

# Assess the Accessibility of Word Documents

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## Introduction

This tutorial provides step-by-step instructions on how to determine the accessibility of Word Documents .

### Tools

The list below contains links to the applications used in this tutorial to assess Word Documents:

- [Natural Reader](#)
- [Colour Contrast Analyser \(CCA\)](#)
- [Microsoft Word](#)

### Further Assistance

If the Word document being assessed does not meet one or more of the accessibility criteria described below, please consult with the office providing alternative materials to students with disabilities within the organization for assistance in obtaining an accessible version of the document.

## Text Access

Allows users to enable text-to-speech functionality so that the text may be read aloud

### What to do

Listen to the text

### Tool(s) to use

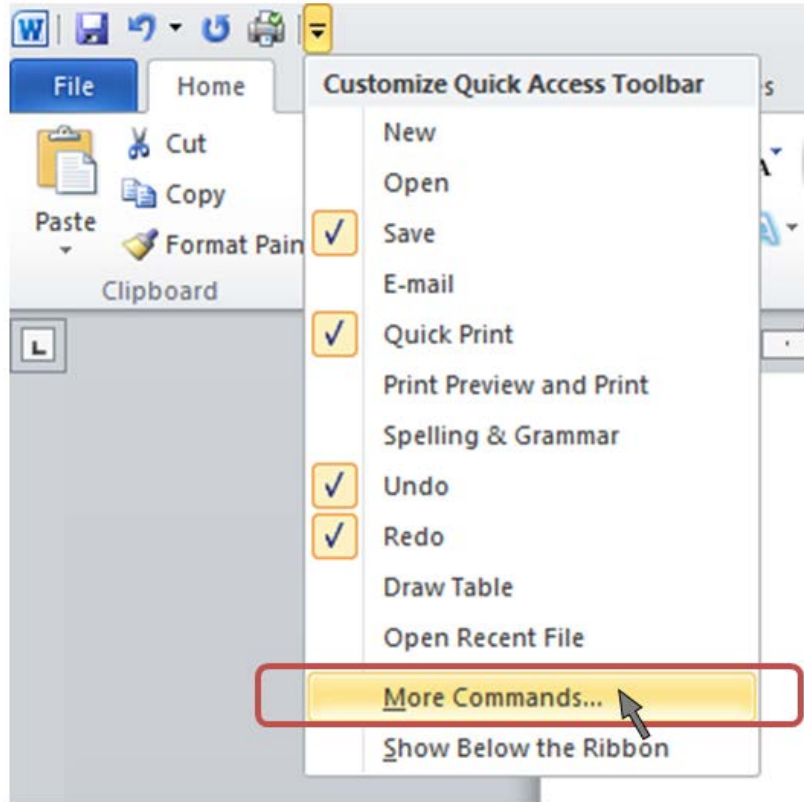
[Microsoft Word](#) for Word documents (.doc, .docx, .doc) and compatible formats (.txt, .rtf, .wps, .wpd)

### How to use

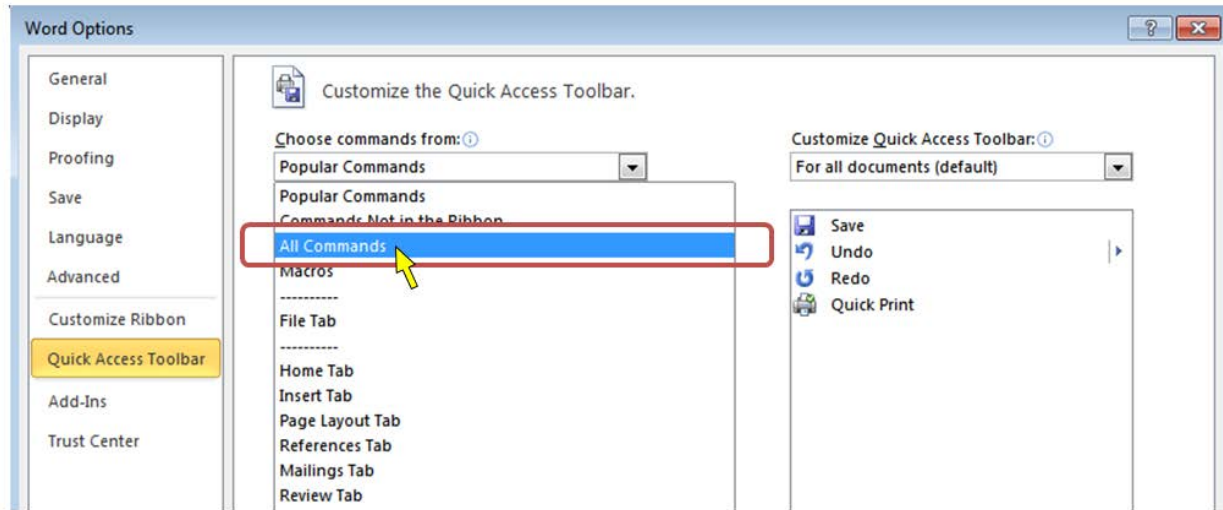
1. Open the document in Microsoft Word.



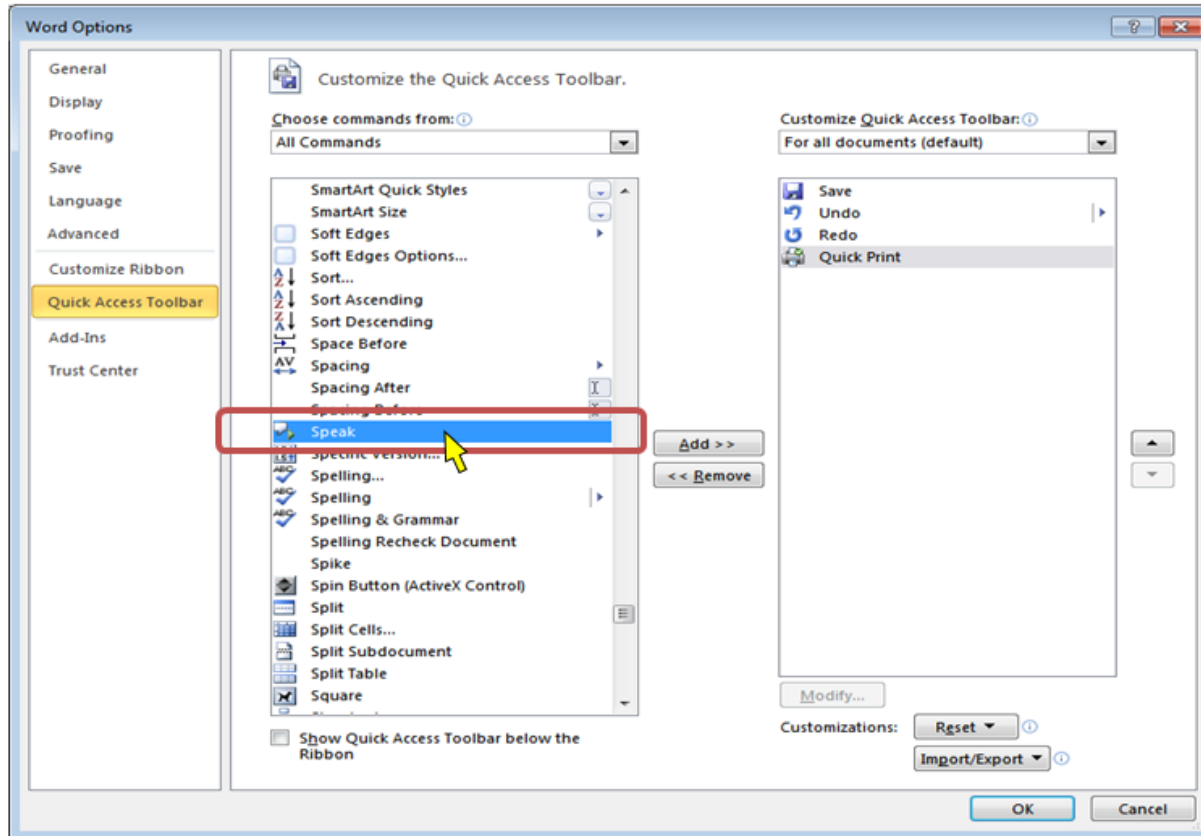
2. Select **More Commands...** from the **Custom Quick Access Toolbar**.



