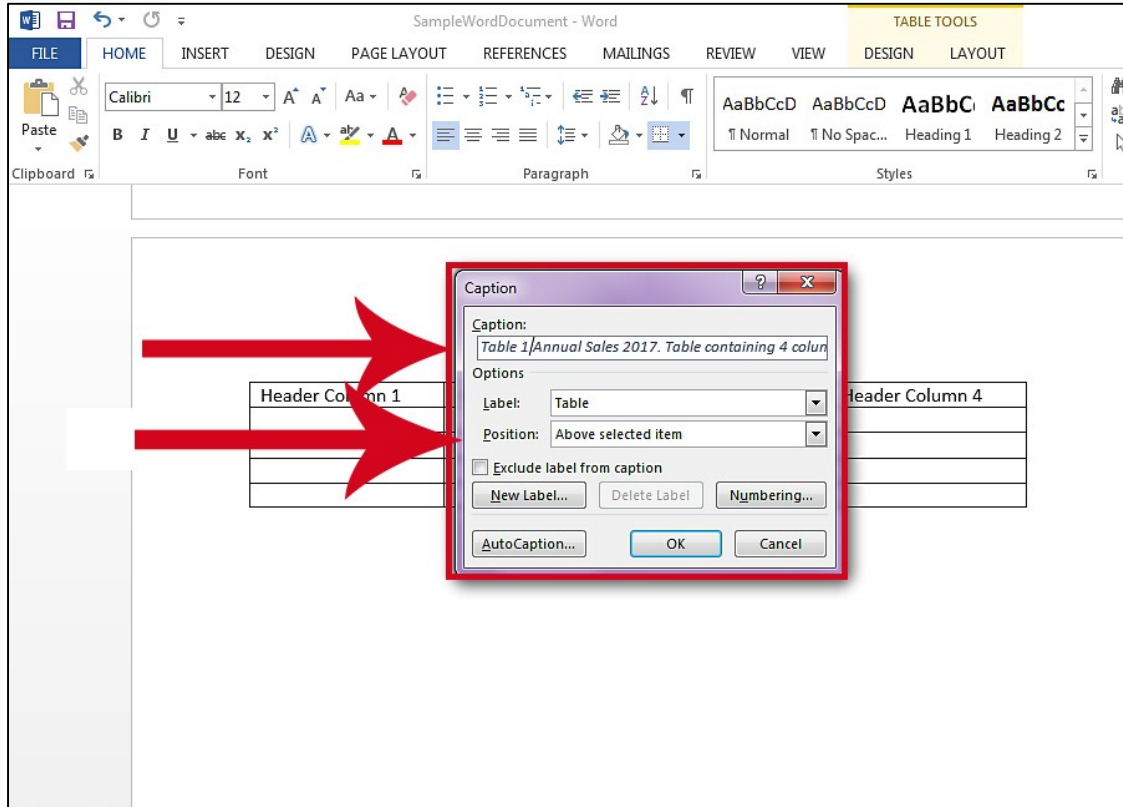


The screenshot shows the Microsoft Word interface with the 'TABLE TOOLS' ribbon active. The 'LAYOUT' tab is selected, and the 'Caption' group is visible. A context menu is open over a table, with the 'Insert Caption...' option highlighted. A red arrow points to the 'Insert Caption...' option.

The table structure is as follows:

Header Column 1	Header Column 2	Header Column 3	Header Column 4

Caption – Enter Caption Text



The screenshot shows the Microsoft Word interface with the 'Caption' dialog box open. The dialog box is titled 'Caption' and contains the following fields and options:

- Caption:** A text field containing the text 'Table 1 | Annual Sales 2017. Table containing 4 columns'.
- Options:**
 - Label:** A dropdown menu set to 'Table'.
 - Position:** A dropdown menu set to 'Above selected item'.
 - Exclude label from caption
- Buttons:** 'New Label...', 'Delete Label', 'Numbering...', 'AutoCaption...', 'OK', and 'Cancel'.

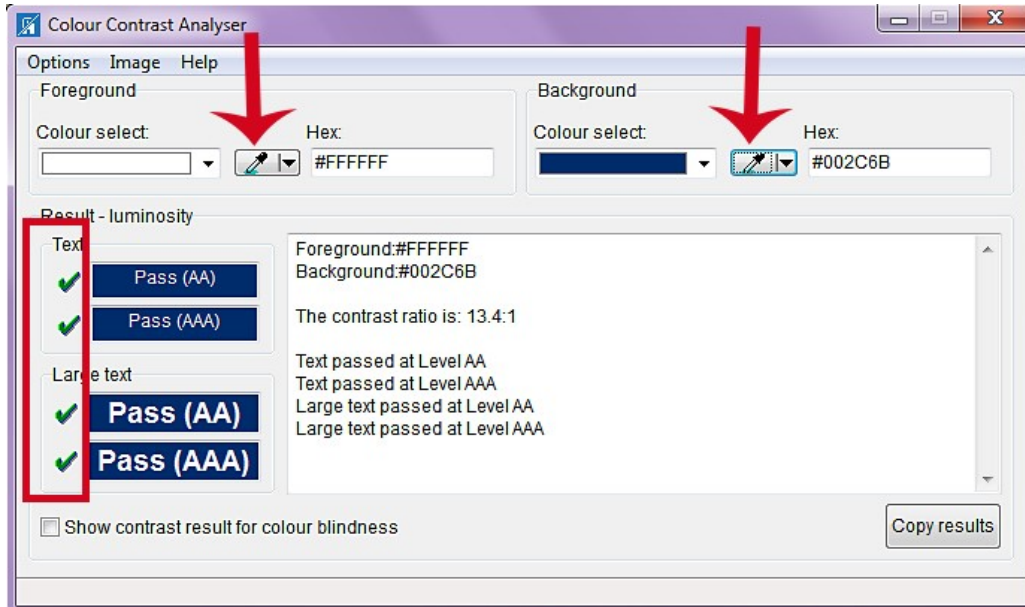
Two red arrows point to the 'Caption' text field and the 'Label' dropdown menu. The background shows a table with a header row containing 'Header Column 1' and 'Header Column 4'.

8) Color and Contrast

- Color is not the sole means of conveying important information (i.e. avoid *color-coding*)
- Sufficient contrast between foreground (text) color and background color
- Background color or design does not overpower text for documents, charts, graphs, tables, etc.
- Use the *Colour Contrast Analyser* to ensure accessible contrast

Colour Contrast Analyser

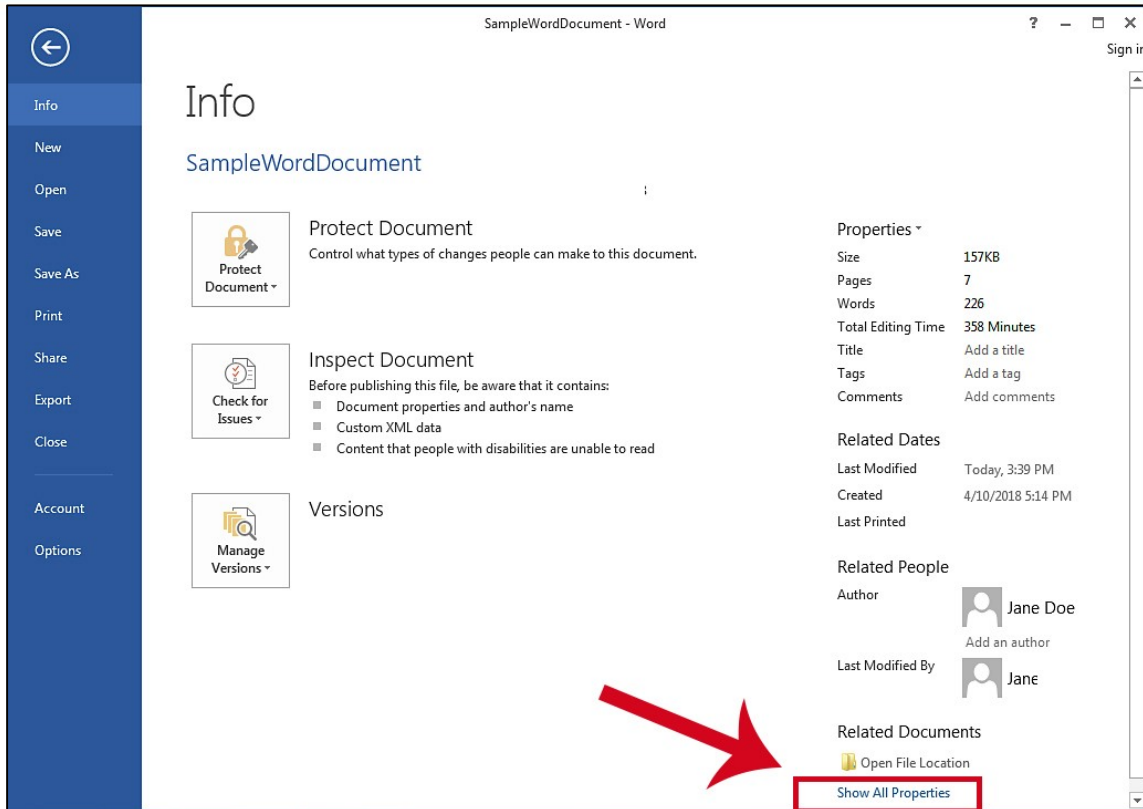
from The Paciello Group



9) File Properties in Word

- **Metadata describes contents of file (before opening)**
 - **Title**
 - **Tags**
 - **Subject**
 - **Author**

File – Properties, Show All Properties



The screenshot shows the 'File' menu in Microsoft Word, specifically the 'Info' tab. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is titled 'Info' and displays document details for 'SampleWordDocument'. It includes sections for 'Protect Document', 'Inspect Document', and 'Versions'. On the right, there are sections for 'Properties', 'Related Dates', 'Related People', and 'Related Documents'. A red arrow points to the 'Show All Properties' link at the bottom of the 'Related Documents' section, which is highlighted with a red box.

SampleWordDocument - Word

Info

SampleWordDocument

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:

- Document properties and author's name
- Custom XML data
- Content that people with disabilities are unable to read

Versions

Properties

Size	157KB
Pages	7
Words	226
Total Editing Time	358 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 3:39 PM
Created	4/10/2018 5:14 PM
Last Printed	

Related People

Author: Jane Doe
Add an author

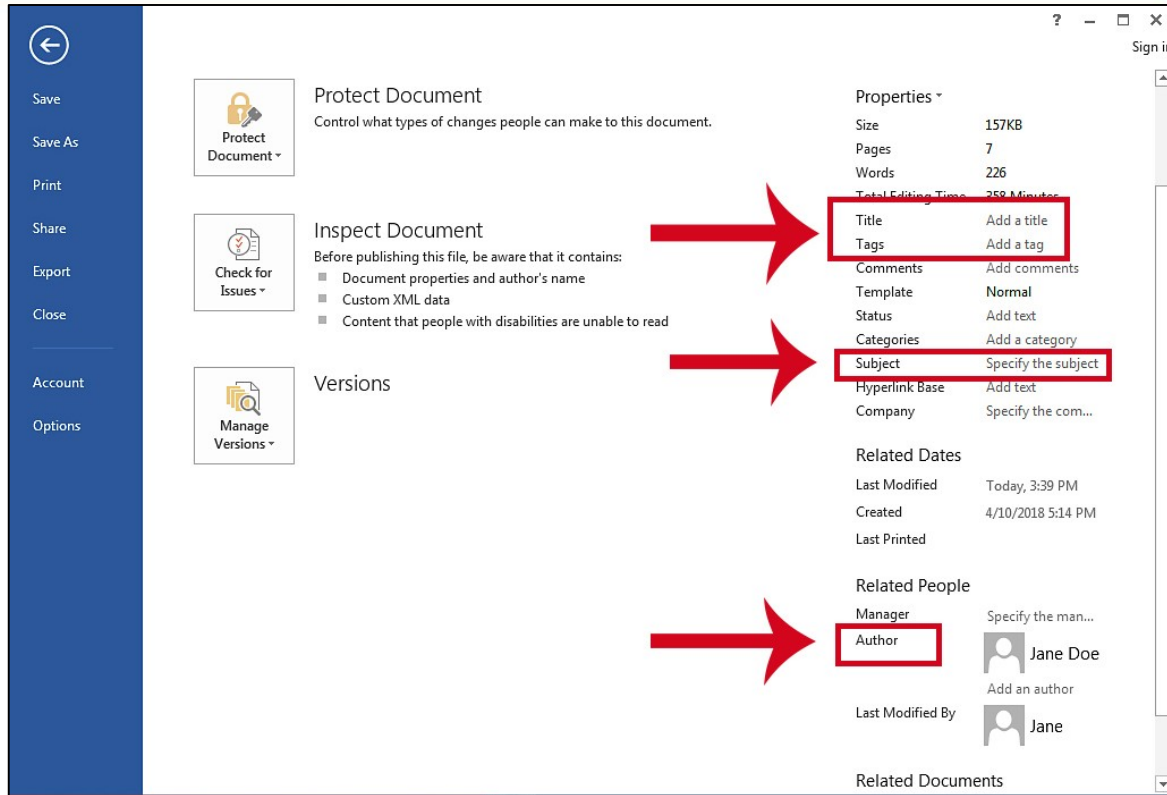
Last Modified By: Jane

Related Documents

Open File Location

Show All Properties

Word: Title, Tags, Subject, Author



The screenshot displays the Microsoft Word interface with the 'Properties' pane open on the right. The 'Inspect Document' section on the left is highlighted with a red arrow pointing to the 'Title' and 'Tags' fields in the 'Properties' pane. The 'Subject' field is also highlighted with a red arrow. The 'Author' field in the 'Related People' section is highlighted with a red arrow. The 'Properties' pane shows the following information:

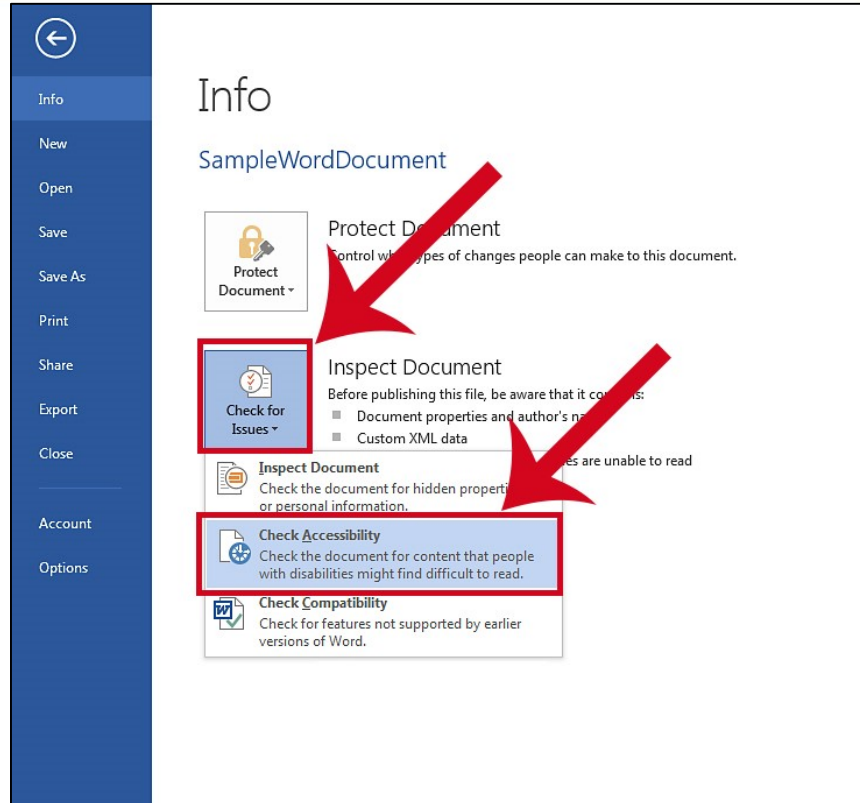
Properties	
Size	157KB
Pages	7
Words	226
Total Editing Time	258 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	Normal
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Specify the com...
Related Dates	
Last Modified	Today, 3:39 PM
Created	4/10/2018 5:14 PM
Last Printed	
Related People	
Manager	Specify the man...
Author	Jane Doe
Add an author	
Last Modified By	Jane
Related Documents	

10) Accessibility Checker - Word



- ***Always* use Word's built-in Accessibility Checker**
 - **Repair Errors, Warnings and Tips**

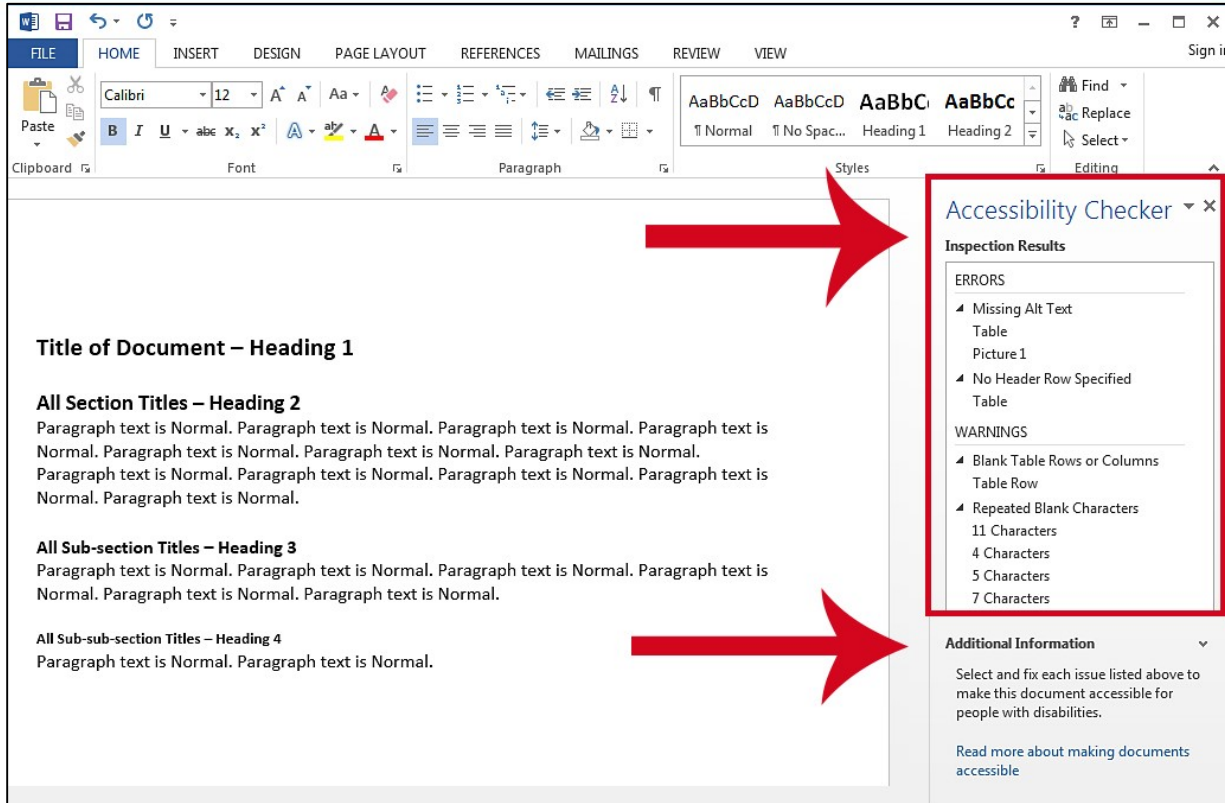
File – Check for Issues, Check Accessibility



The screenshot shows the 'Info' pane in Microsoft Word for a document named 'SampleWordDocument'. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area displays several document management options:

- Protect Document**: Control what types of changes people can make to this document.
- Check for Issues**: A red box highlights this option, with a red arrow pointing to it.
- Inspect Document**: Before publishing this file, be aware that it contains:
 - Document properties and author's name
 - Custom XML dataA red arrow points to this section.
- Inspect Document**: Check the document for hidden properties or personal information. (This is a sub-section of the previous 'Inspect Document' option).
- Check Accessibility**: Check the document for content that people with disabilities might find difficult to read. A red box highlights this option, with a red arrow pointing to it.
- Check Compatibility**: Check for features not supported by earlier versions of Word.

