Creating Accessible Documents

With Microsoft Word

Arizona State University
Objectives

By the end of this session, you will be able to:

1. Recognize common issues that can make content in Microsoft Word documents inaccessible to people with visual and cognitive impairments.
2. Apply tools and strategies to remediate these issues.
How can I tell if my Word document is accessible?
Use Ally in Canvas
Use Accessibility Checker in Word
Where Should I Start?

1. Use Heading Styles
2. Add alt-text to images
3. Choose color carefully
4. Simplify table structures
5. Write effective link text
6. Add white space
Let’s Talk About Alt-Text

Favorite Ice Cream Flavors in the United States (2019)

- Caramel: 34.5%
- Strawberry: 10.9%
- Vanilla: 21.8%
- Chocolate: 32.7%
Examples

- Favorite ice cream flavors in the United States in 2019: 24% say vanilla, 36% say chocolate, 12% say strawberry, and 38% say caramel.
- Caramel is the most popular ice cream flavor in the United States in 2019. 38% chose it as their favorite. 36% chose chocolate, 24% chose vanilla, and 12% chose strawberry.
Alt-Text Should...

- Describe the critical information you need learners to take away from the image. No more, no less!
- Be brief. For complicated images, consider providing a caption or data table.
How about this?

United States Consumer Price Index 1913–2018

Original image by User:donarreiskoffer, new SVG version made with Gnumeric (from BLS data; now covers 1913–2018) [CC BY-SA 3.0 (http://creativecommons.org/licenses/by-sa/3.0/)]
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Questions?