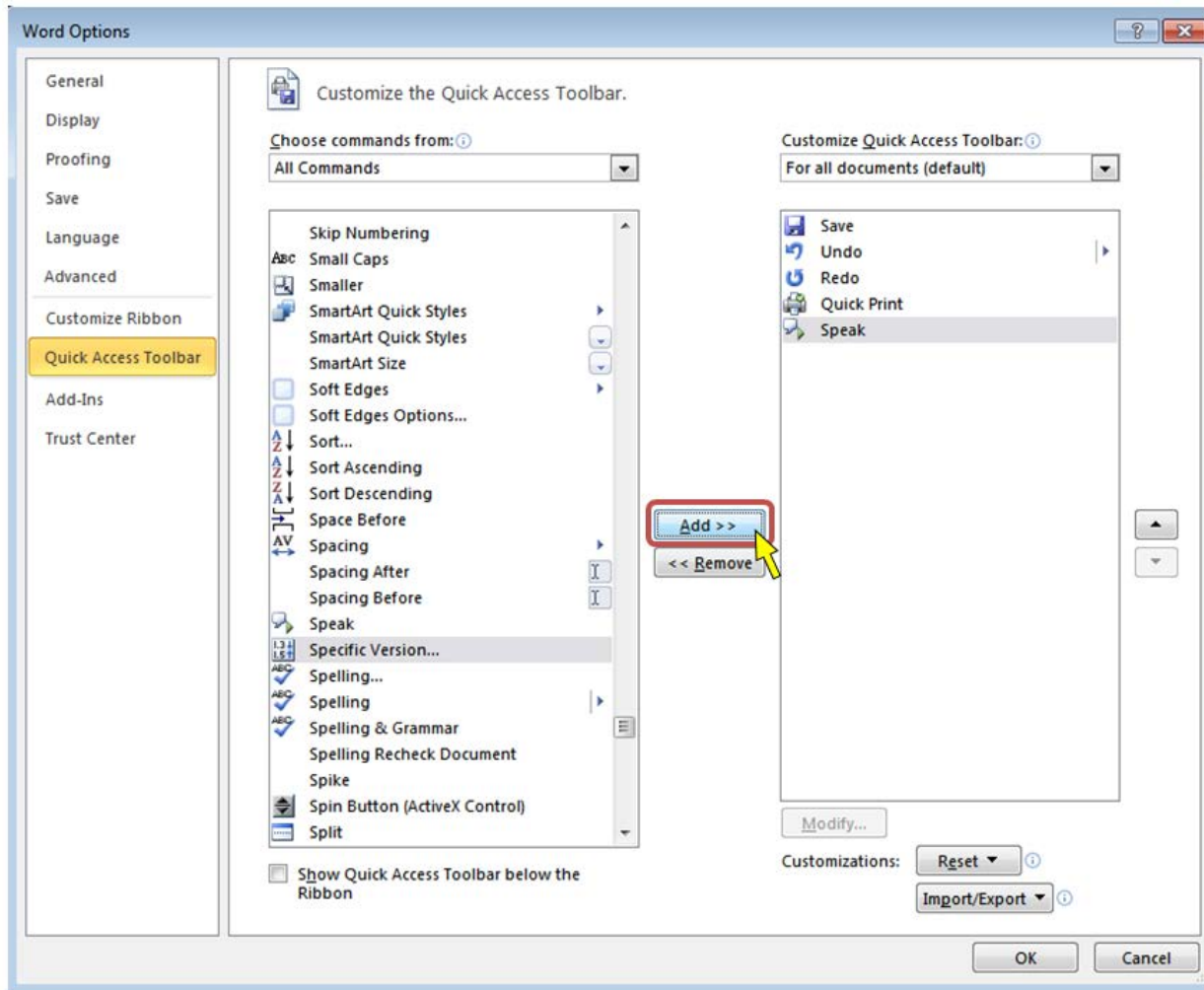
3. Select **All Commands** from the **Choose commands from:** dropdown menu.



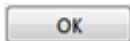
4. Select **Speak** from the list of commands on the left