Accessibility Checker – Repair all Errors, Warnings and Tips



The screenshot shows the Microsoft Word interface with the Accessibility Checker pane open on the right. The document content includes:

- Title of Document – Heading 1**
- All Section Titles – Heading 2**
Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.
- All Sub-section Titles – Heading 3**
Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal. Paragraph text is Normal.
- All Sub-sub-section Titles – Heading 4**
Paragraph text is Normal. Paragraph text is Normal.

The Accessibility Checker pane displays the following results:

- Inspection Results**
- ERRORS**
 - Missing Alt Text
 - Table
 - Picture 1
 - No Header Row Specified
 - Table
- WARNINGS**
 - Blank Table Rows or Columns
 - Table Row
 - Repeated Blank Characters
 - 11 Characters
 - 4 Characters
 - 5 Characters
 - 7 Characters
- Additional Information**
 - Select and fix each issue listed above to make this document accessible for people with disabilities.
 - [Read more about making documents accessible](#)



Basics of Accessible *PowerPoint*

1) Review PowerPoint File against *New* HHS 508 Checklist

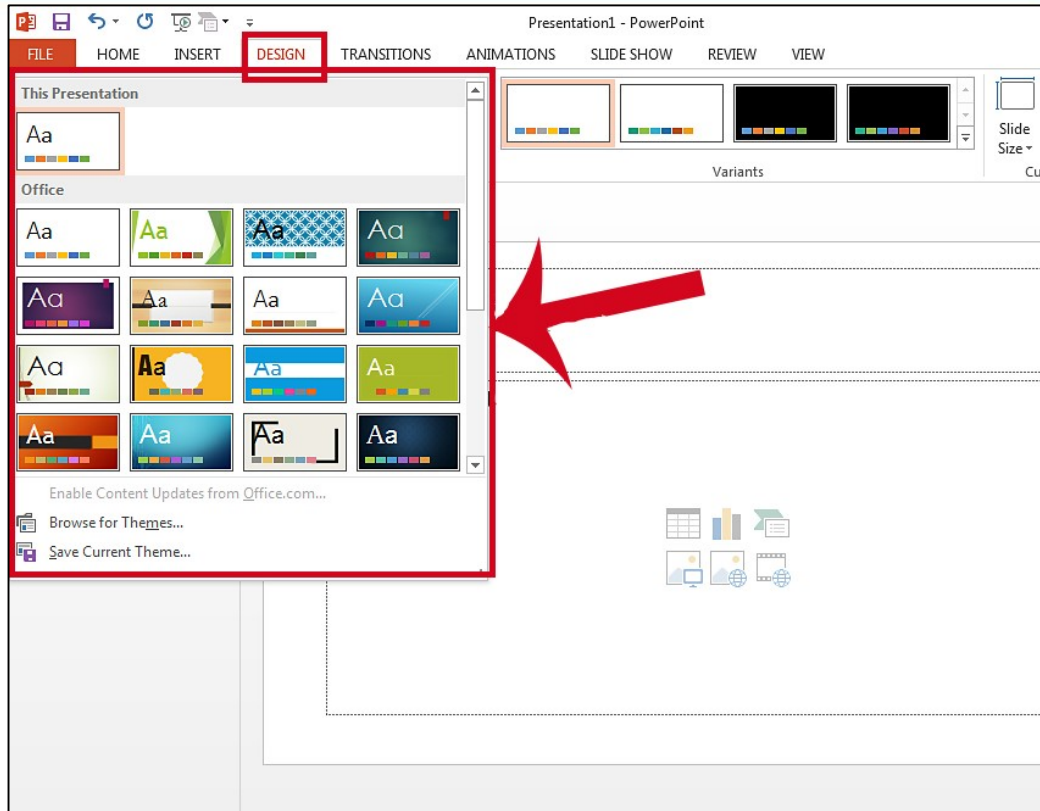


- U.S. Department of Health and Human Services (HHS)
- [General Office Document File - 508 Checklist](#)
 - Updated for *Revised* Section 508 and WCAG 2.0

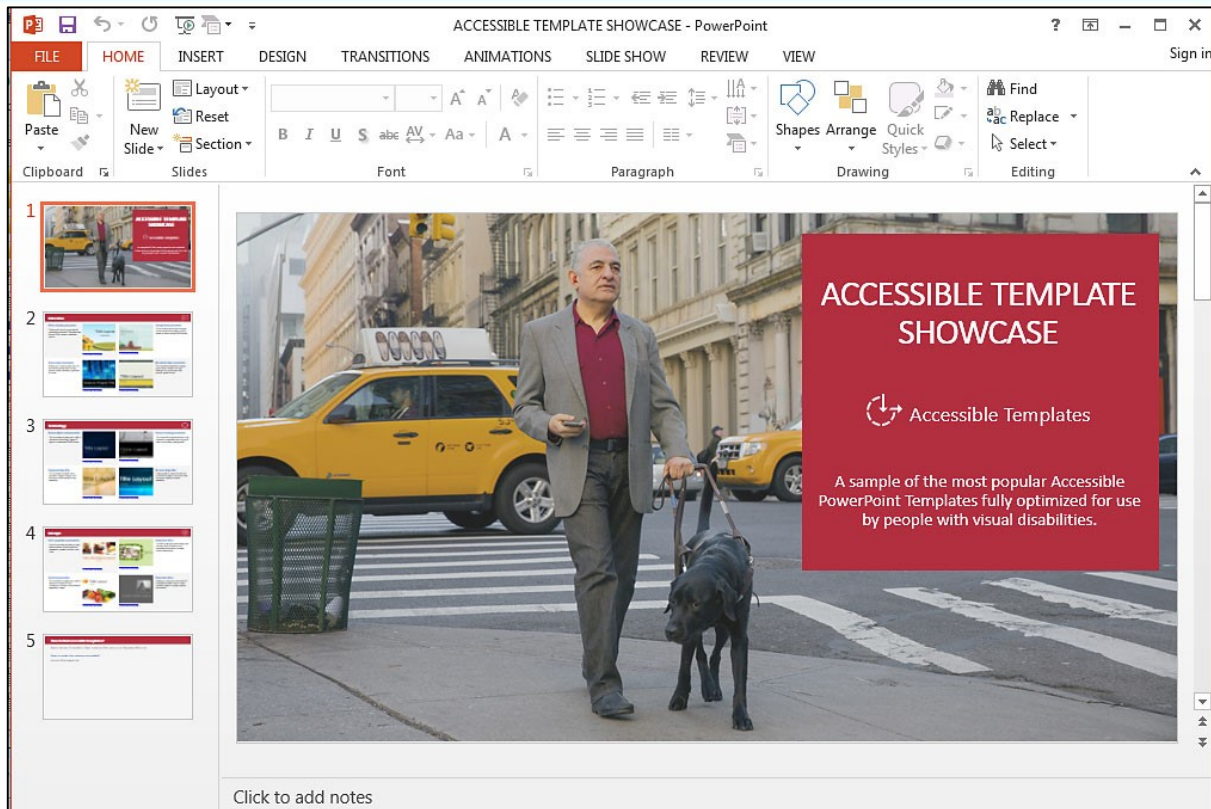
2) Slide Design

- **Simple Themes**
- **Solid Colors**
- **Avoid Themes with drop shadows on design, colors or text**

Slide Designs - May not be accessible




Microsoft - Accessible Template Showcase (Check color contrast, etc.)



The screenshot displays the Microsoft PowerPoint interface. The title bar reads "ACCESSIBLE TEMPLATE SHOWCASE - PowerPoint". The ribbon is set to the "HOME" tab, showing options for Clipboard, Slides, Font, Paragraph, Drawing, and Editing. The main slide area features a background image of a man in a grey blazer and red shirt walking a black dog on a leash across a city street with yellow taxis. A red rectangular overlay on the right side of the slide contains the following text:

**ACCESSIBLE TEMPLATE
SHOWCASE**

 Accessible Templates

A sample of the most popular Accessible PowerPoint Templates fully optimized for use by people with visual disabilities.

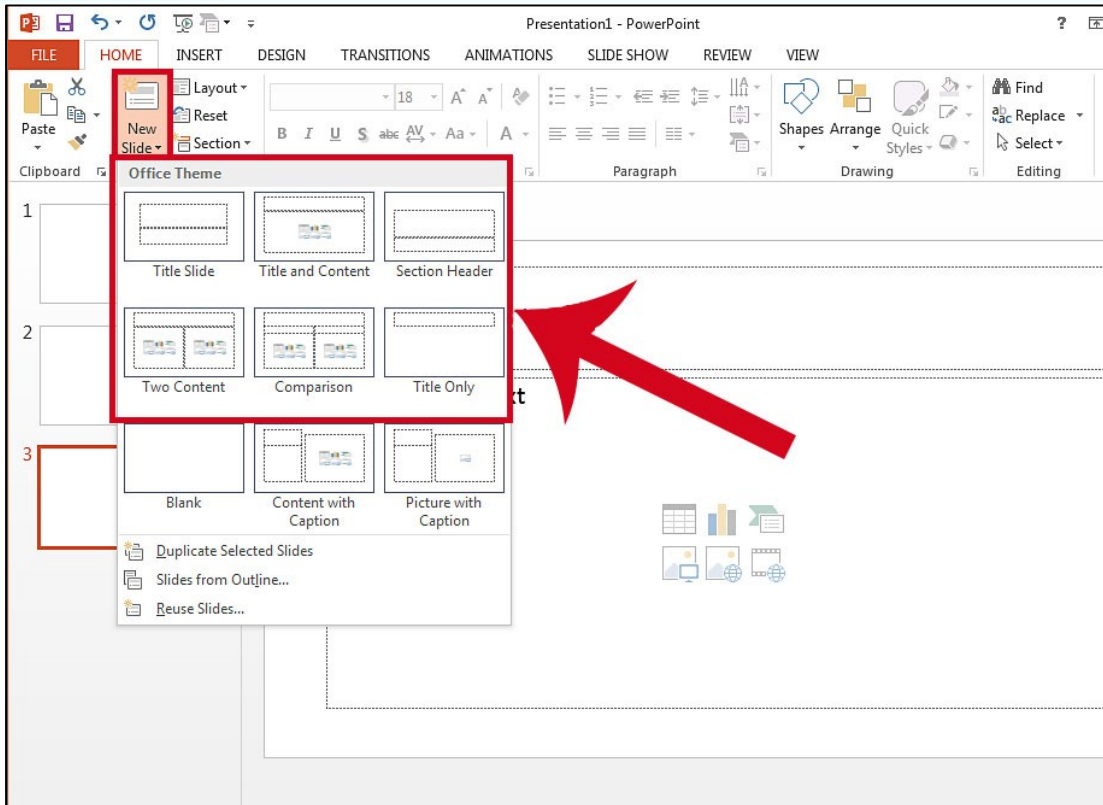
At the bottom of the slide, there is a text box that says "Click to add notes".

3) Slide Layout

- **Pre-defined Slide Layouts**
- **Only Slides with Title**
- **Default bulleted and numbered lists**
- **Avoid Text Boxes**



Home – New Slide (with Title)



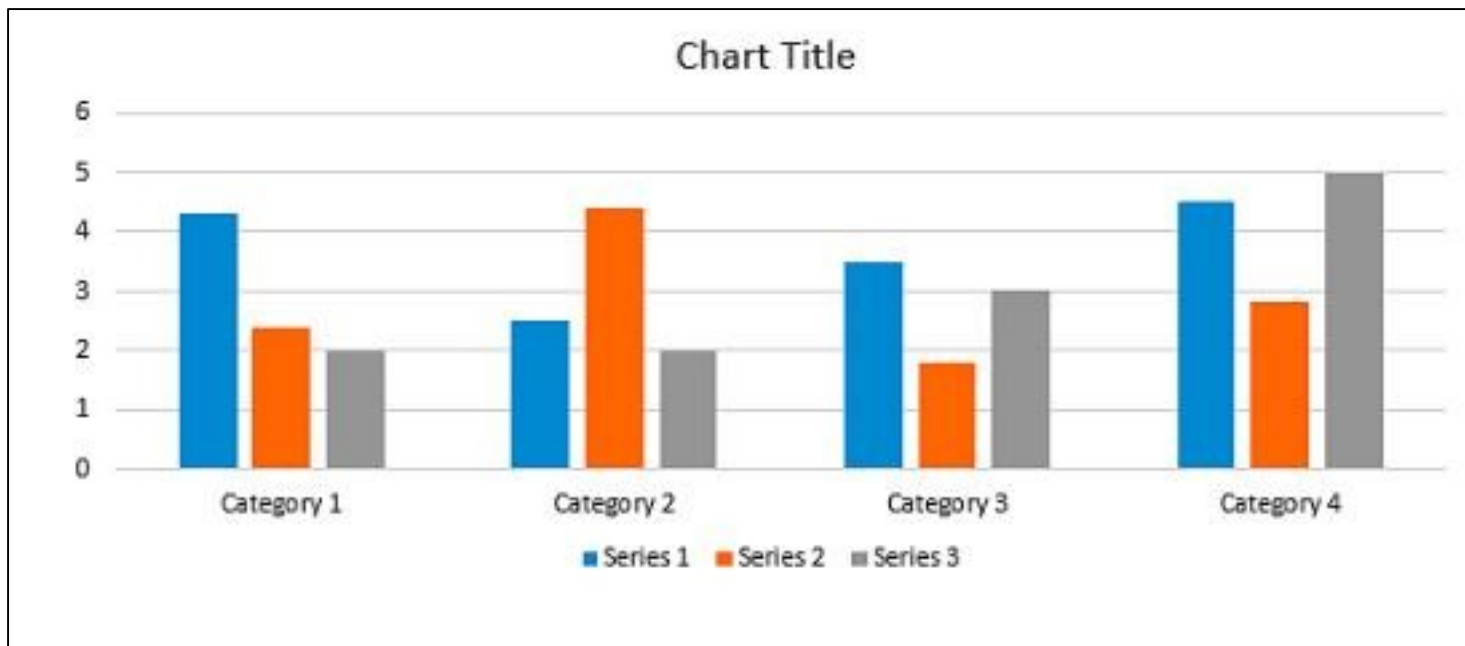
4) Readability

- **Slide Titles are meaningful and unique**
- **Sans-serif Font (Arial, Calibri, Tahoma, Verdana, etc.)**
- **Bold Text**
- **Maximum 6-8 lines of text per slide**
- **Tables, Charts and Graphs on own slide**
- **Avoid Transitions and Animations**

