MOORPARK COLLEGE
ACCESS
ACCESSIBILITY COORDINATION CENTER AND EDUCATIONAL SUPPORT SERVICES

Accessible Documents & Emails
Microsoft Word & Outlook

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Electronic version - goo.gl/73fL74
(Case Sensitive)

Accessible Documents and Emails

Focus:

This document provides information about dcument accessibility. We want to assure all students can perceive, operate, and understand the electronic documents distributed online or on ground. The items to assess in the checklist are guidelines taken from federal and international organizations. The idea is to make the web a place for every type of person.

Checklist: (WebAIM - goo.gl/tVt53v)

- Heading Styles

- Alternative text for images

- Data Tables

- Links

- Lists

- Columns

Heading Styles

A uniform heading structure is often the most important accessibility consideration in Word documents. When encountering a lengthy Word document, sighted users often scroll the page quickly and look for big, bold text (headings) to get an idea of its structure and content. Screen reader and other assistive technology users also have the ability to navigate Word documents by heading structure, assuming Word's Heading styles are used.

Structure Through Hierarchy

Pages should be structured in a hierarchical manner:

- A Heading 1 is usually a page title or a main content heading. It is the most important heading, and there is generally just one.

- A Heading 2 is usually a major section heading.

- A Heading 3 is usually a sub-section of the Heading 2.

- A Heading 4 is usually a sub-section of the Heading 3, and so on, ending with Heading 6.

Technically, lower-degree headings should be contained within headings of the next highest degree. One should not skip heading levels, such as using a Heading 4 directly below a Heading 2.

Example of Heading Style Hierarchy

The following outline shows an example of hierarchy.

Heading 1

Heading 2

Heading 2

Heading 3

Heading 3

Heading 3

Navigating the Structure

Word documents with a proper heading structure provide the viewer with a navigation pane to jump through the document with. The heading structure also assists blind readers to navigate the document.

Sighted and blind students will be able to:

- View a list of all of the headings on the page.

- Choose top-level headings (Heading 1), next-level headings (Heading 2), third-level headings (Heading 3), and so on.

- Blind and sighted users can easily jump to different sections within the document. Multiple people benefit from heading structure.

Styles to Avoid

A common practice is to use **Bold** or <u>Underlined</u> text to emphasize or appear as a heading.

Examples:

<u>Required Course Text</u>

Accounting 15th Edition…

Unfortunately, it is a common practice to create a "heading" by changing the text directly in a Word document. A user will highlight the text and apply a different font type, a larger font size, bold formatting, etc. While these changes made with Font styling will provide visual structure for some of your users, the document structure needed for navigation by assistive technology users is missing. For this reason, use the Heading tool provided by Word.

Apply Heading Styles in Microsoft Word

Put the typing cursor in the line of text to be made a Heading Level > go to the "Home" tab of the ribbon > then click the desired heading level.
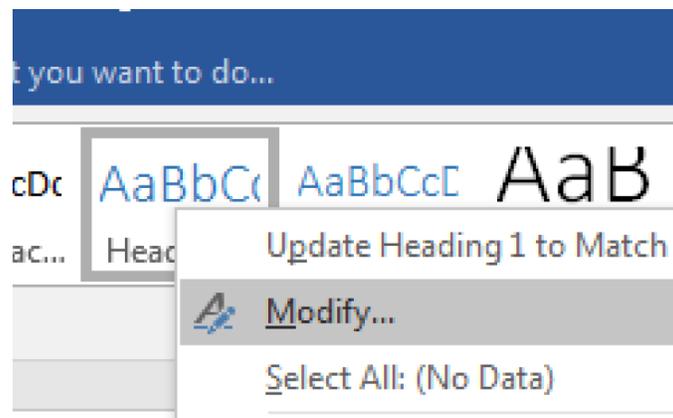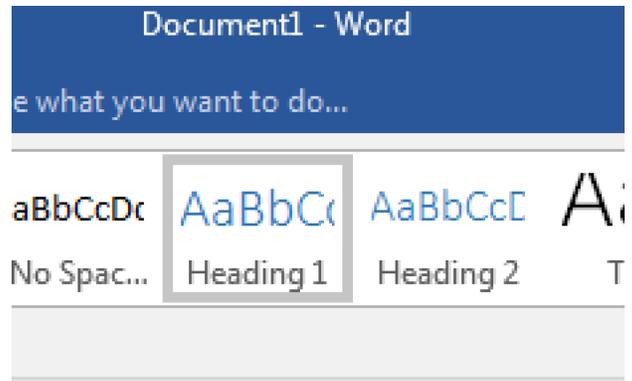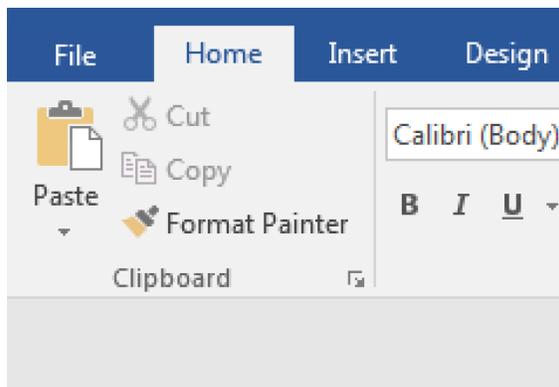
If you choose a heading style and it changes your formatting, don't worry. Right click on the heading style and choose "Modify"