5. Select the **Add >>** button

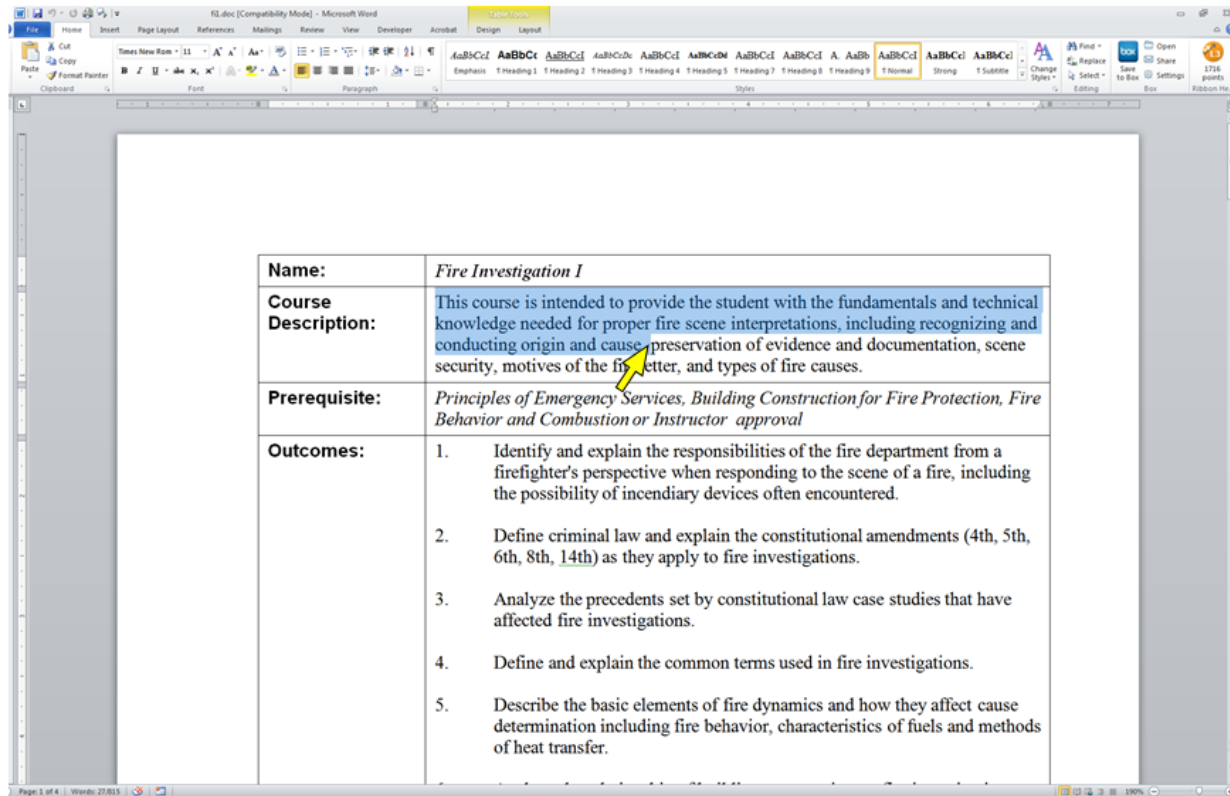


6. Select the **OK** button





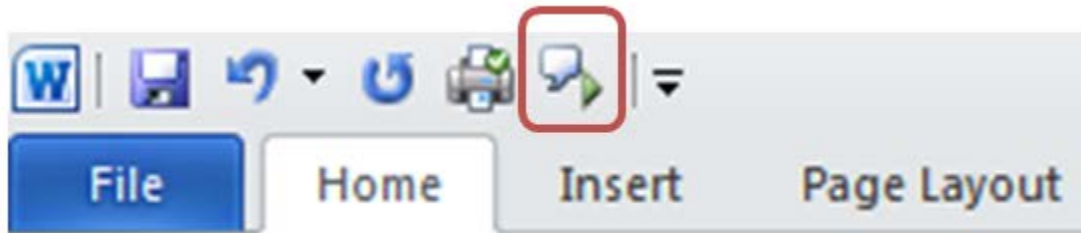
## 7. Select the text in the document to be read aloud



<http://www.usfa.fema.gov/downloads/doc/nfa/higher-ed/as-courses/fi1.doc>

**Note:** If the text is selectable letter by letter, then this is a good indication that the text is digital. ✓

8. If needed, enable the computer's sound and adjust it to a safe volume level to listen to Word speak the text aloud.
9. On the Custom Quick Access Toolbar, select the **Speak selected text** icon to hear the text read aloud.



## What is the Result?

- ✓ If the text can be heard using the Speak function in Microsoft Word, then it is digital text that assistive technology may be able to access for the reader.
- ✗ If the text is not selectable or cannot be read aloud by a text to speak application, such as the Speak function in Word, then the text in the material is not digital and assistive technologies may not be able to access information in the document.

## Structural Markup and Navigation

The document includes structural markup such as headings and lists that can be used for navigation by assistive technology.

### What to do

Assess the structure of the document by looking for headings, lists and tables.

### Tools to use

[Microsoft Word](#) for Word documents (.doc, .docx, .doc) and compatible formats (.txt, .rtf, .wps, .wpd)

### How to use

#### Option 1

1. Open the document in Microsoft Word.



## 2. Select **View**, and choose **Outline View**

The screenshot shows the Microsoft Word ribbon with the **View** tab selected. The **Outline** button in the **Document Views** group is highlighted with a red rectangle. A tooltip for the **Outline View** button is visible, stating: "View the document as an outline and show the outlining tools." The **Navigation** pane on the left shows a list of document sections: Table of Contents, Introduction, Tools, Further Assis..., and Text Access. The main document area is currently blank.

**Structural Markup/Navigation¶**

- ¶ The document includes structural markup such as headings and lists that can be used for navigation by assistive technology.¶
- ¶

• What to do¶

### 3. Review the hierarchy of the content in the outline

+

- This tutorial provides step-by-step instructions on how to determine the accessibility of Word Documents. ¶

+ **Tools** ¶
 

- The list below contains links to the applications used in this tutorial to assess Word Documents: ¶
- • → [Natural Reader](#) ¶
- • → [Colour Contrast Analyser \(CCA\)](#) ¶
- • → [Microsoft Word](#) ¶

+ **Further Assistance** → ¶
 

- If the Word document being assessed does not meet one or more of the accessibility criteria described below, please consult with the office providing alternative materials to students with disabilities within the organization for assistance in obtaining an accessible version of the document. ¶

.....Page Break..... ¶

+

- Allows users to enable text-to-speech functionality so that the text may be read aloud ¶

+ **What to do** ¶
 

- Listen to the text ¶

+ **Option 1** ¶
 

- + **Tool(s) to use** ¶
  - [Microsoft Word](#) for Word documents (.doc, .docx, .doc) ¶

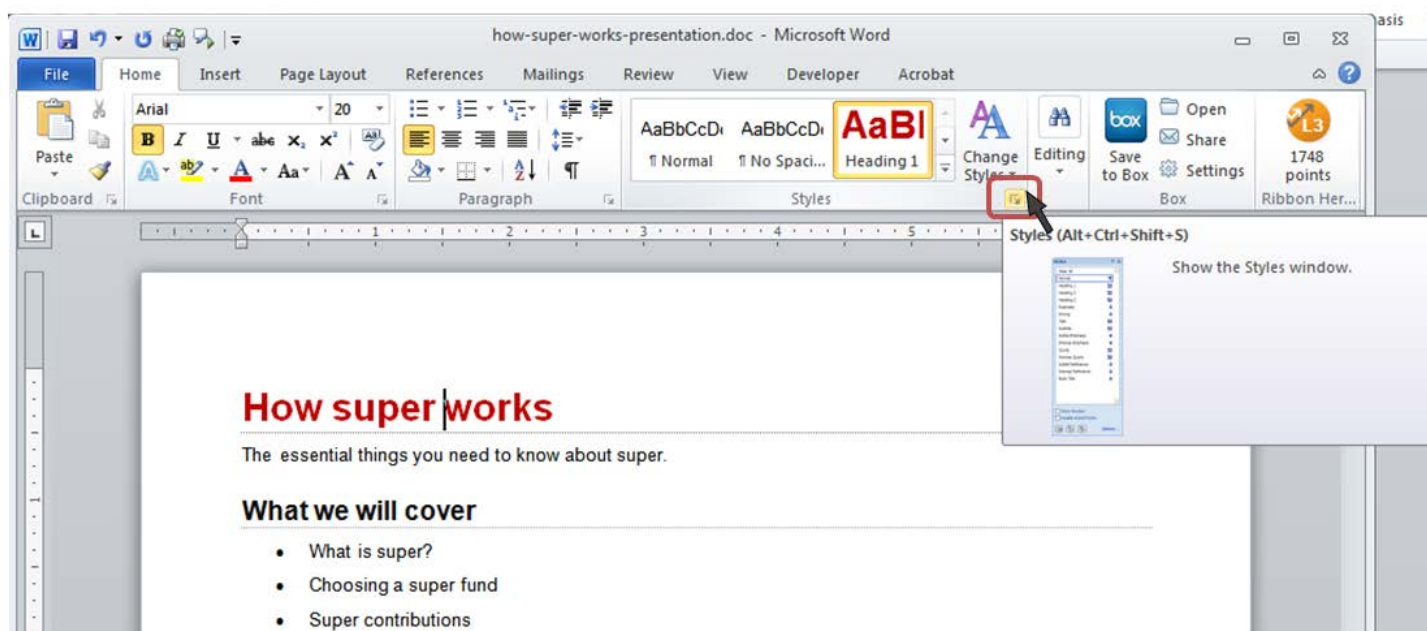
## What is the Result?