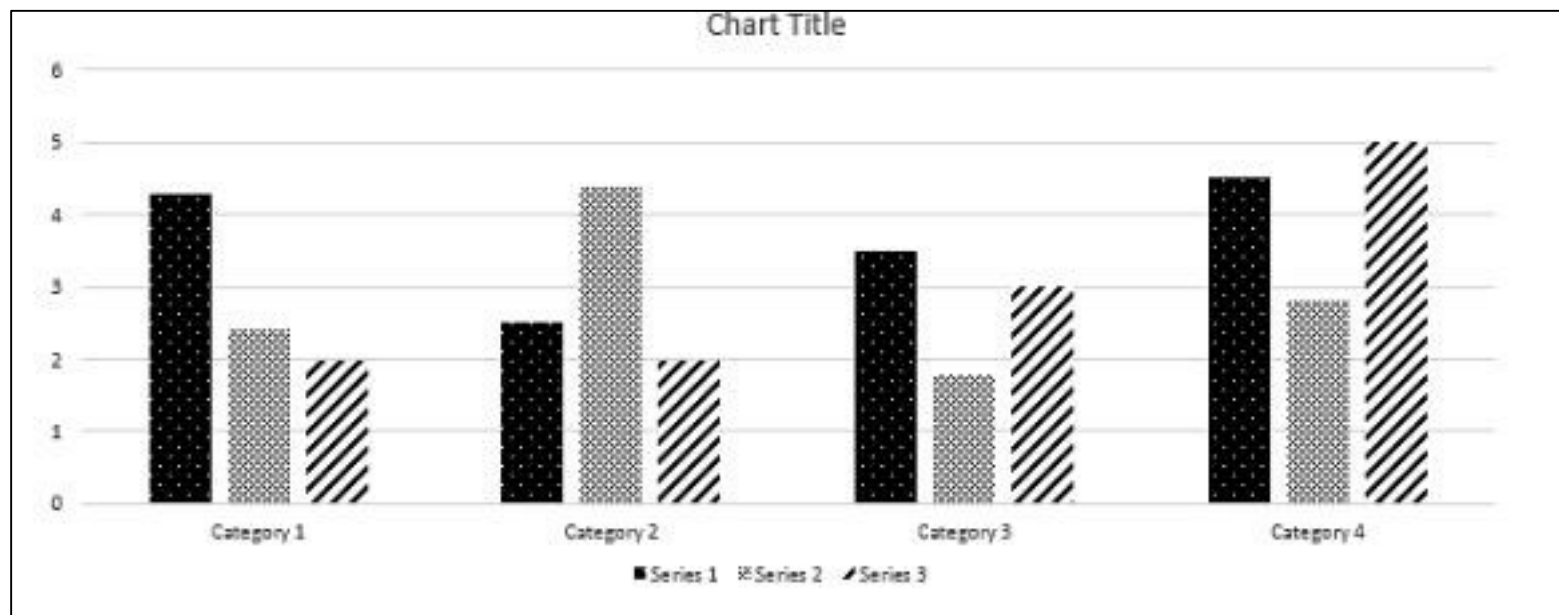
5) Color and Contrast

- Color is not the sole means of conveying important information (i.e. avoid *color-coding*)
- Sufficient contrast between foreground (text) color and background color
- Background color or design does not overpower text on slides, charts, graphs, tables, etc.
- Use the *Colour Contrast Analyser* to check accessible contrast

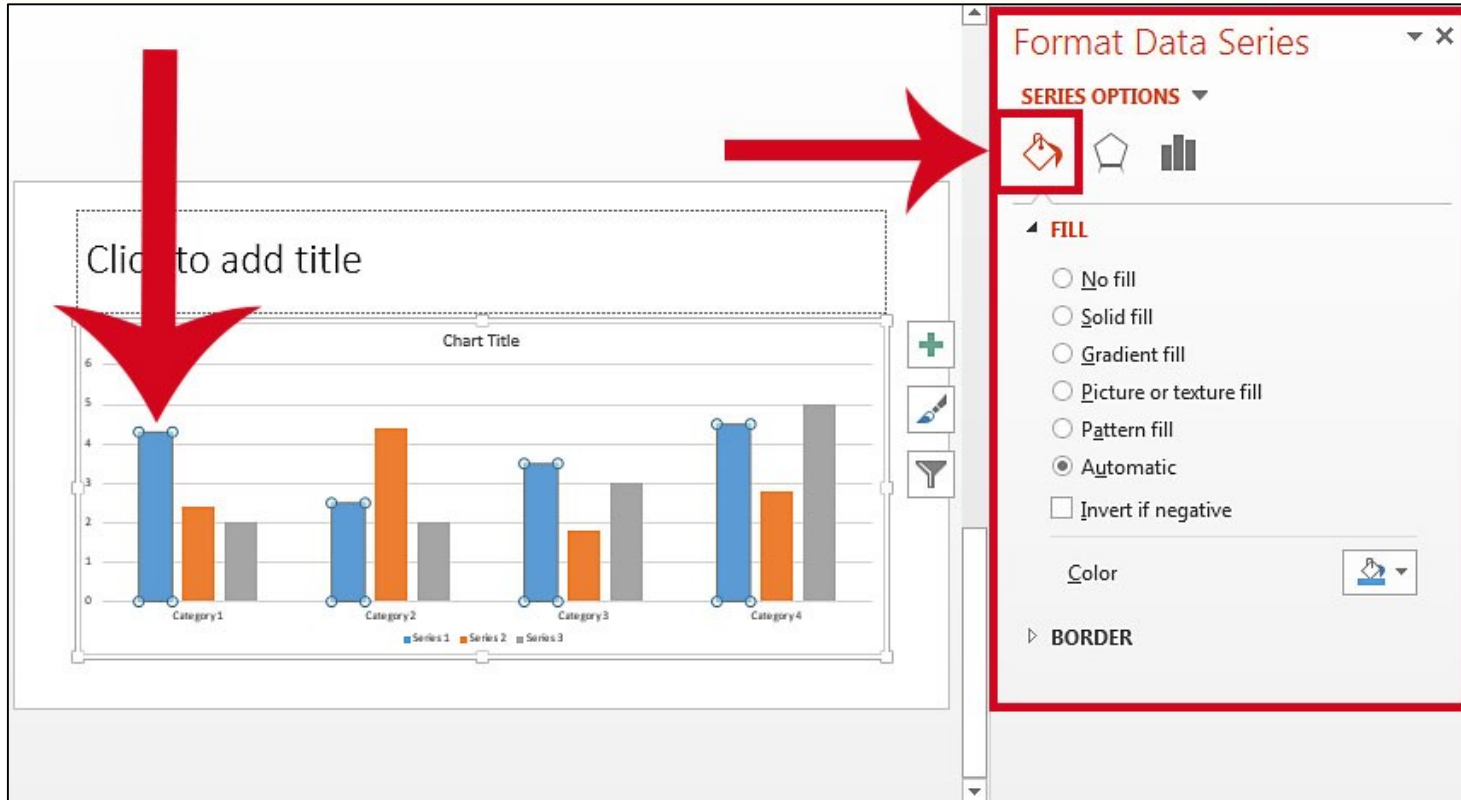
Not Accessible – Color-coding



Accessible – Pattern Fill



Double Click Bar – Format Data Series, Fill & Line



Click to add title

Chart Title

Category	Series 1	Series 2	Series 3
Category1	4.5	2.5	2.0
Category2	2.5	4.5	2.0
Category3	3.5	1.8	3.0
Category4	4.5	2.8	5.0

Format Data Series

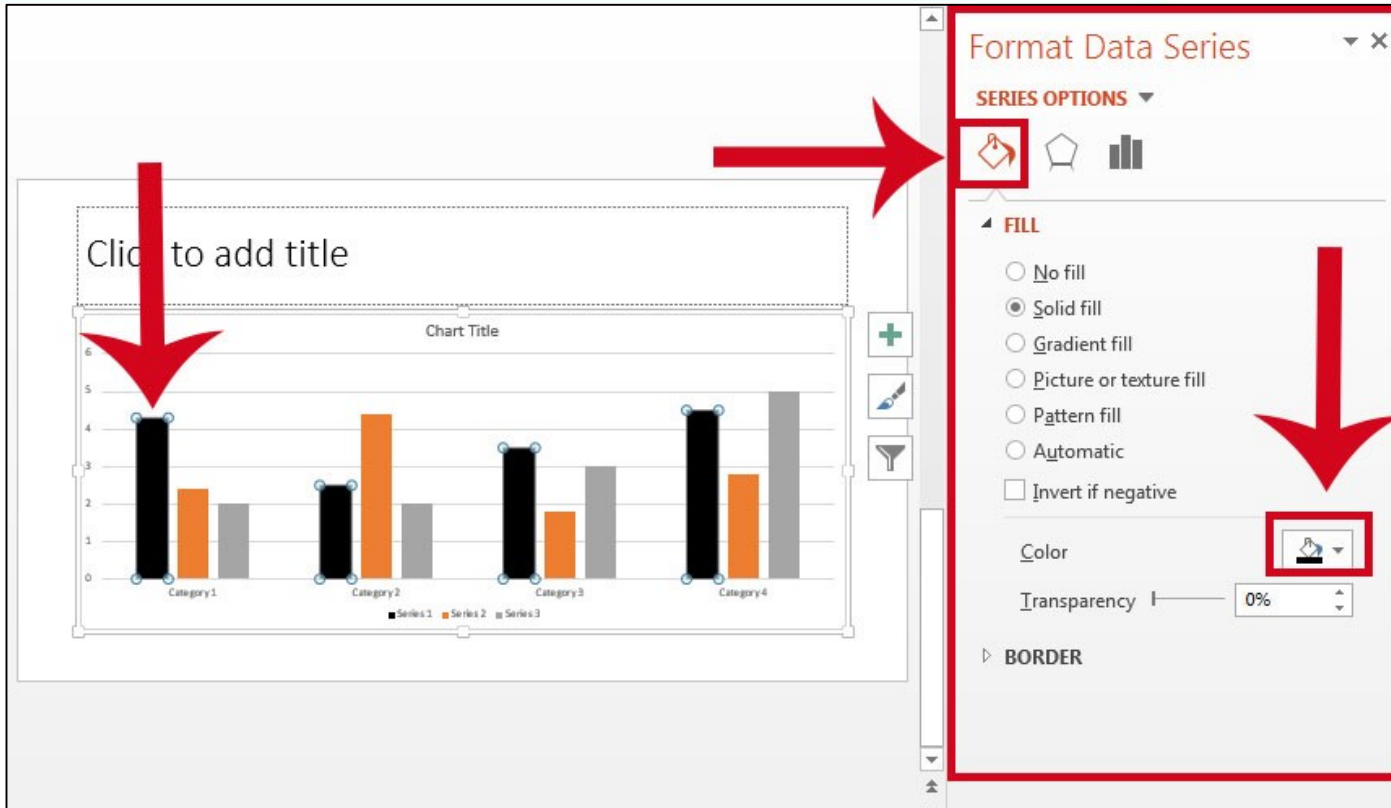
SERIES OPTIONS

- Fill
- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Automatic
- Invert if negative

Color

BORDER

Fill & Line – Color, Black (background color for Pattern)



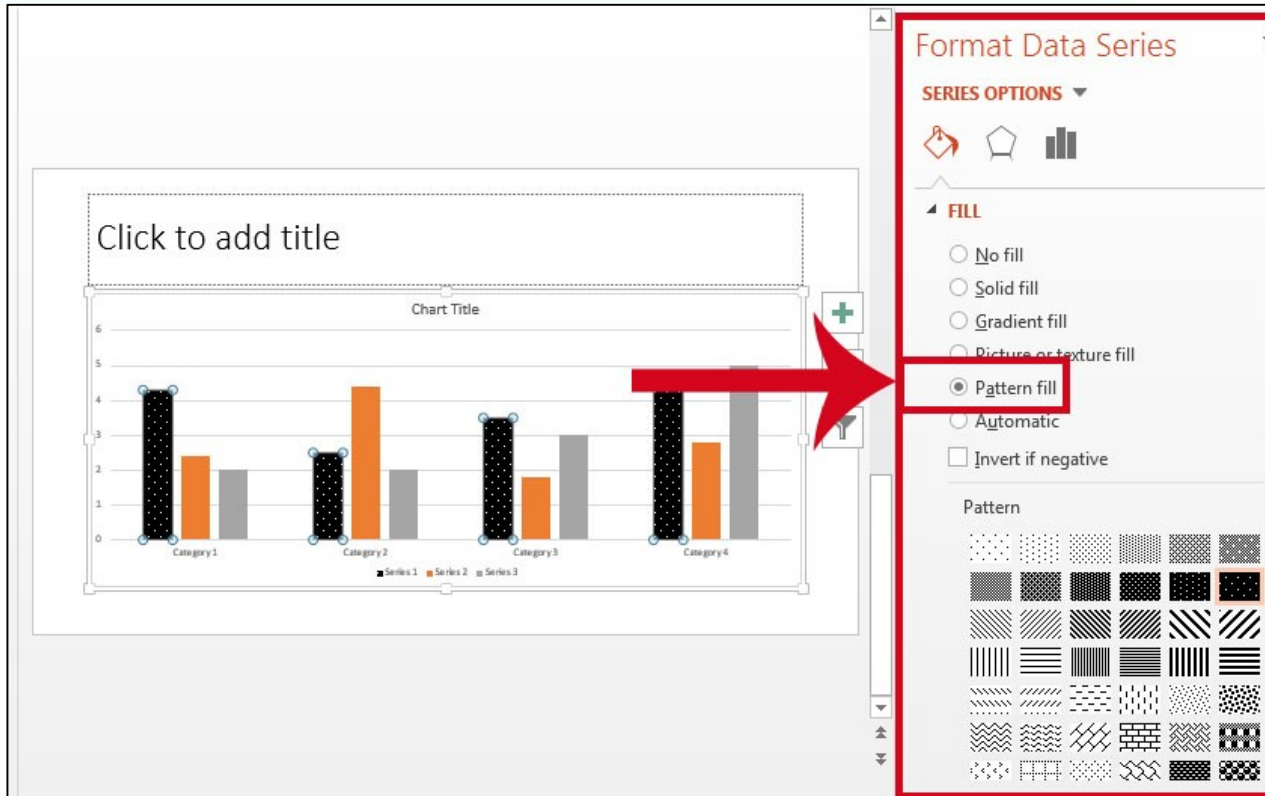
The image shows a grouped bar chart with four categories (Category 1 to Category 4) and three series (Series 1, Series 2, Series 3). The chart is titled 'Chart Title'. A red arrow points to the title area with the text 'Click to add title'. Another red arrow points to the 'Format Data Series' panel on the right. The panel has a red border and contains the following options:

- SERIES OPTIONS** (dropdown menu)
- FILL** (expanded section):
 - No fill
 - Solid fill
 - Gradient fill
 - Picture or texture fill
 - Pattern fill
 - Automatic
 - Invert if negative
- Color** (dropdown menu): A red arrow points to this dropdown, which is currently set to black.
- Transparency** (slider): Set to 0%.
- BORDER** (collapsed section)

Category	Series 1	Series 2	Series 3
Category 1	4	2.5	2
Category 2	2.5	4.5	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

Pattern Fill – Select Pattern

(repeat for each bar)



The image shows a screenshot of a software interface for editing a chart. The chart is a grouped bar chart with four categories (Category1, Category2, Category3, Category4) on the x-axis and a y-axis ranging from 0 to 6. Each category contains three bars: a black bar with a white dot pattern, an orange bar, and a grey bar. A red arrow points from the 'Pattern fill' option in the 'Format Data Series' pane to the black patterned bar in the chart. The 'Format Data Series' pane is open on the right side of the chart, showing 'SERIES OPTIONS' and 'FILL' options. The 'Pattern fill' option is selected with a radio button. Below the 'FILL' options is a 'Pattern' section with a grid of various pattern swatches.

Click to add title

Chart Title

Category1 Category2 Category3 Category4

Series1 Series2 Series3

Format Data Series

SERIES OPTIONS

FILL

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Automatic

Invert if negative


Pattern

6) Alt Text (PPT)

- **Text Alternative for Non-text Elements**
 - Image, chart, graph, etc.
- **Alt Text**
 - 120 characters or less
 - Conveys function, meaning or purpose of image
- **Long Description (in addition to Alt Text)**
 - Alt text alone insufficient to describe non-text element
 - Provide in surrounding text or link to separate accessible document

PPT: Format Picture

About Tulips

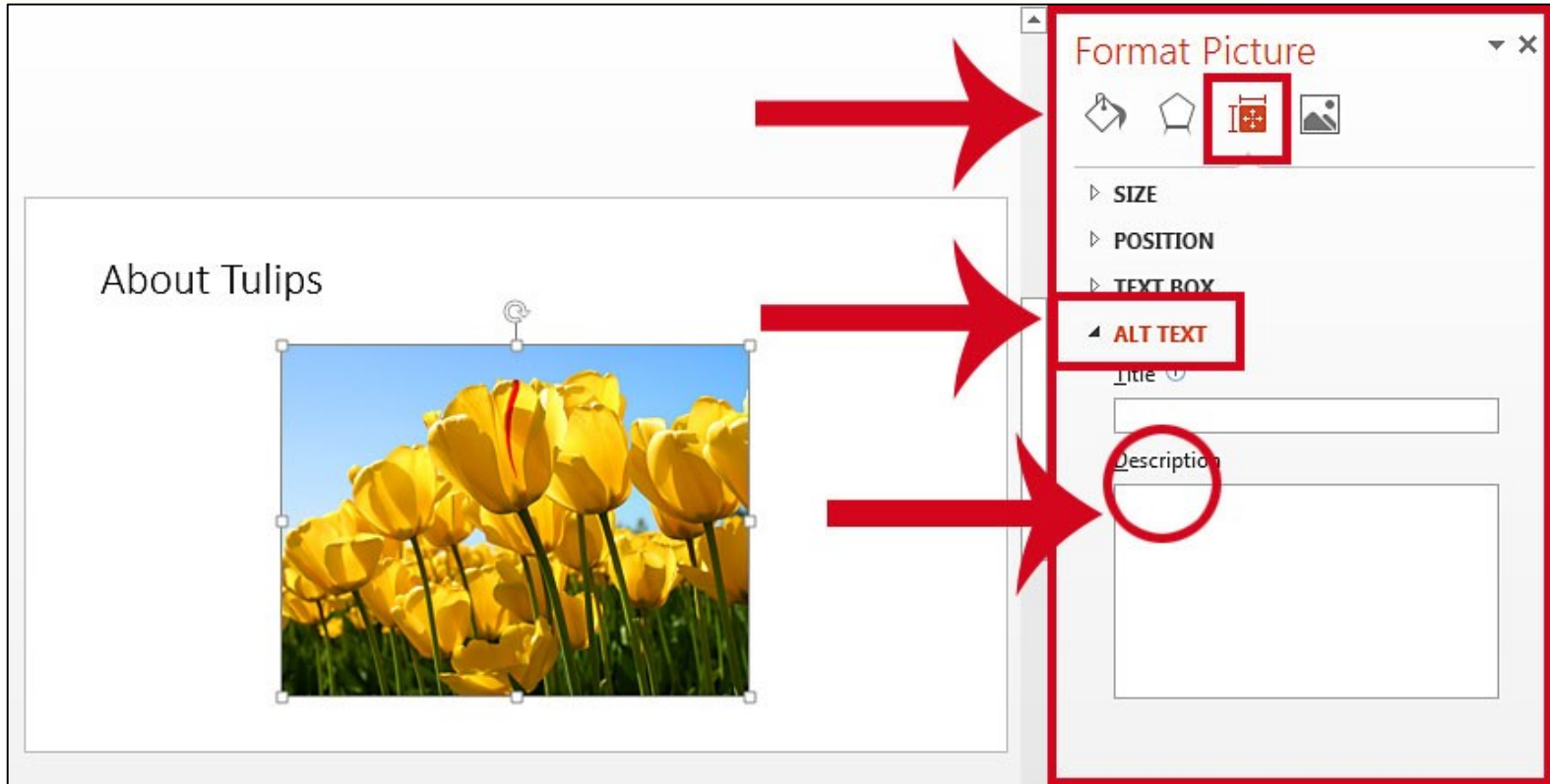


Style Crop

- Cut
- Copy
- Paste Options:
- Change Picture...
- Group
- Bring to Front
- Send to Back
- Hyperlink...
- Upgrade Media Object
- Save as Picture...
- Size and Position...
- Format Picture...