- ✓ The document has structural markup that can be used for navigating by headings if the heading levels are used throughout the document.
  
- ✗ The document does not have a proper structural markup if:
  - The document contains what looks like headers in the normal view, but the outline view does not reflect the headings.
  - The headings are not in a sequential order.

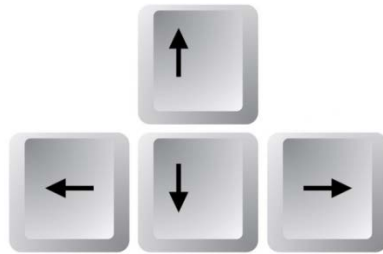
Readers using assistive technology may not be able to navigate through the document without the proper heading structure.

## Option 2

1. To use **Styles** Select the **Styles** arrow to display the **Styles** window



2. Use the arrow keys to move through the document.



3. Move the cursor through the page and observe the change in styles within the document.



how-super-works-presentation.doc - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer Acrobat

Paste Font Paragraph Styles Editing Box Ribbon Her...

Arial 20 AaBbCcDd AaBbCcDd AaBb Heading 1

1 Normal 1 No Spaci... Heading 1

Open Save to Box Share Settings 1748 points

Clear All footnote Normal Default Paragraph Font No Spacing **Heading 1** Heading 2 Heading 3 Heading 4 Title Subtitle Subtle Emphasis Emphasis Intense Emphasis Strong Quote

Show Preview Disable Linked Styles Options...

Page: 1 of 3 Words: 568 100%

# How super works

The essential things you need to know about super.

## What we will cover

- What is super?
- Choosing a super fund
- Super contributions
- Super investment options
- Super fees
- Insurance through super
- Where to get more information

## What is super?

- Superannuation is a way to save for your retirement
- The money comes from contributions made into your super fund
- Your employer must pay 9% of your earnings into your super fund
- Your money in super accumulates over time to give you a nest egg when you stop working

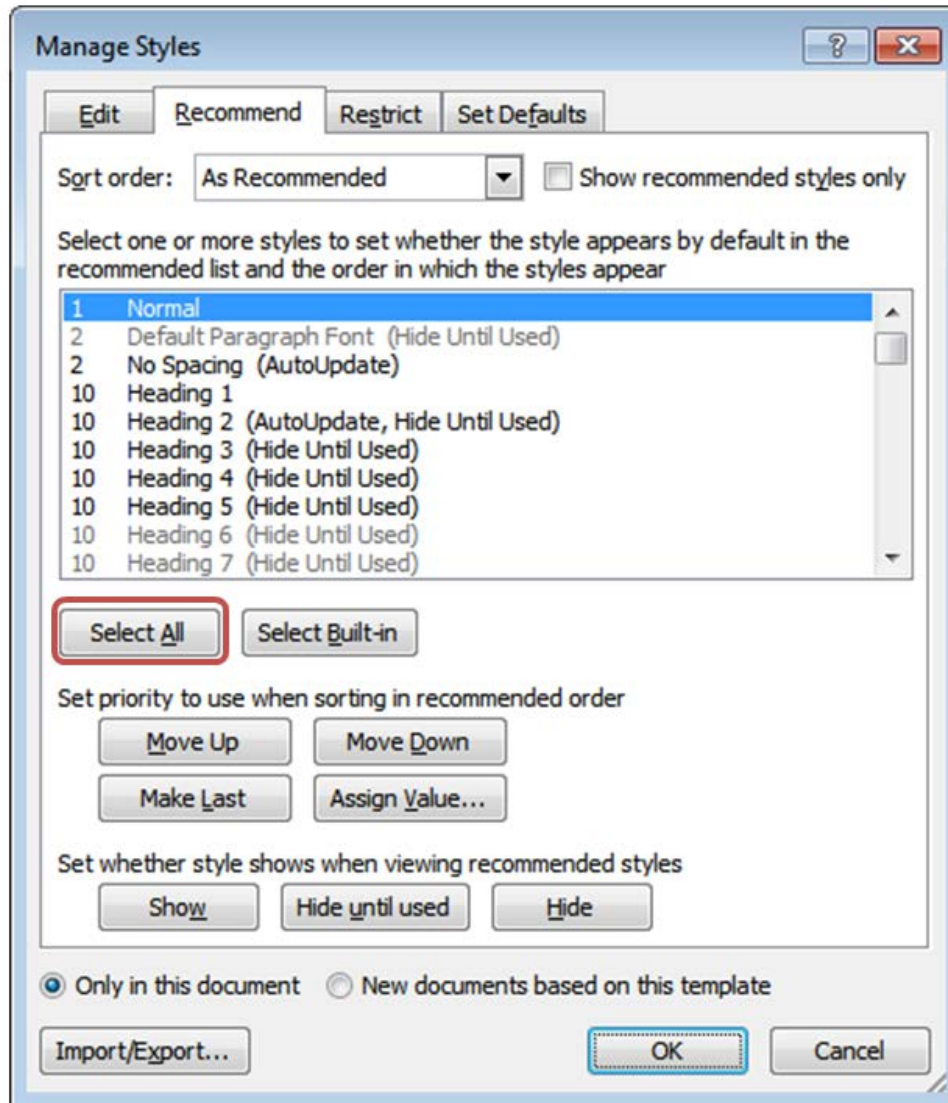
## Choosing a super fund

- Any extra benefits?
- The lower the fees the better

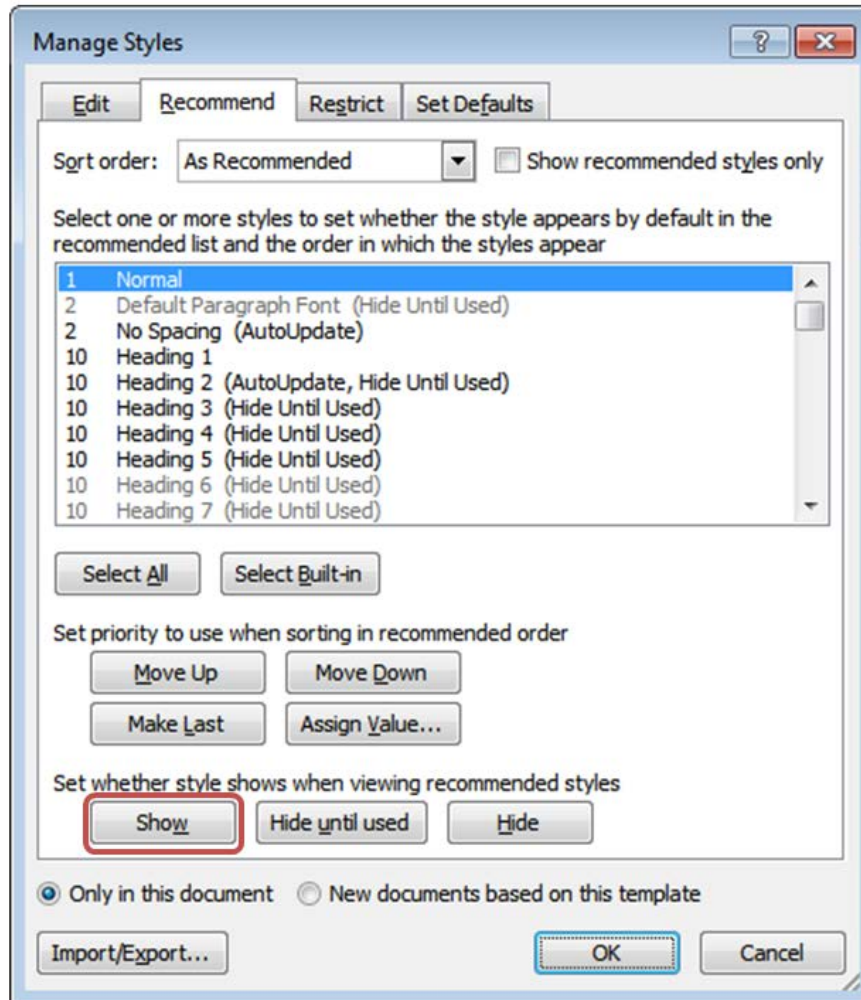
4. To display all possible styles that Microsoft Word has available for this document, select the **Manage Styles** button at the bottom of the Styles window



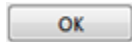
5. On the **Recommend** tab, choose the **Select All** button



6. Select the **Show** button



7. Select the **OK** button



## What is the Result?

- ✓ The document has structural markup that can be used for navigation if the heading levels and list styles are used throughout the document.
  
- ✗ The document does not have a proper structural markup if:
  - The document contains what looks like headers and lists, but the corresponding style in the **Style** window is not used.
  - The headers are not in order.
  - The one style (e.g. Normal style) is the only style used throughout the document.

## Tables

Data tables should include markup that identifies row and column headers. MS Word does not offer this level of functionality. Please consult with the campus office serving students with disabilities for assistance in obtaining an accessible version of the document. Providing this access in a timely manner is critical for student success.

## Hyperlinks

Allows users to understand a link's destination and the name of the resource being linked to.

## What to do

Verify that links have a recognizable meaning and are functional.

## Tool to use

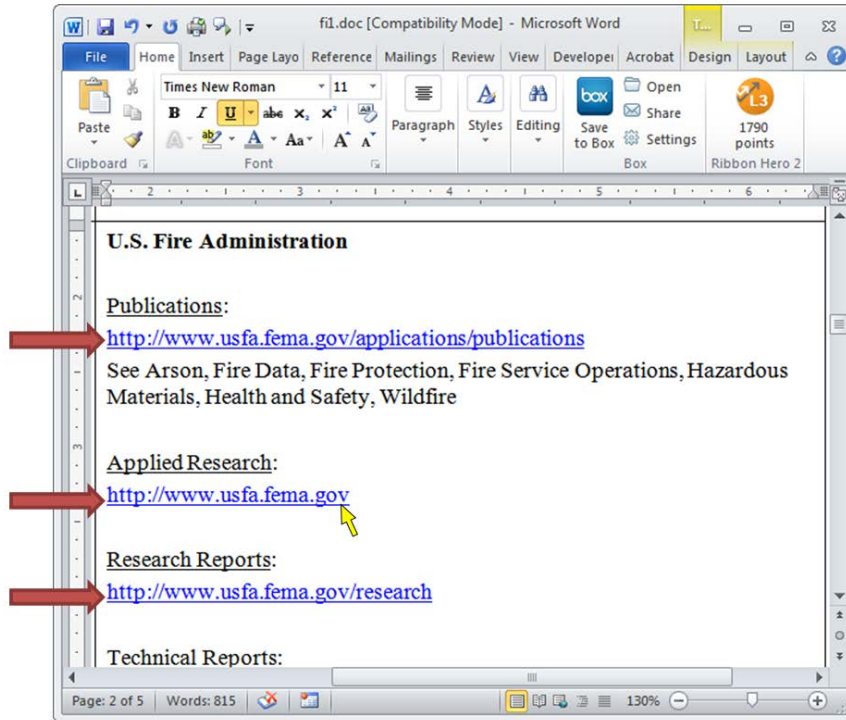
[Microsoft Word](#) for Word documents (.doc, .docx,) and compatible formats (.txt, .rtf, .wps, .wpd)

## How to use

1. Open the document in Microsoft Word.



2. Browse through the document and look for links.



3. Manually check the links by selecting them
4. Verify that the link goes to the expected destination. A well labeled link provides the user with information such as a meaningful name of a document, or name of a website.



## What is the Result?

- ✓ All users may be able to use the links included in a document if they are understandable and work properly. The hyperlinks in a document are operable and understandable if:
  - The links go to their appropriate destination.
  - The link text for the link clearly states where it will lead. For example, a link labeled “Word doc” does not tell a person where it is linking to, especially when taken out of context of the text around it. Below is a list of links that do not have meaningful names:
    - “Click here”
    - “Next document”
    - “New document”
    - “here”
    - “Link”

Many users navigate a page by listing the links without the surrounding text.

- ✗ Users may not be able to use the links included in a document if they are not understandable or do not work as expected. Hyperlinks are not useful to users if:
  - Links are broken
  - Links do not have meaningful text

- Link text is “Click here”, “About”, “More Info”, “More”, etc.
- Links do not look different from its surrounding text

## Color as Information

When information is conveyed using color, a second technique is used for users that cannot perceive colors.

### What to do

Look for content that conveys meaning through the use of only color.