A red arrow points to the 'Format Picture...' option in the context menu.

Format Picture - Size & Properties, Alt Text (Description)



The image shows a document editor interface. On the left, a text box contains the heading "About Tulips" above a photograph of yellow tulips. On the right, a "Format Picture" task pane is open. Three red arrows point from the image to the task pane: the top arrow points to the "Format Picture" title bar, the middle arrow points to the "ALT TEXT" section header, and the bottom arrow points to the "Description" text area. The "ALT TEXT" section is expanded, showing a "Title" field and a "Description" field. The "Description" field is circled in red.

Format Picture

- SIZE
- POSITION
- TEXT BOX
- ALT TEXT**

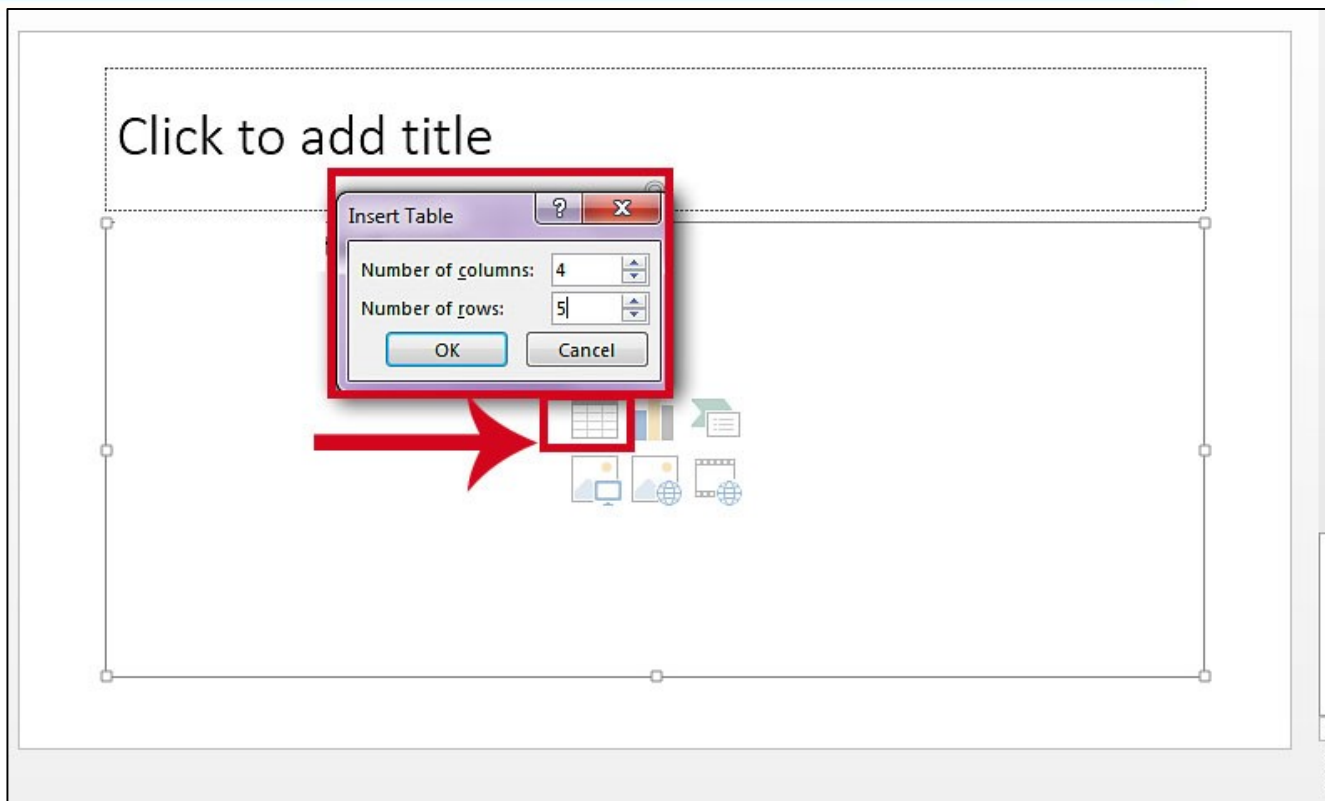
Title

Description

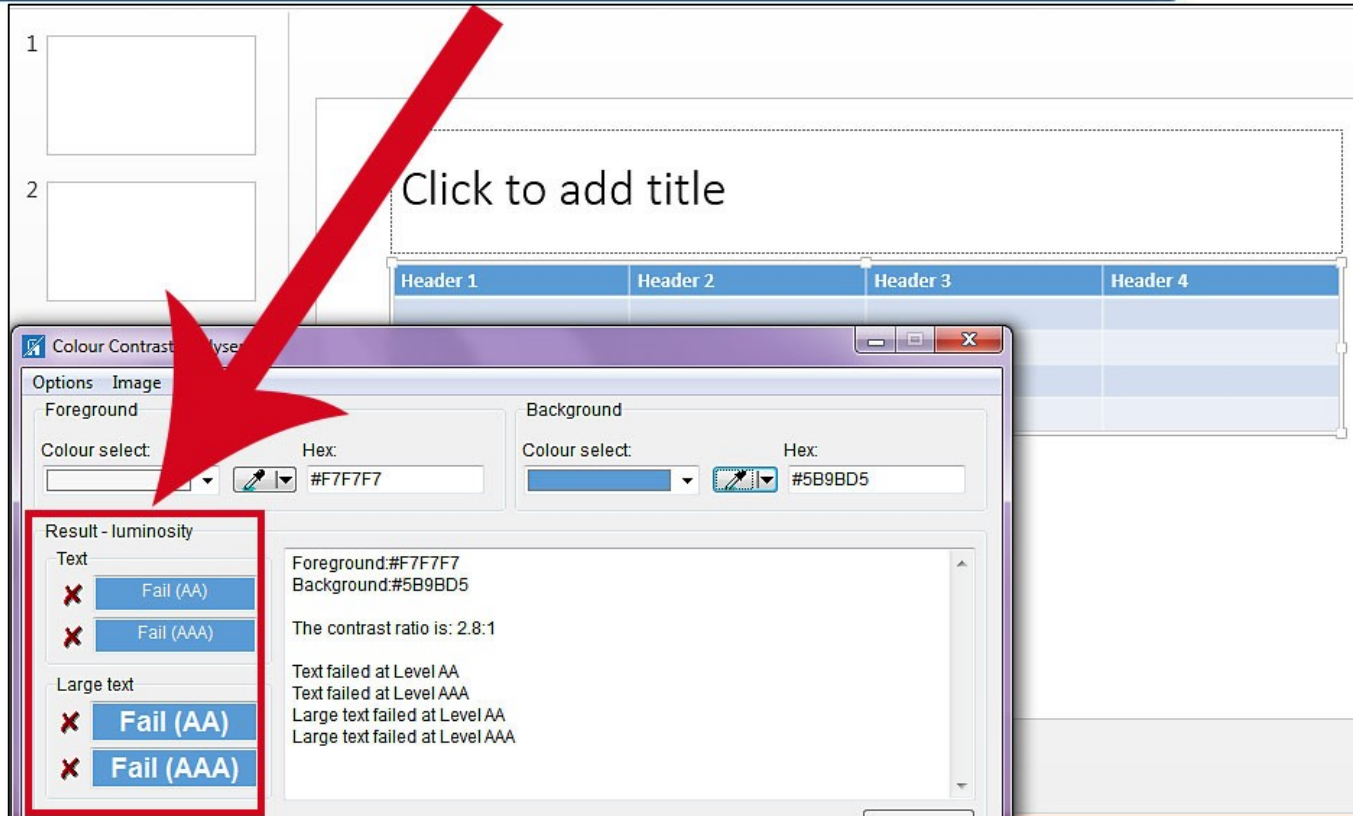
7) True Tables (PPT)

- **Use PowerPoint's built-in functionality to create True Tables**
 - Design table to read properly: top to bottom and left to right
 - Simple Data Tables only
- **General Formatting**
 - Provide Title (i.e. Caption) and Summary before the Table
 - Specify Header Row
 - Avoid blank or merged cells

Table – Insert Table



Default Color Scheme *NOT* Accessible



1

2

Click to add title

Header 1	Header 2	Header 3	Header 4

Colour Contrast Analyser

Options Image

Foreground

Colour select: Hex: #F7F7F7

Background

Colour select: Hex: #5B9BD5

Result - luminosity

Text

- ✗ Fail (AA)
- ✗ Fail (AAA)

Large text

- ✗ Fail (AA)
- ✗ Fail (AAA)

Foreground:#F7F7F7
Background:#5B9BD5

The contrast ratio is: 2.8:1

Text failed at Level AA
Text failed at Level AAA
Large text failed at Level AA
Large text failed at Level AAA

Double Click Table – Expand Table Styles, Select Accessible Color Scheme

Total Row Last Column
 Banded Rows Banded Columns

Table Style Options

1

2

3

Best Match for Document

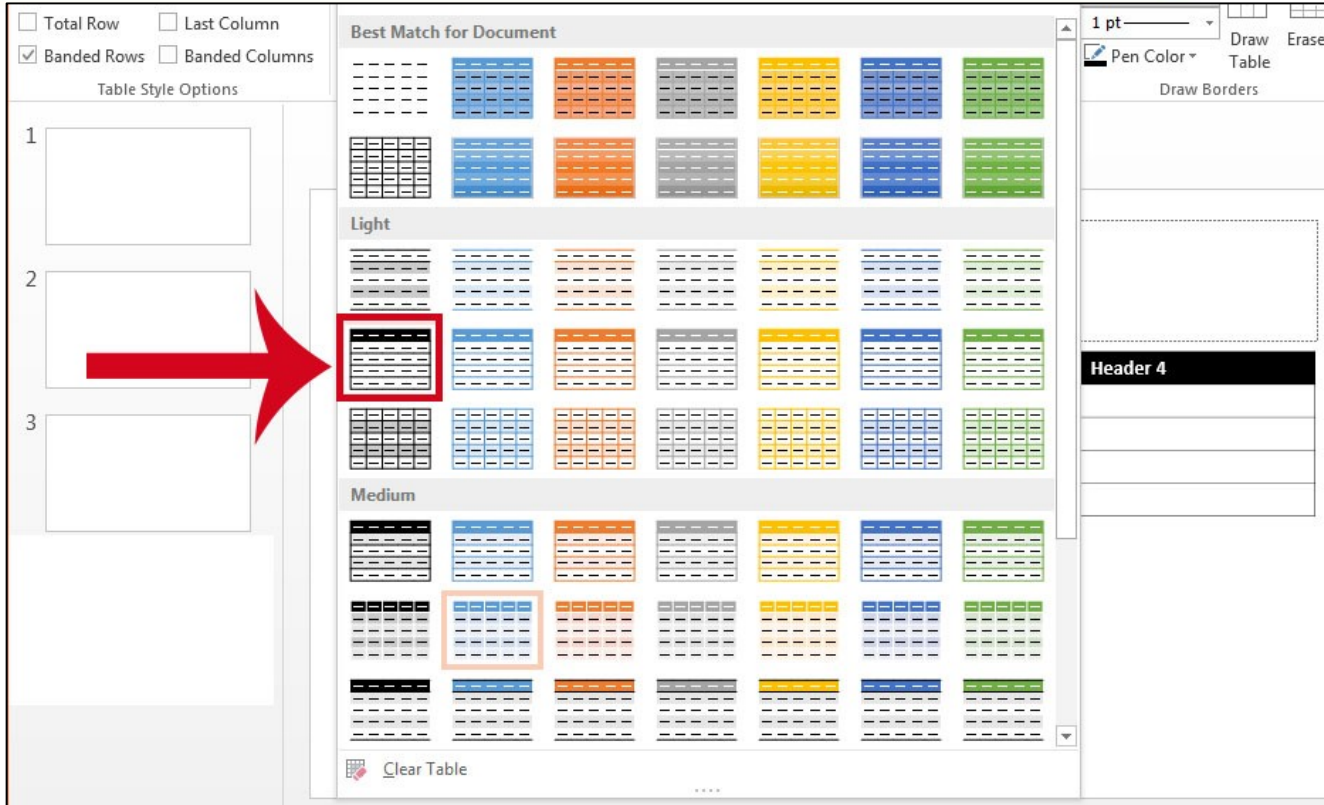
Light

Medium

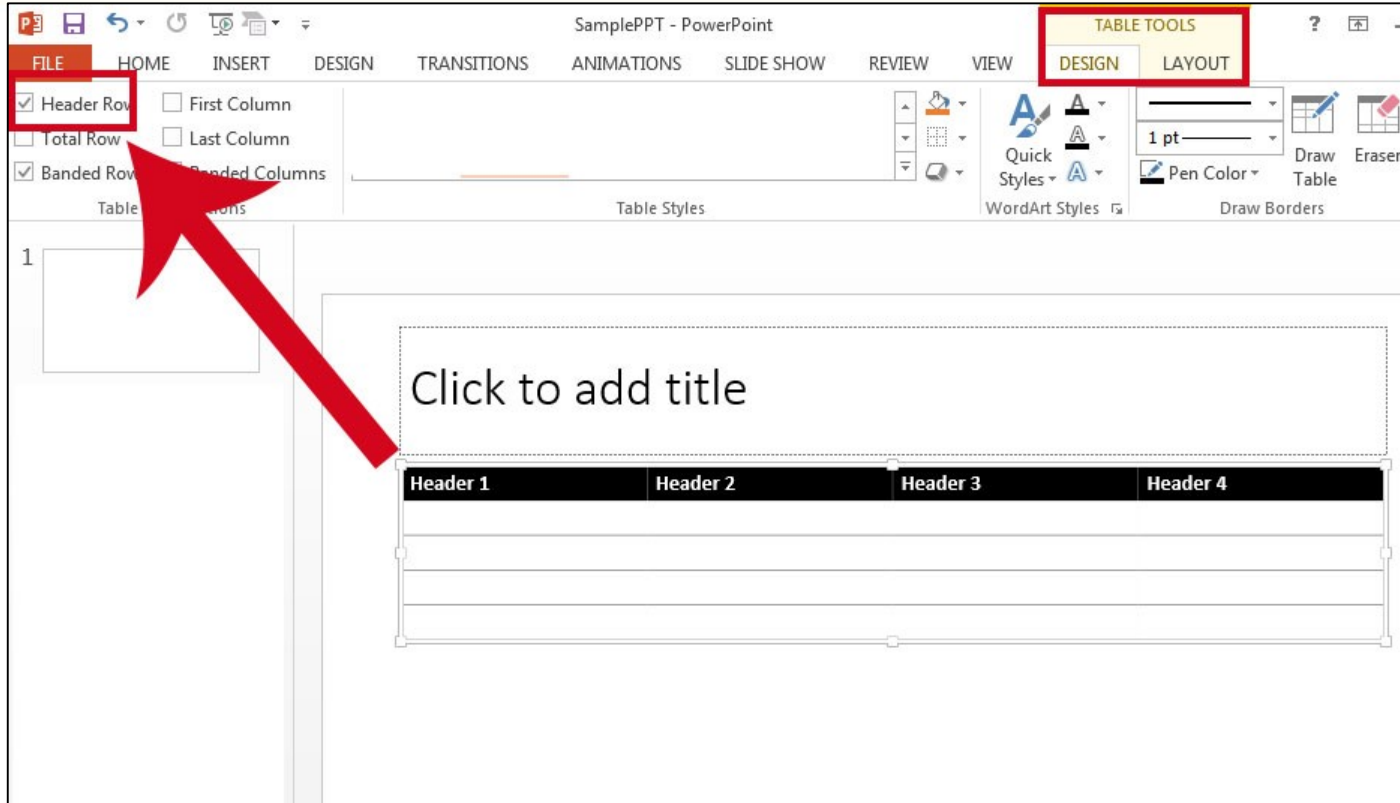
Clear Table

1 pt
Pen Color
Draw Borders
Draw Table
Eraser

Header 4



Select Table – Design, Header Row (check box)



SamplePPT - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW **TABLE TOOLS** DESIGN LAYOUT