### Tool(s) to use

[Microsoft Word](#) for Word documents (.doc, .docx,) and compatible formats (.txt, .rtf, .wps, .wpd)

### How to use

1. Open the document in Microsoft Word



- Read through the content and look for instructions or descriptions that require readers to interpret colors.

POSITION REQUISITION AND APPROVAL PROCESS

6.1.2 The recruiter can also enter a candidate directly. Typically this is done either when an employee refers someone or when the recruiter proactively searches for candidates on various job boards. The recruiter would fill in the form below Items in RED are required fields.

SOURCING INFO	
<b>Method</b>	Select <span style="float: right;">▼</span>
<b>Source</b>	Select <span style="float: right;">▼</span>
(enter source if not in list above) >>	
Job Folder	Select <span style="float: right;">▼</span>
Additional Active Folder	<span style="float: right;">▼</span>
Additional Inactive Folder	There are no inactive folders.
Create and Attach NEW Folder	

GENERAL INFO	RESUME	
<b>First</b>	<div style="border: 1px solid #ccc; height: 200px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 200px;"></div>	
MI		
<b>Last</b>		
<b>Email Address</b>		
Phone # (format: 000-000-0000)		
<b>Home Phone</b>		
Cell Phone		
Work Phone		
Address1		
Address2		
City		

## What is the Result?

✓ Users may visibly perceive information and instruction when alternative distinguishing features are used such as:

- The use of Strong, larger, or italic font is used in combination or instead of color
- The use of symbols, such as asterisk (\*) or pound (#), is used in combination or instead of color.
- The use of an underline or pattern is used in combination or instead of color.

Using any of these alternatives may be beneficial to users with colorblindness.

✗ Users may not be able to visibly perceive information and instruction if they are color dependent. Users with colorblindness may not be able to obtain information from the document because there are no alternatives to color available.

## Color Contrast

There is a contrast ratio of 4.5:1 provided between the text (foreground) and its background

### What to do

Analyze the color contrast between text and its background.

### Tool(s) to use

[Colour Contrast Analyser](#) (CCA)

### How to use

1. Open the document in Microsoft Word.



2. Open the Colour Contrast Analyser.



3. Scan the page for text with color combinations other than black text with white backgrounds (and vice versa).



## Jeopardy!

The Students	The Journey	The Law	Anything Goes
<u>\$100</u>	<u>\$100</u>	<u>\$100</u>	<u>\$100</u>
<u>\$200</u>	<u>\$200</u>	<u>\$200</u>	<u>\$200</u>
<u>\$300</u>	<u>\$300</u>	<u>\$300</u>	<u>\$300</u>
<u>\$400</u>	<u>\$400</u>	<u>\$400</u>	<u>\$400</u>
<u>\$500</u>	<u>\$500</u>	<u>\$500</u>	<u>\$500</u>

<http://www.merlot.org/merlot/downloadFile.htm?fileName=Nanabek%2fIntroductory+Inclusion+jea.gm.ptx>

- Using the CCA's **Foreground Colour Sampler**, select the color of the text by placing the cross hair in the center of the letter.



- To analyze the contrast, use the **Background Colour Sampler** and place the crosshair just outside of the letter previously selected.

# Jeopardy!

The Students	The Journey	The Law	Anything Goes
<div> <div>100</div> <div> <div>\$100</div> <div>\$200</div> <div>\$300</div> <div>\$400</div> <div>\$500</div> </div> </div>	<div>\$100</div> <div>\$200</div> <div>\$300</div> <div>\$400</div> <div>\$500</div>	<div>\$100</div> <div>\$200</div> <div>\$300</div> <div>\$400</div> <div>\$500</div>	<div>\$100</div> <div>\$200</div> <div>\$300</div> <div>\$400</div> <div>\$500</div>

Colour Contrast Analyser

Options Image Help

Foreground

Colour select:  Hex: #FF815E

Background

Colour select:  Hex: #CDE0E8

☐ Show contrast result for colour blindness

Result - luminosity

Contrast ratio: 1.8:1

Text

✗ Fail(AA)

✗ Fail(AAA)

Short / Full

Large text

✗ Fail(AA)

✗ Fail(AAA)

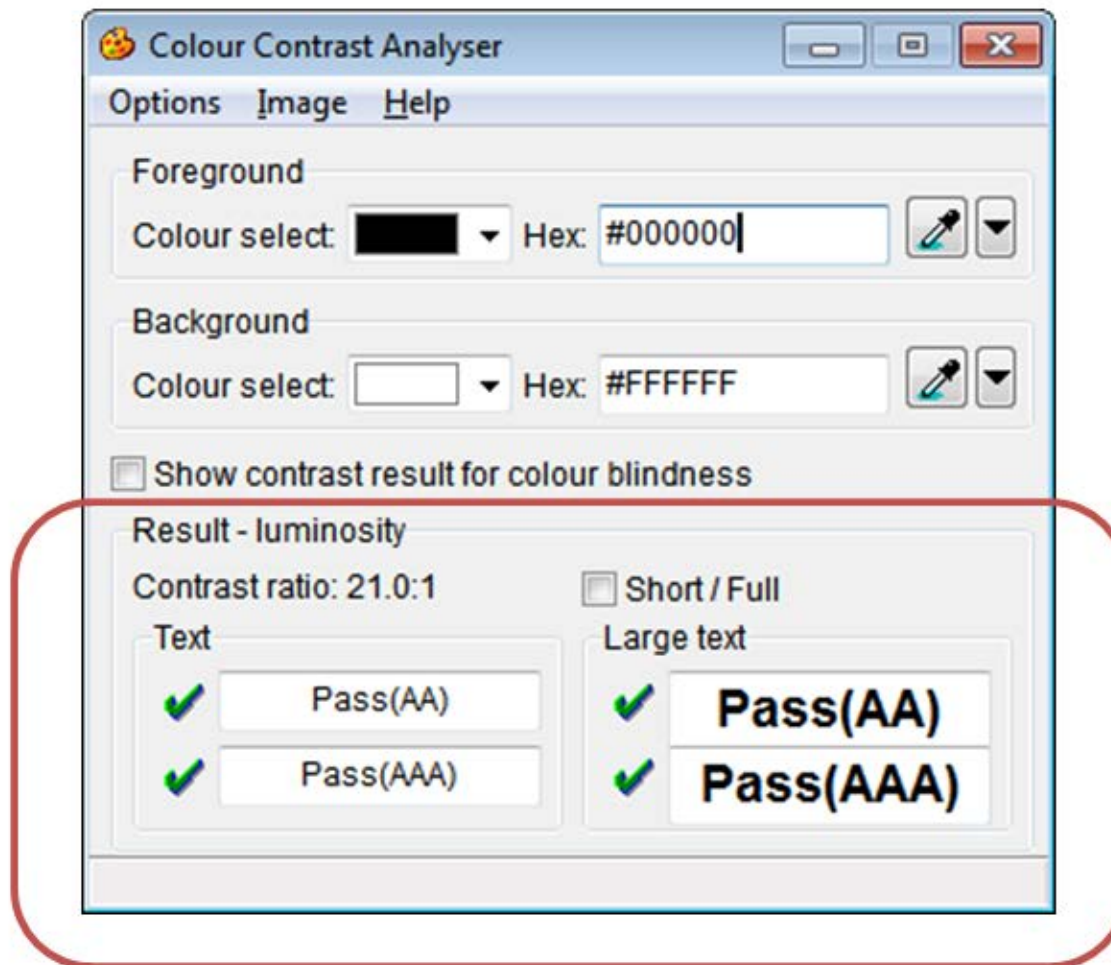
**Note: Use the Colour Contrast Analyser.** Do not assume that the contrast is accessible without using a color contrast analyzing tool. Sometimes, the contrast between text and background may appear like it should pass a color contrast test, but when tested, fails due to low contrast.



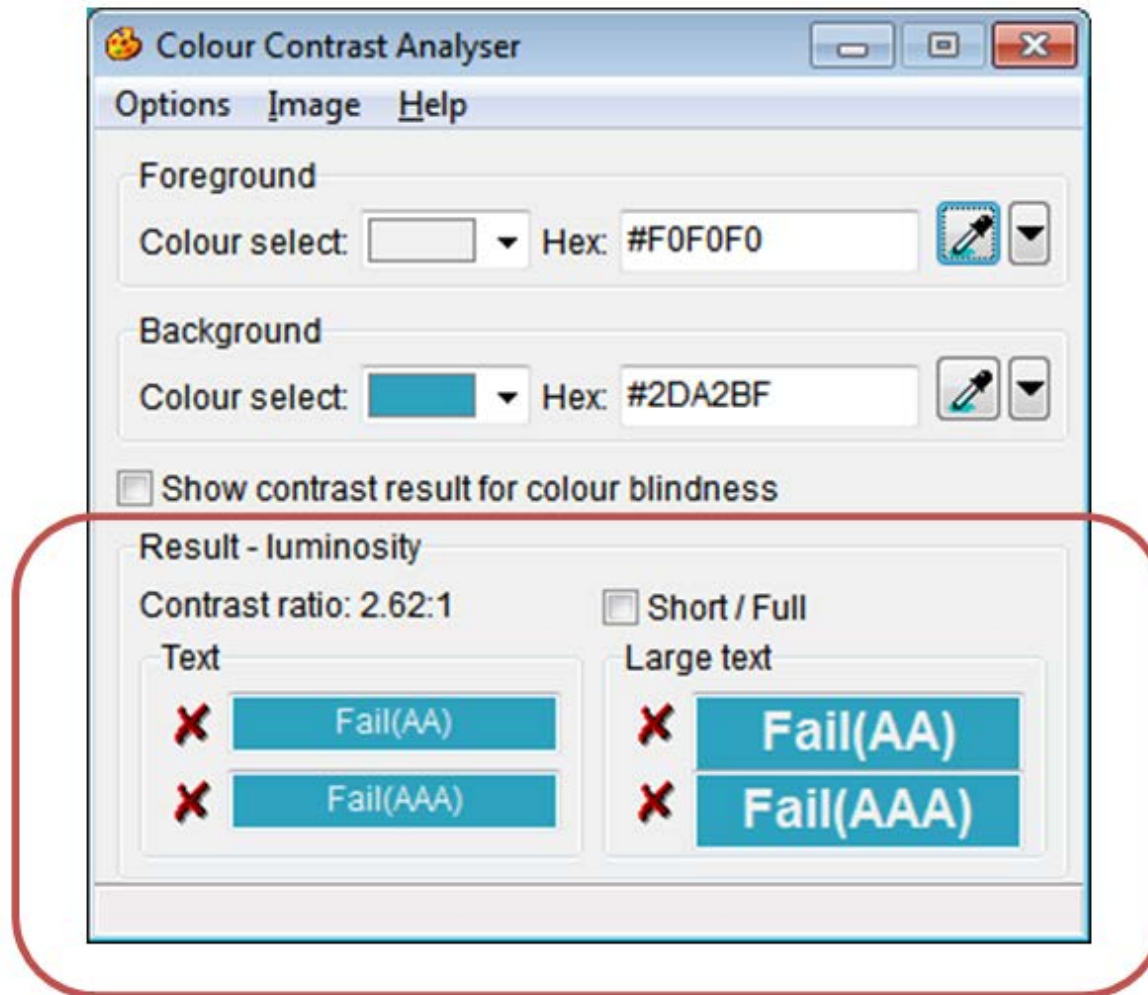
6. Review the results of at the bottom of the CCA.

## What is the Result?

- ✓ If there is a green check mark next to the word **Pass (AA)**, then the text and foreground color combination has a high enough contrast that is suitable for most people.



- ✗ If there is a red x next to the word **Fail (AA)**, then the text and foreground color combination does not have a high enough contrast and people with color blindness may not be able to read the text.







# Images

Meaningful images should be described for all users.

## What to do

Check the images in the document for alternative text or a description of the image in the surrounding text.

## Tool(s) to use

[Microsoft Word](#) for Word documents (.doc, .docx, .docm) and compatible formats (.txt, .rtf, .wps, .wpd)