Header Row First Column
 Total Row Last Column
 Banded Rows Banded Columns

Table Styles

1

Click to add title

Header 1	Header 2	Header 3	Header 4

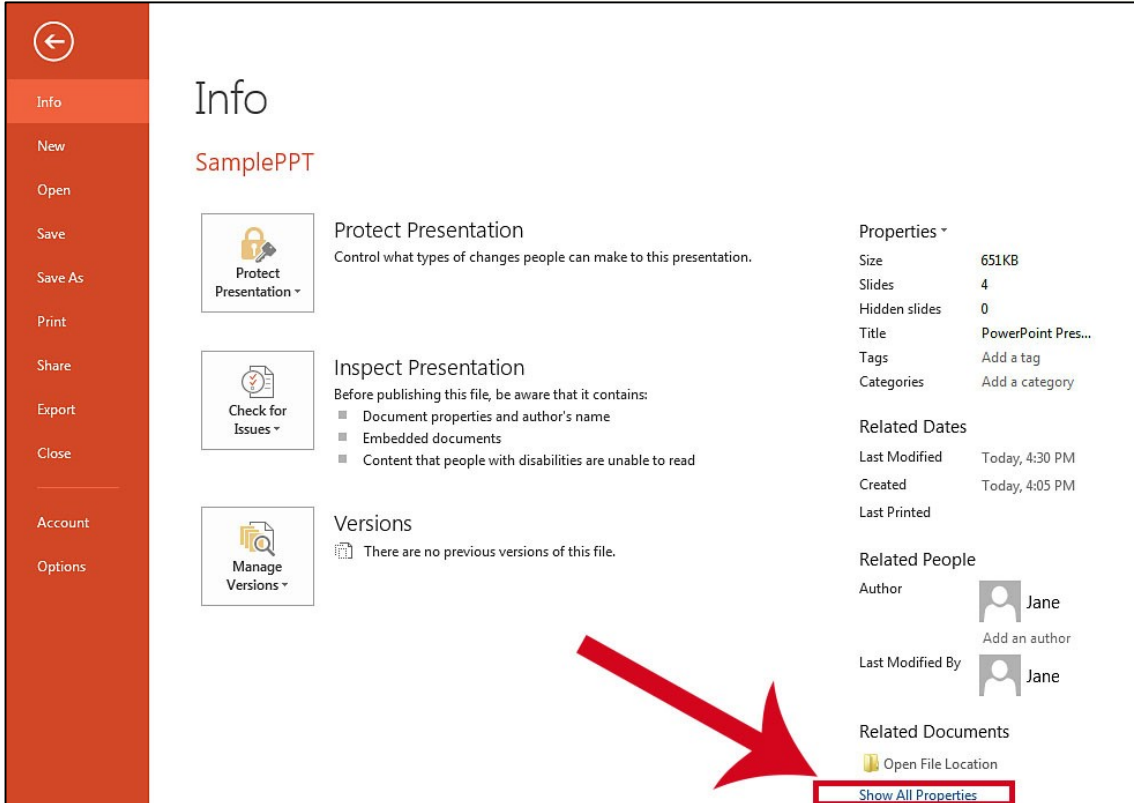
8) Multimedia

- **Audio**
 - **Text Transcript**
- **Audio Video**
 - **Closed Captioned**
 - **Text Transcript**
 - **Video Description (unless talking head video)**
- **Video**
 - **Video Description (unless talking head video)**

9) File Properties in PowerPoint

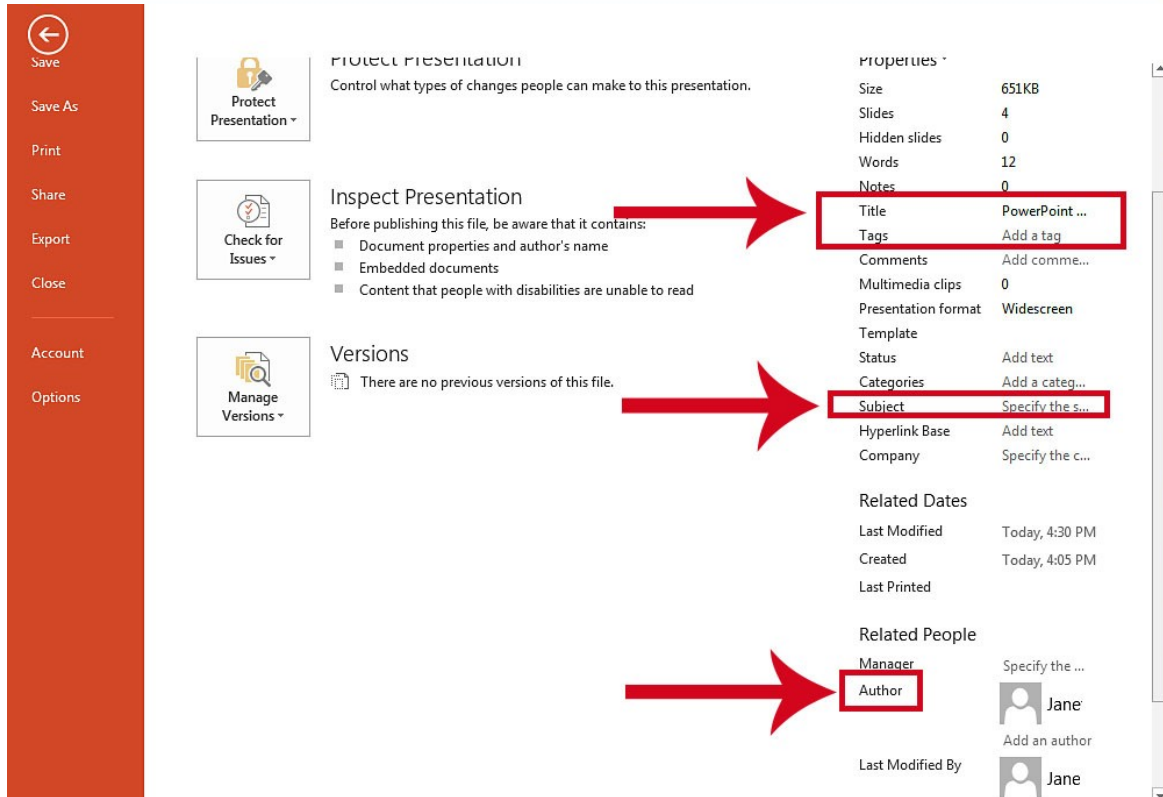
- **Metadata describes contents of file (before opening)**
 - **Title**
 - **Tags**
 - **Subject**
 - **Author**

PPT: File – Properties, Show All Properties



The screenshot shows the 'File' menu in Microsoft PowerPoint. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area displays the 'Info' tab for a file named 'SamplePPT'. It features three sections: 'Protect Presentation' (Control what types of changes people can make to this presentation.), 'Inspect Presentation' (Before publishing this file, be aware that it contains: Document properties and author's name, Embedded documents, Content that people with disabilities are unable to read), and 'Versions' (There are no previous versions of this file.). On the right, the 'Properties' section is expanded, showing details for Size (651KB), Slides (4), Hidden slides (0), Title (PowerPoint Pres...), Tags (Add a tag), and Categories (Add a category). Below this are 'Related Dates' (Last Modified: Today, 4:30 PM; Created: Today, 4:05 PM; Last Printed) and 'Related People' (Author: Jane; Add an author; Last Modified By: Jane). At the bottom, the 'Related Documents' section includes 'Open File Location' and a link to 'Show All Properties', which is highlighted by a red arrow and a red box.

PPT: Title, Tags, Subject, Author



The screenshot shows the 'Properties' dialog box in Microsoft PowerPoint, with three red arrows pointing to specific fields: 'Title', 'Subject', and 'Author'. The 'Check for Issues' section is also highlighted.

Save
Save As
Print
Share
Export
Close
Account
Options

Protect Presentation
Control what types of changes people can make to this presentation.

Check for Issues
Before publishing this file, be aware that it contains:
■ Document properties and author's name
■ Embedded documents
■ Content that people with disabilities are unable to read

Manage Versions
There are no previous versions of this file.

Properties

Size	651KB
Slides	4
Hidden slides	0
Words	12
Notes	0
Title	PowerPoint ...
Tags	Add a tag
Comments	Add comme...
Multimedia clips	0
Presentation format	Widescreen
Template	
Status	Add text
Categories	Add a categ...
Subject	Specify the s...
Hyperlink Base	Add text
Company	Specify the c...

Related Dates

Last Modified	Today, 4:30 PM
Created	Today, 4:05 PM
Last Printed	

Related People

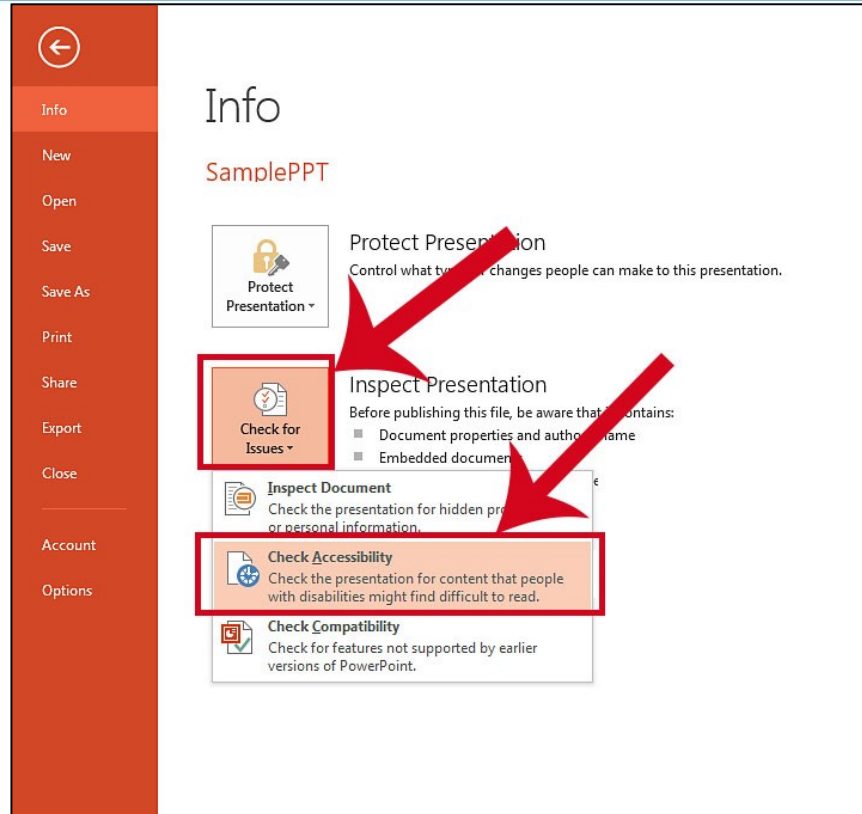
Manager	Specify the ...
Author	
Add an author	
Last Modified By	Jane

10) Accessibility Checker - PowerPoint



- ***Always* use PowerPoint's built-in Accessibility Checker**
 - **Repair Errors, Warnings and Tips**

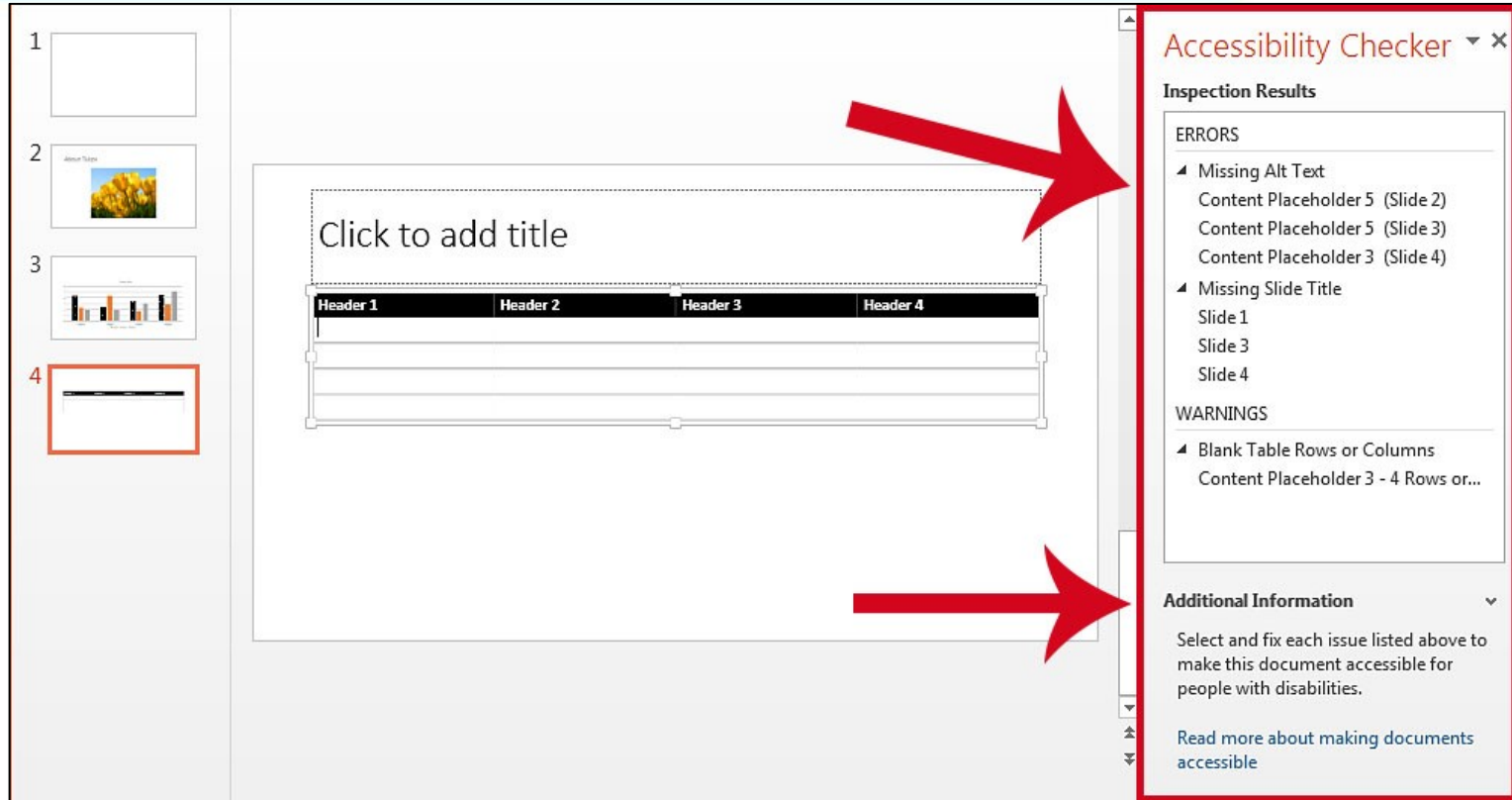
PPT: File – Check for Issues, Check Accessibility



The screenshot shows the 'Info' pane in Microsoft PowerPoint for a file named 'SamplePPT'. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area displays several actions:

- Protect Presentation**: Control what types of changes people can make to this presentation.
- Check for Issues**: This option is highlighted with a red box. A red arrow points from it to the 'Inspect Presentation' section.
- Inspect Presentation**: Before publishing this file, be aware that it contains:
 - Document properties and author name
 - Embedded documents
- Inspect Document**: Check the presentation for hidden properties or personal information.
- Check Accessibility**: This option is highlighted with a red box. A red arrow points from it to the 'Check Accessibility' description.
- Check Compatibility**: Check for features not supported by earlier versions of PowerPoint.

PPT: Accessibility Checker – Repair all Errors, Warnings and Tips



The screenshot displays a PowerPoint slide with a table and an Accessibility Checker pane on the right. The slide content includes a title placeholder, a table with four headers, and a content placeholder. The Accessibility Checker pane lists the following issues:

- Inspection Results**
- ERRORS**
 - Missing Alt Text
 - Content Placeholder 5 (Slide 2)
 - Content Placeholder 5 (Slide 3)
 - Content Placeholder 3 (Slide 4)
 - Missing Slide Title
 - Slide 1
 - Slide 3
 - Slide 4
- WARNINGS**
 - Blank Table Rows or Columns
 - Content Placeholder 3 - 4 Rows or...
- Additional Information**
 - Select and fix each issue listed above to make this document accessible for people with disabilities.
 - [Read more about making documents accessible](#)

Two red arrows point from the slide content to the Accessibility Checker pane: one points to the table area, and the other points to the 'Additional Information' section.



Basics of Accessible *Excel*

1) Review Excel File against the *New* HHS 508 Checklist

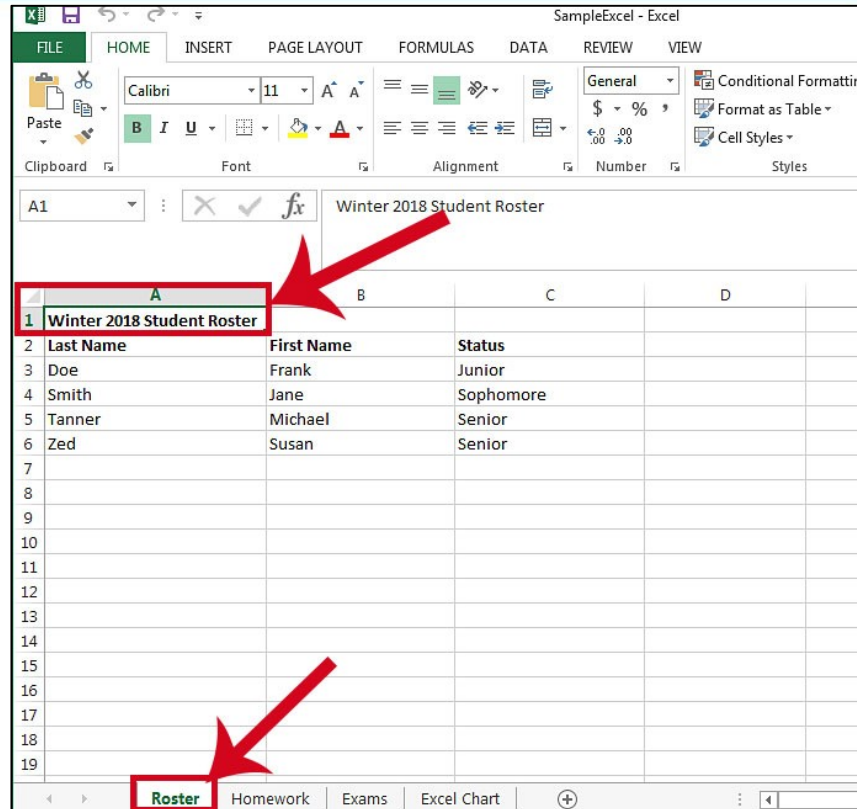


- U.S. Department of Health and Human Services (HHS)
- [General Office Document File - 508 Checklist](#)
 - Updated for *Revised* Section 508 and WCAG 2.0

2) Readability (Excel)

- **Sans Serif Font, minimum 12pt**
- **Auto-font color (black)**
- **Sheet Names are Brief and Unique**
- **Delete Unused Sheets**
- **Always Save worksheet with cursor in cell A1 of Sheet 1**

File – Save with cursor in cell A1 of Sheet 1

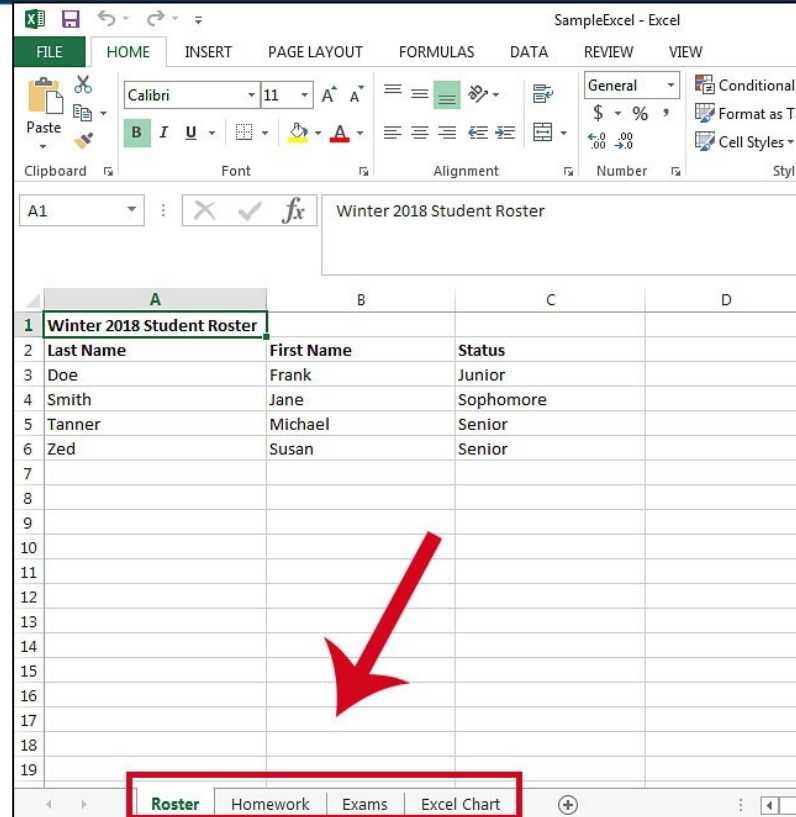


The screenshot shows the Microsoft Excel interface with the following data:

1	Winter 2018 Student Roster			
2	Last Name	First Name	Status	
3	Doe	Frank	Junior	
4	Smith	Jane	Sophomore	
5	Tanner	Michael	Senior	
6	Zed	Susan	Senior	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

The 'Roster' sheet tab is highlighted in the bottom sheet bar.

Sheet Names – Right click, Rename or Delete



The screenshot shows the Microsoft Excel interface. The title bar reads "SampleExcel - Excel". The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The HOME ribbon is active, showing options for Clipboard, Font, Alignment, Number, and Style. The active cell is A1, containing the text "Winter 2018 Student Roster". The worksheet contains the following data:

	A	B	C	D
1	Winter 2018 Student Roster			
2	Last Name	First Name	Status	
3	Doe	Frank	Junior	
4	Smith	Jane	Sophomore	
5	Tanner	Michael	Senior	
6	Zed	Susan	Senior	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

At the bottom of the window, the sheet tabs are visible: "Roster", "Homework", "Exams", and "Excel Chart". A red arrow points from the worksheet area down to the "Roster" sheet tab, which is highlighted with a red box.

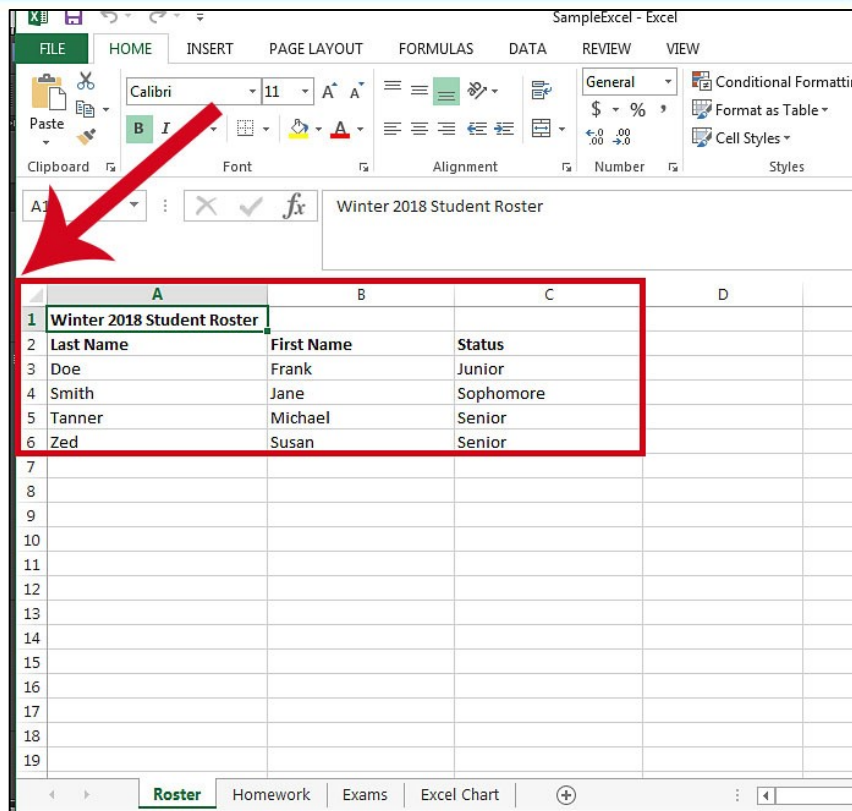
3) One Item per Sheet

- **Place each item (dataset, table, graphic) on its own Sheet**
- **Divide complex (datasets, tables) into smaller, more manageable units on separate sheets**
- **Avoid nested datasets and tables**

4) Layout

- **Title should appear in Cell A1 of the Sheet**
- **Content begins in cell A2**
- **Position data along top, left edge of sheet**
- **Content reads properly from top to bottom and left to right**
- **Content layout is logical and predictable**

Data against top, left of Sheet



The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

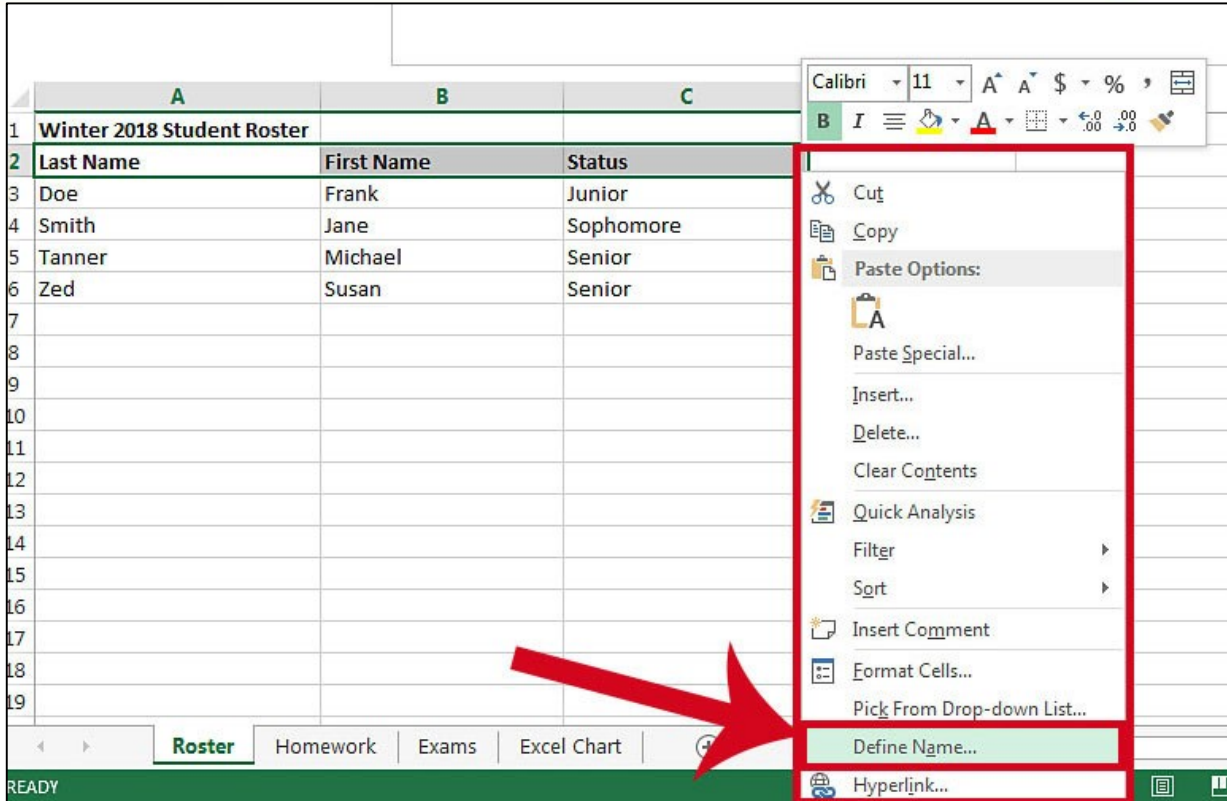
	A	B	C	D
1	Winter 2018 Student Roster			
2	Last Name	First Name	Status	
3	Doe	Frank	Junior	
4	Smith	Jane	Sophomore	
5	Tanner	Michael	Senior	
6	Zed	Susan	Senior	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

The table is highlighted with a red border. A red arrow points to the top-left cell (A1) of the table.

5) Row and Column Headers

- Designate Headers for Datasets and Tables
- Avoid merged cells for headers
- Use Define Name for Rows and Columns
 - Datasets:
 - If column and row headers are present, Name = Title
 - If only row headers are present, Name = RowTitle
 - If only column headers are present, Name = ColumnTitle
 - Tables:
 - Select option: My table has Header Rows

Dataset: Header Row – Define Name

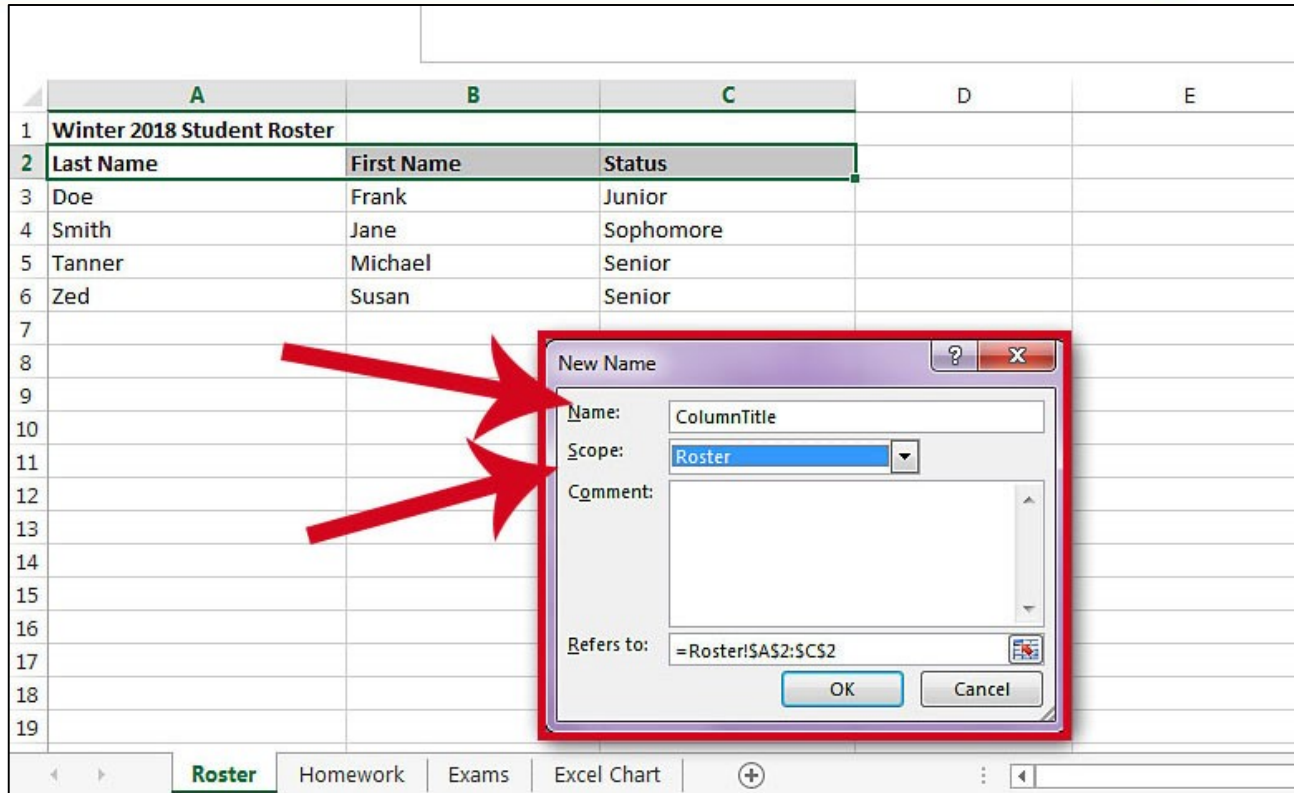


The screenshot displays an Excel spreadsheet with a dataset titled "Winter 2018 Student Roster". The data is organized in columns A, B, and C. The header row (row 2) contains "Last Name", "First Name", and "Status". The data rows (rows 3-6) list students: Doe (Frank, Junior), Smith (Jane, Sophomore), Tanner (Michael, Senior), and Zed (Susan, Senior). A context menu is open over the header row, with the "Define Name..." option highlighted. A red arrow points to this option. The ribbon shows the "Formulas" tab, and the "Roster" worksheet is selected.

	A	B	C
1	Winter 2018 Student Roster		
2	Last Name	First Name	Status
3	Doe	Frank	Junior
4	Smith	Jane	Sophomore
5	Tanner	Michael	Senior
6	Zed	Susan	Senior
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

- Cut
- Copy
- Paste Options:
- Define Name...**
- Paste Special...
- Insert...
- Delete...
- Clear Contents
- Quick Analysis
- Filter
- Sort
- Insert Comment
- Format Cells...
- Pick From Drop-down List...
- Hyperlink...