## How to use

1. Open the document in Microsoft Word.

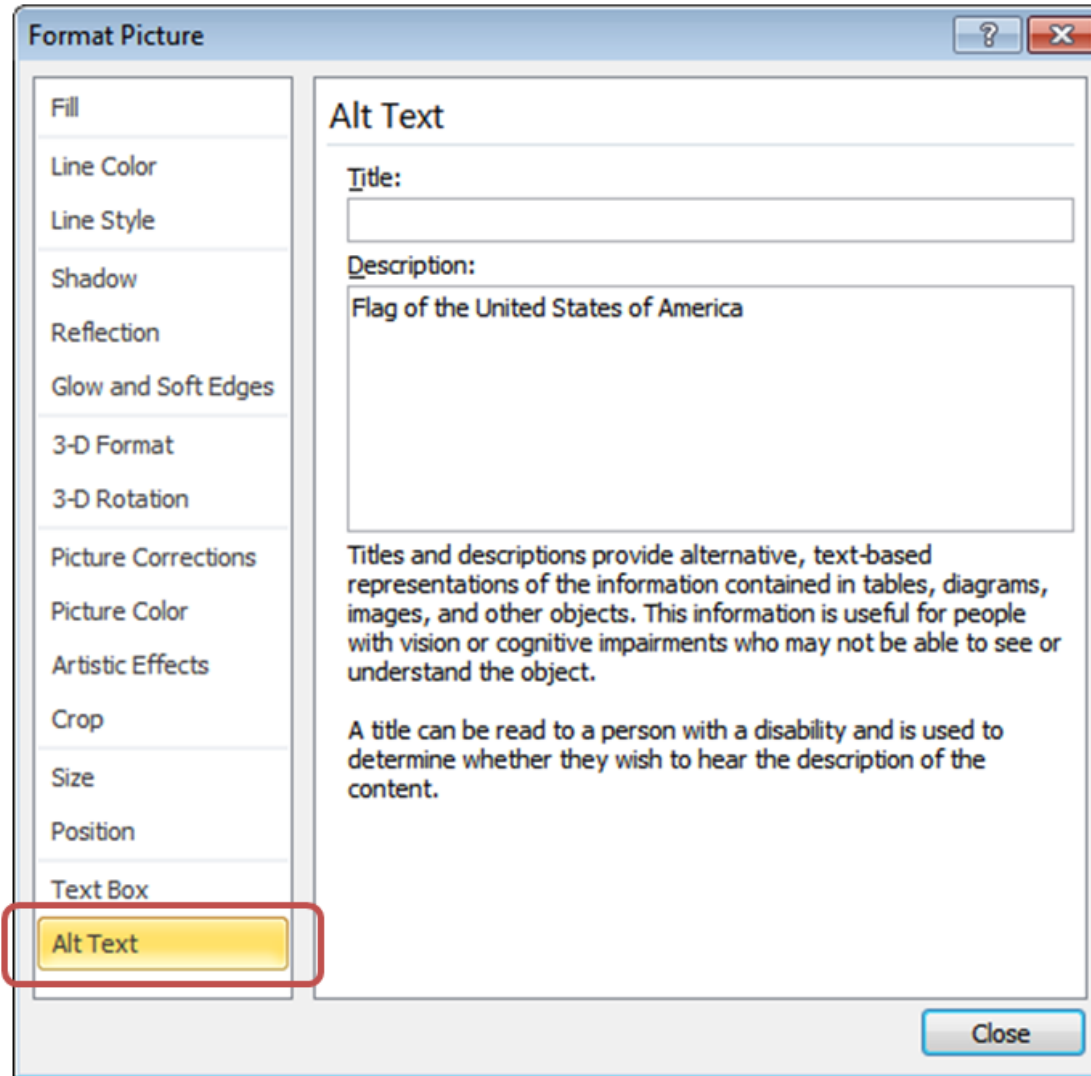


2. Right click on the image and select **F**ormat Picture..., **F**ormat Object... or **F**ormat Shape... at the bottom of the shortcut menu.

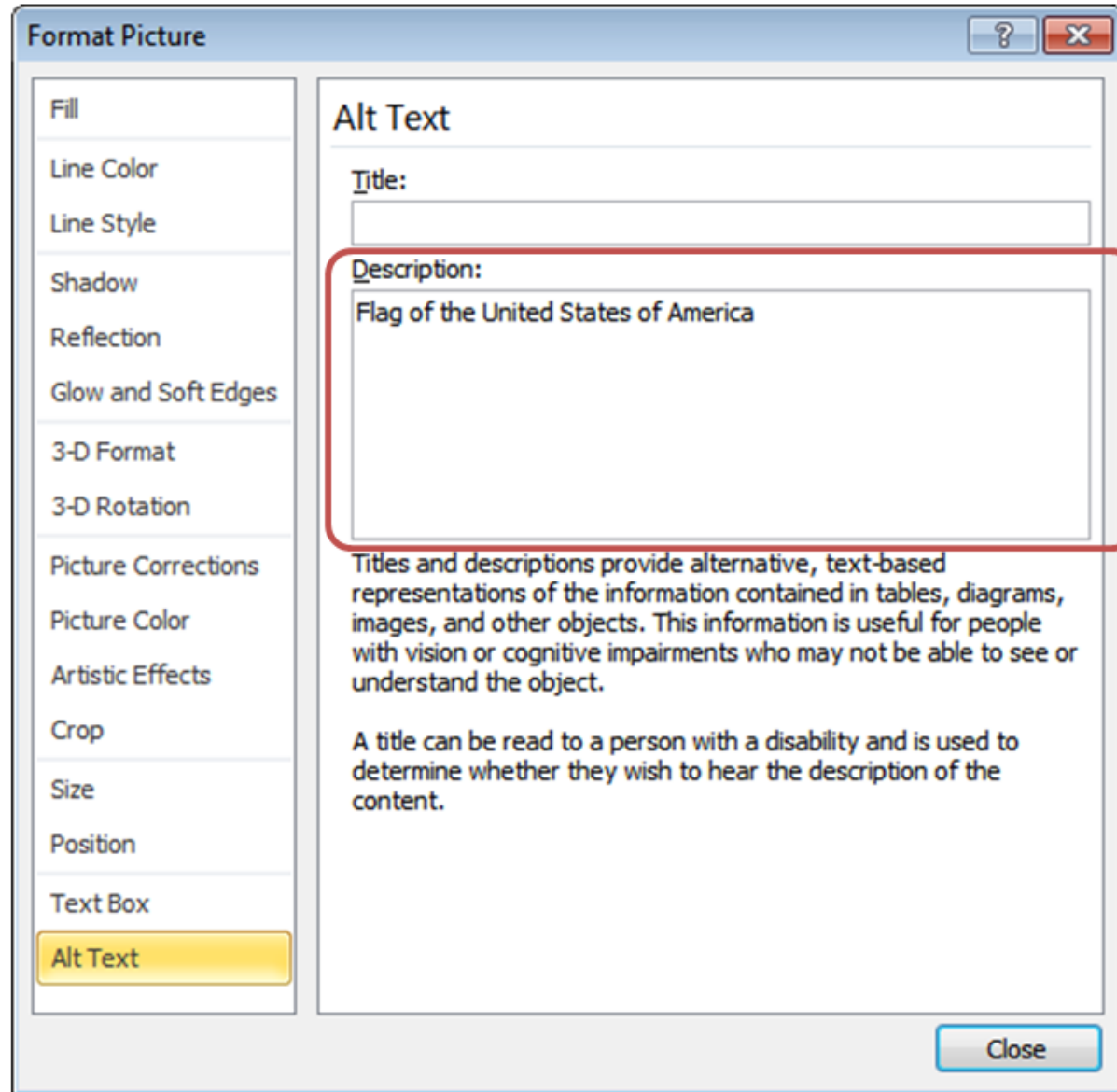




3. Select **Alt Text** in the menu to the left to display the alternative text for this image.



4. Read the alternative text in the **Description:** field





## What is the Result?

- ✓ If the **Description:** section of Alt Text contains a short description of the image's function, meaning or content, then the document has appropriate alternative text. The image has proper descriptions if:
- The alternative text description is short and meaningful. The image may be described to assistive technology users.
  - Complex images, charts, and graphs are described in surrounding text for all users to read. Complex images may also be supplemented with a link to additional information.
  - Decorative images do not have alternative text descriptions. These images may be ignored by assistive technology which decreases the amount of non-important information the user of assistive technology will hear.

**Note:** The following images do not need to have alternative text descriptions: ✓

- decorative images
- unimportant images
- important images that are described in a paragraph above or below

✗ The document does not have proper alternative text if:

- The **Description:** field is blank.
- The **Description:** field does not have a short description of the image's function, meaning or content.
- The **Description:** field contains a web address (unless the image is of a simple, high level web address)