Dataset: Enter Name and Scope (leave Comment blank)



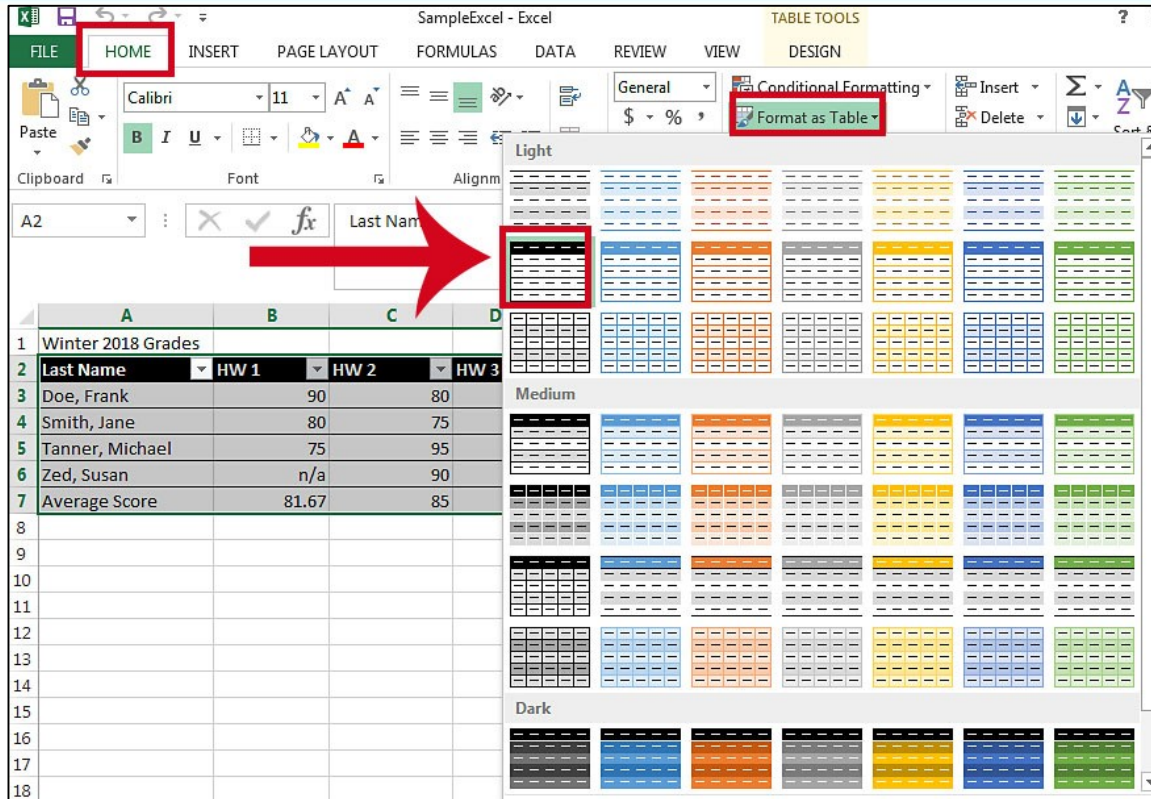
	A	B	C	D	E
1	Winter 2018 Student Roster				
2	Last Name	First Name	Status		
3	Doe	Frank	Junior		
4	Smith	Jane	Sophomore		
5	Tanner	Michael	Senior		
6	Zed	Susan	Senior		
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

New Name dialog box details:

- Name: ColumnTitle
- Scope: Roster
- Comment: (blank)
- Refers to: =Roster!\$A\$2:\$C\$2

Buttons: OK, Cancel

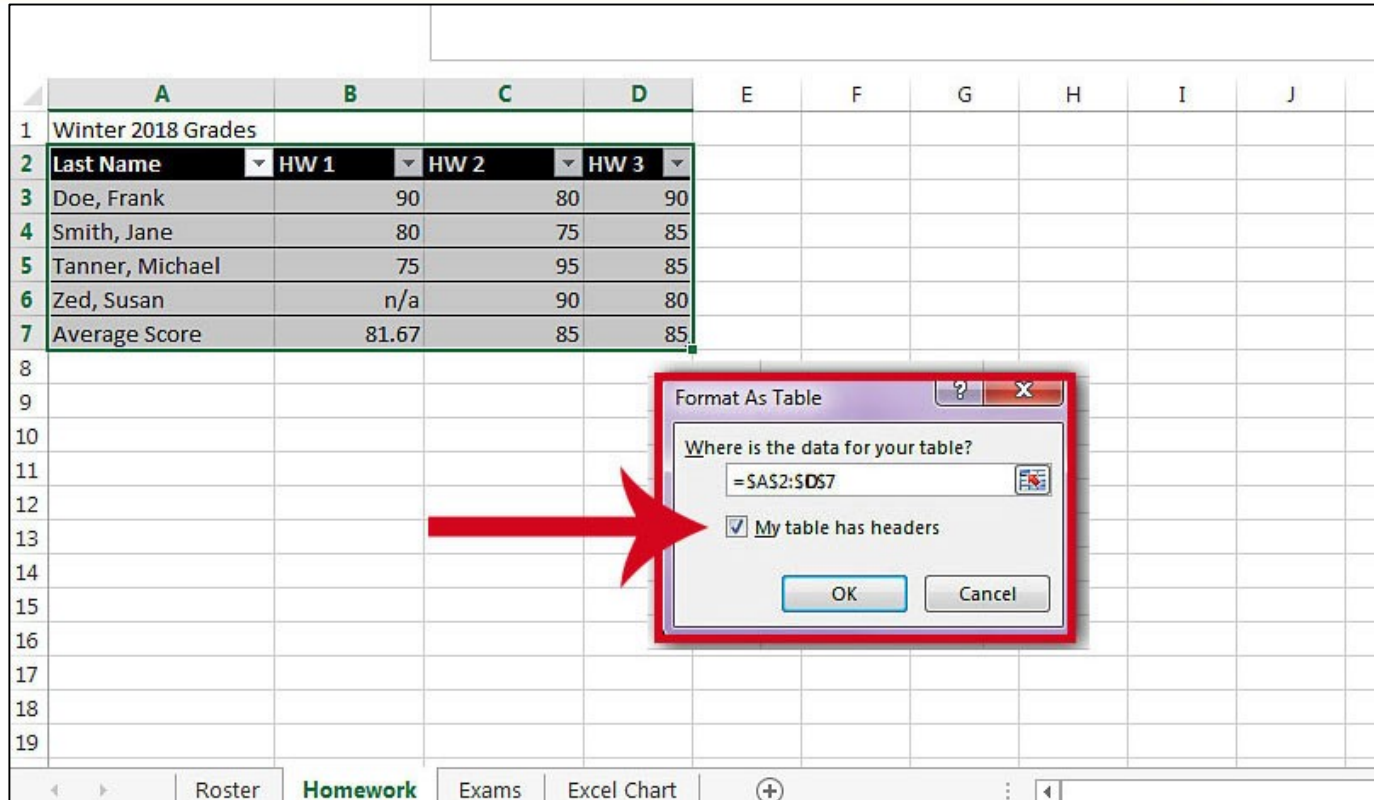
Dataset containing formula(s): Select Dataset, Home - Format as Table



The screenshot shows the Microsoft Excel interface with the 'HOME' tab selected. The 'Conditional Formatting' dropdown menu is open, and the 'Format as Table' option is highlighted. A red arrow points to a table style in the 'Light' category. The spreadsheet data is as follows:

	A	B	C	D
1	Winter 2018 Grades			
2	Last Name	HW 1	HW 2	HW 3
3	Doe, Frank	90	80	
4	Smith, Jane	80	75	
5	Tanner, Michael	75	95	
6	Zed, Susan	n/a	90	
7	Average Score	81.67	85	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Format as Table - *My table has headers*



The screenshot shows an Excel spreadsheet with a table of student grades. The table is located in the range A2:D7. The columns are labeled 'Last Name', 'HW 1', 'HW 2', and 'HW 3'. The rows contain student names and their scores for each homework assignment, along with an 'Average Score' row. A red arrow points to the 'Format As Table' dialog box, which is open and shows the range '\$A\$2:\$D\$7' and the checkbox 'My table has headers' checked.

	A	B	C	D	E	F	G	H	I	J
1	Winter 2018 Grades									
2	Last Name	HW 1	HW 2	HW 3						
3	Doe, Frank	90	80	90						
4	Smith, Jane	80	75	85						
5	Tanner, Michael	75	95	85						
6	Zed, Susan	n/a	90	80						
7	Average Score	81.67	85	85						
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										

Format As Table dialog box:

Where is the data for your table?
=\$A\$2:\$D\$7

My table has headers

OK Cancel


6) Format Cell Data

- **Format cells so all text is visible (i.e. no hashtags ###)**
- **Avoid merged or split cells**
- **Avoid text boxes**

- **Avoid blank rows**
- **Avoid blank columns**
- **Avoid blank cells**
 - **Use other means (i.e. n/a, minus sign, 0, no data, empty cell, etc.)**

Avoid Blank Cells – use other means (ex: n/a)

	A	B	C	D	E	F
1	Winter 2018 Grades					
2	Last Name	HW 1	HW 2	HW 3		
3	Doe, Frank	90	80	90		
4	Smith, Jane	80	75	85		
5	Tanner, Michael	75	95	85		
6	Zed, Susan	n/a	90	80		
7	Average Score	81.67	85	85		
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

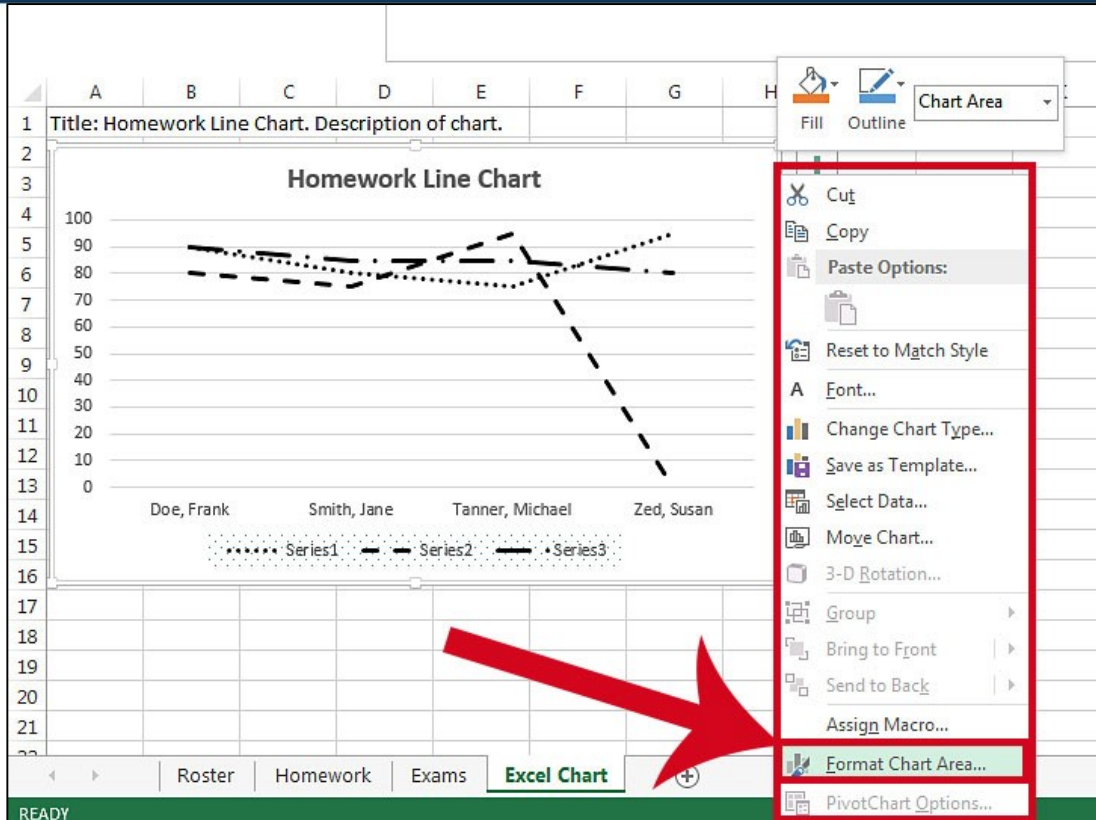


Roster | **Homework** | Exams | Excel Chart | +

7) Alt Text

- **Text Alternative for Non-text Elements**
 - Image, chart, graph, etc.
- **Alt Text**
 - 120 characters or less
 - Conveys function, meaning or purpose of image
- **Long Description (in addition to Alt Text)**
 - Alt text alone insufficient to describe non-text element
 - Provide in surrounding text or link to separate accessible document

Format Menu – Format Chart Area



The screenshot shows an Excel spreadsheet with a line chart titled "Homework Line Chart". The chart has three data series: Series1 (dotted line), Series2 (dashed line), and Series3 (solid line). The x-axis labels are "Doe, Frank", "Smith, Jane", "Tanner, Michael", and "Zed, Susan". The y-axis ranges from 0 to 100. A context menu is open over the chart area, and a red arrow points to the "Format Chart Area..." option.

Series	Doe, Frank	Smith, Jane	Tanner, Michael	Zed, Susan
Series1 (Dotted)	85	80	75	90
Series2 (Dashed)	80	75	85	10
Series3 (Solid)	90	85	80	80

The context menu options are:

- Cut
- Copy
- Paste Options:
- Reset to Match Style
- Font...
- Change Chart Type...
- Save as Template...
- Select Data...
- Move Chart...
- 3-D Rotation...
- Group
- Bring to Front
- Send to Back
- Assign Macro...
- Format Chart Area...**
- PivotChart Options...

Format Chart Area – Size & Properties, Alt Text (Description)

Format Chart Area

CHART OPTIONS | TEXT OPTIONS

SIZE

PROPERTIES

ALT TEXT

Title

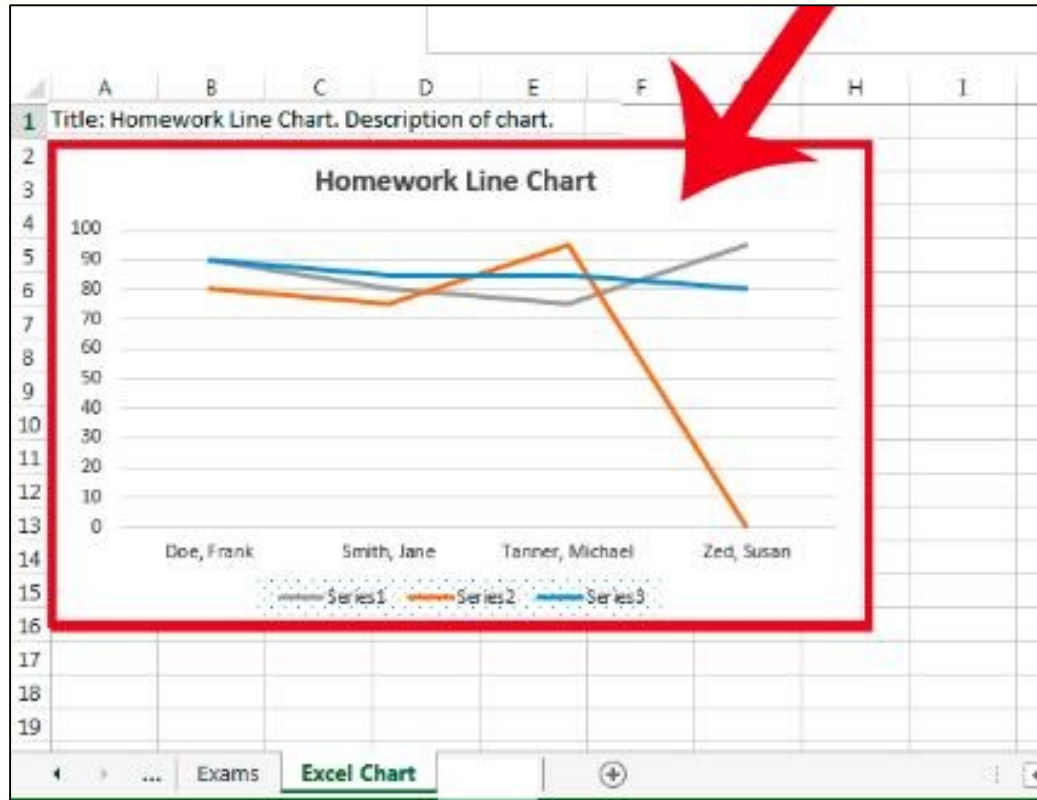
Description

Series	Doe, Frank	Smith, Jane	Tanner, Michael	Zed, Susan
Series1 (Dotted)	85	80	75	90
Series2 (Dashed)	80	75	70	10
Series3 (Solid)	90	85	80	80

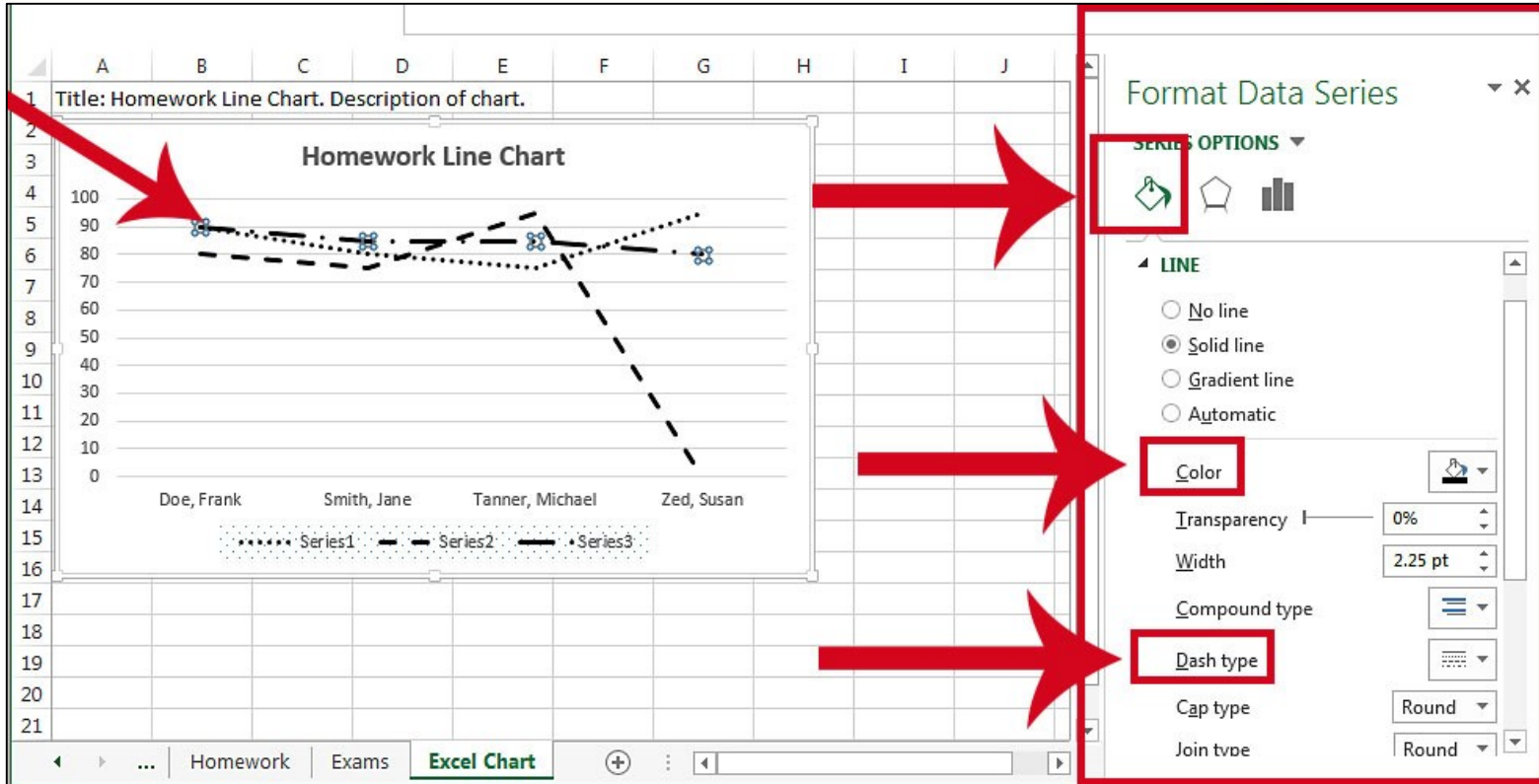
8) Color and Contrast (Excel)

- **Color is not the sole means of conveying important information (i.e. avoid color-coding)**
- **Sufficient contrast between foreground (text) color and background color**
- **Background color or design does not overpower text on charts, graphs, tables, etc.**
- **Use the *Colour Contrast Analyser* to check accessible contrast**

Not Accessible – Line Chart contains color-coding



Format Data Series - Fill & Line, Color and Dash Type (repeat for each line)



The image shows an Excel spreadsheet with a line chart titled "Homework Line Chart". The chart displays four data points for each of three series: Series1 (dotted line), Series2 (dashed line), and Series3 (solid line). The x-axis labels are "Doe, Frank", "Smith, Jane", "Tanner, Michael", and "Zed, Susan". The y-axis ranges from 0 to 100. A legend at the bottom of the chart identifies the series: "..... Series1", "- - - Series2", and "..... Series3".

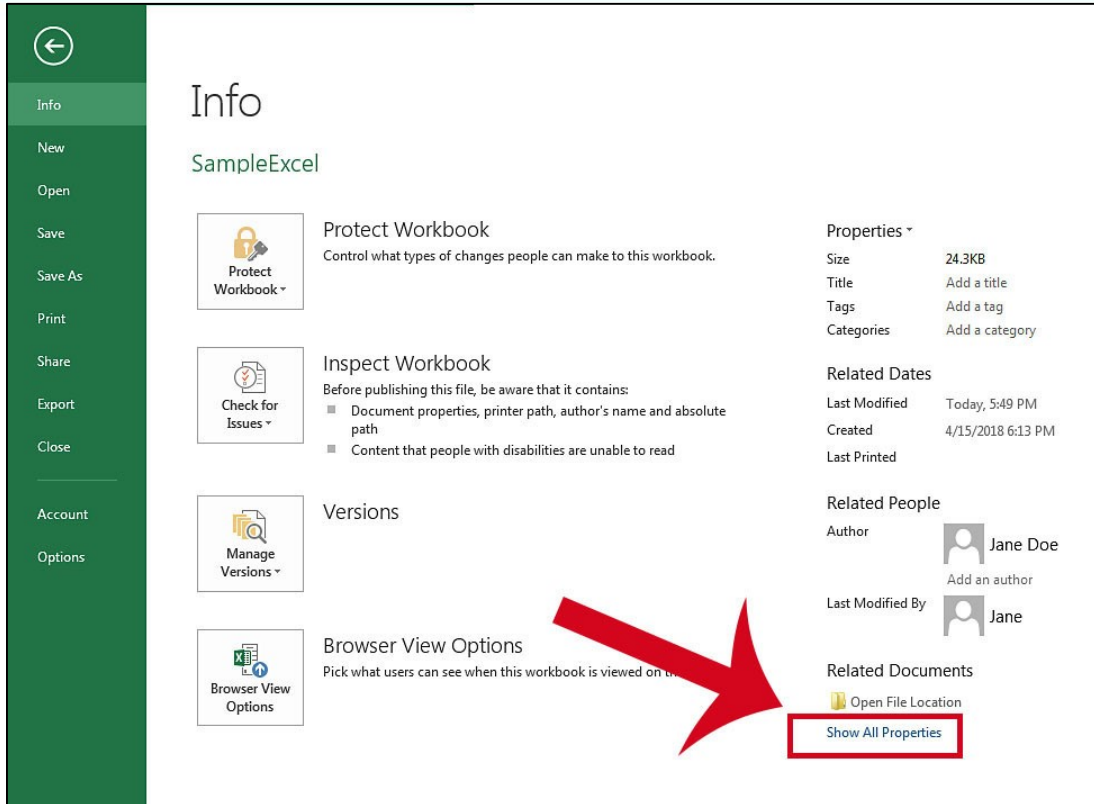
The "Format Data Series" task pane is open on the right, showing the "LINE" options. The "Color" and "Dash type" options are highlighted with red boxes. Red arrows point from the chart to these options.

Series	Doe, Frank	Smith, Jane	Tanner, Michael	Zed, Susan
Series1 (Dotted)	90	85	80	85
Series2 (Dashed)	80	75	70	10
Series3 (Solid)	90	85	80	85

9) File Properties in Excel

- **Metadata describes contents of file (before opening)**
 - **Title**
 - **Tags**
 - **Subject**
 - **Author**

Excel: File – Properties, Show All Properties



The screenshot displays the Microsoft Excel 'File' menu interface. On the left is a green sidebar with navigation options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is titled 'Info' and shows the file name 'SampleExcel'. Below this are several sections: 'Protect Workbook' (Control what types of changes people can make to this workbook.), 'Inspect Workbook' (Before publishing this file, be aware that it contains: Document properties, printer path, author's name and absolute path; Content that people with disabilities are unable to read), 'Versions' (Manage Versions), and 'Browser View Options' (Pick what users can see when this workbook is viewed on the web). On the right side, the 'Properties' section is expanded, showing details for Size (24.3KB), Title (Add a title), Tags (Add a tag), and Categories (Add a category). Below this are sections for 'Related Dates' (Last Modified: Today, 5:49 PM; Created: 4/15/2018 6:13 PM; Last Printed), 'Related People' (Author: Jane Doe; Add an author; Last Modified By: Jane), and 'Related Documents' (Open File Location). A red arrow points to the 'Show All Properties' link, which is highlighted with a red box.

←

Info

New

Open

Save

Save As

Print

Share

Export


Close

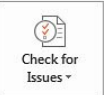
Account

Options


Info


SampleExcel

 **Protect Workbook**
Control what types of changes people can make to this workbook.

 **Check for Issues**
Before publishing this file, be aware that it contains:

- Document properties, printer path, author's name and absolute path
- Content that people with disabilities are unable to read

 **Manage Versions**

 **Browser View Options**
Pick what users can see when this workbook is viewed on the web

Properties ▾

Size 24.3KB

Title Add a title

Tags Add a tag

Categories Add a category


Related Dates

Last Modified Today, 5:49 PM


Created 4/15/2018 6:13 PM

Last Printed


Related People

Author  Jane Doe

Add an author

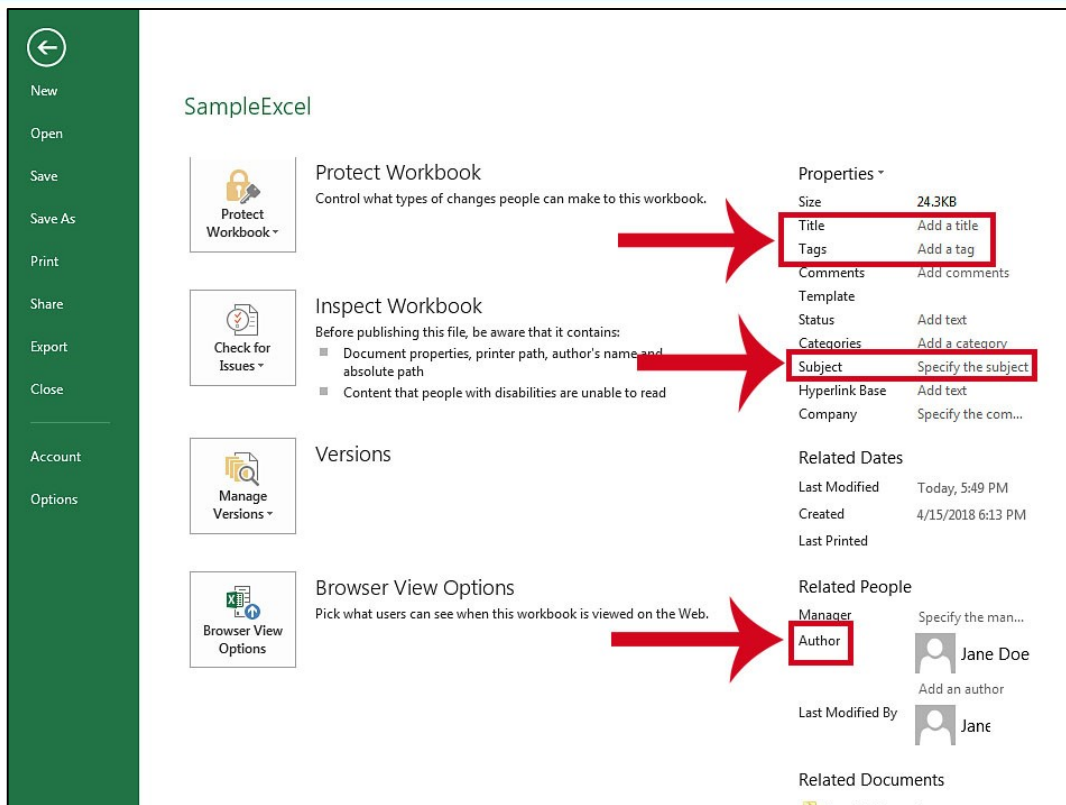
Last Modified By  Jane

Related Documents

 Open File Location

Show All Properties

Excel: Title, Tags, Subject, Author



The screenshot displays the Microsoft Excel interface for a file named "SampleExcel". On the left is a green navigation pane with options: New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area shows several settings sections:

- Protect Workbook**: Control what types of changes people can make to this workbook.
- Inspect Workbook**: Before publishing this file, be aware that it contains:
 - Document properties, printer path, author's name and absolute path
 - Content that people with disabilities are unable to read
- Manage Versions**
- Browser View Options**: Pick what users can see when this workbook is viewed on the Web.

On the right, the **Properties** pane is expanded, showing the following fields:

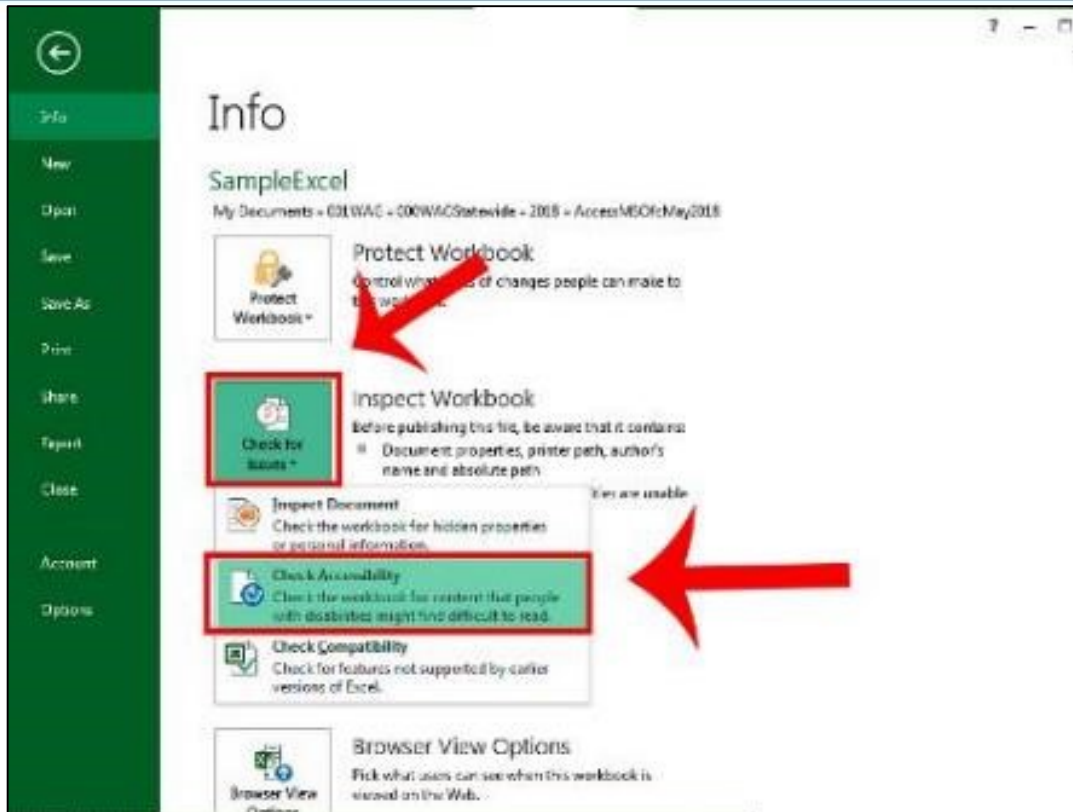
- Size: 24.3KB
- Title: Add a title (highlighted with a red box and arrow)
- Tags: Add a tag (highlighted with a red box and arrow)
- Comments: Add comments
- Template
- Status: Add text
- Categories: Add a category
- Subject: Specify the subject (highlighted with a red box and arrow)
- Hyperlink Base: Add text
- Company: Specify the com...

Below the Properties pane are sections for **Related Dates** (Last Modified: Today, 5:49 PM; Created: 4/15/2018 6:13 PM; Last Printed) and **Related People** (Manager: Specify the man...; Author: Jane Doe, highlighted with a red box and arrow; Add an author; Last Modified By: Jane).

10) Accessibility Checker - Excel

- ***Always* use Excel's built-in Accessibility Checker**
 - **Repair Errors, Warnings and Tips**

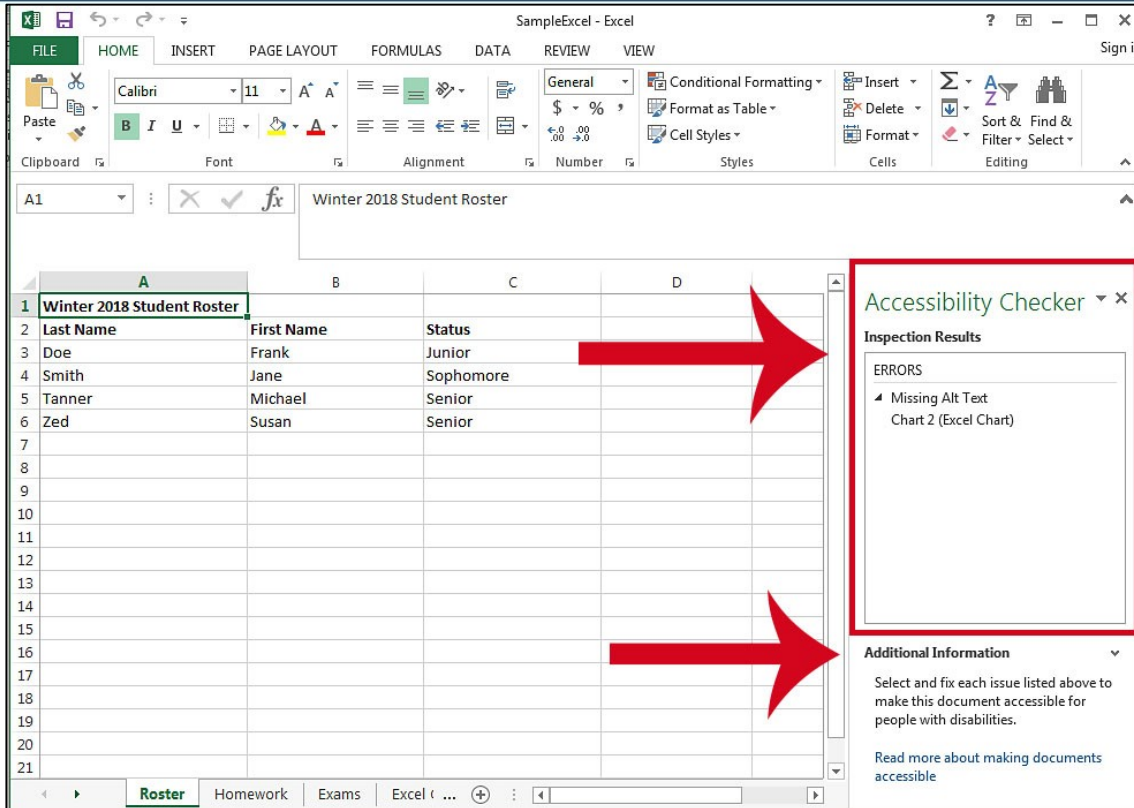
Excel: File – Check for Issues, Check Accessibility



The screenshot displays the 'Info' ribbon in Microsoft Excel. The left-hand navigation pane is visible, with options like 'Info', 'New', 'Open', 'Save', 'Save As', 'Print', 'Share', 'Export', 'Close', 'Account', and 'Options'. The main area shows the 'Info' section for a workbook named 'SampleExcel'. The path is 'My Documents > 031WAC > 000WACStatewide > 2015 > AccessMSOfcMay2015'. Several options are listed:

- Protect Workbook**: Control what kind of changes people can make to this workbook.
- Inspect Workbook**: Before publishing this file, be aware that it contains:
 - Document properties, printer path, author's name and absolute path
- Inspect Document**: Check the workbook for hidden properties or personal information. *Yes are usable*
- Check Accessibility**: Check the workbook for content that people with disabilities might find difficult to read. (This option is highlighted with a red box and a red arrow.)
- Check Compatibility**: Check for features not supported by earlier versions of Excel.
- Browser View Options**: Pick what users can see when this workbook is viewed on the Web.

Excel: Accessibility Checker – Repair all Errors, Warnings and Tips



SampleExcel - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A1 Winter 2018 Student Roster

1	Winter 2018 Student Roster		
2	Last Name	First Name	Status
3	Doe	Frank	Junior
4	Smith	Jane	Sophomore
5	Tanner	Michael	Senior
6	Zed	Susan	Senior
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Accessibility Checker

Inspection Results

ERRORS

- Missing Alt Text
Chart 2 (Excel Chart)

Additional Information

Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)



End of Training

**Basics of Accessible
*MS Office Documents***

- **1) Type questions in Chat**
 - Mouse: click in Chat box
 - Keyboard: (CTRL or CMD) M
 - Type your message
 - Press Enter on your keyboard to send message to Main Room

- **2) Ask Questions via Microphone**
 - Raise your Hand to be part of the question queue
 - Select Hand icon (above participant names)
 - We will take questions in order received



Contact Information

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WAG Coordinator

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Thanks for Joining us Today!