Choosing "Modify" will allow you to change the format for the selected heading style. Going forward, the modified heading style will continue throughout the document. All of the heading styles can be modified to suit your formatting. If you mark many lines

of text with a heading style #, the "modify…" option is great to change all the
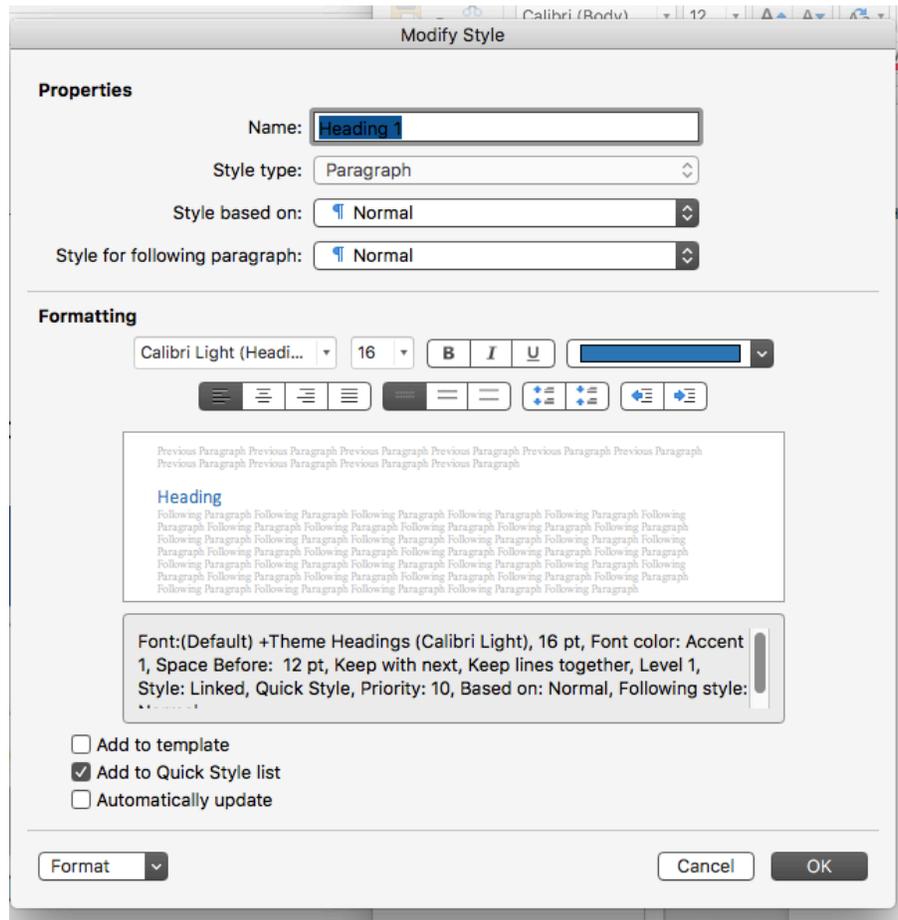
heading style #s at once.

You may already have text in your document that is ready to be marked a heading style. You may not want the font or color to change to the default setting, so you could select the "Update Heading # to Match" when right clicking on a heading style. Choosing this option will keep the text exactly as it originally was while the text is tagged as a heading level.
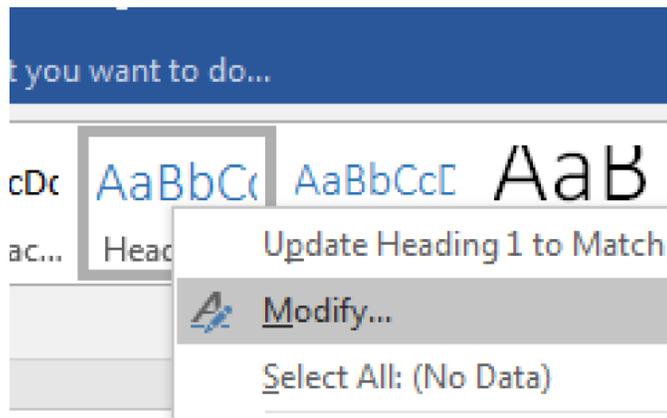
Navigation Pane

To check if the document is being structured properly, go to the "View" tab in the ribbon > check the box for the navigation pane
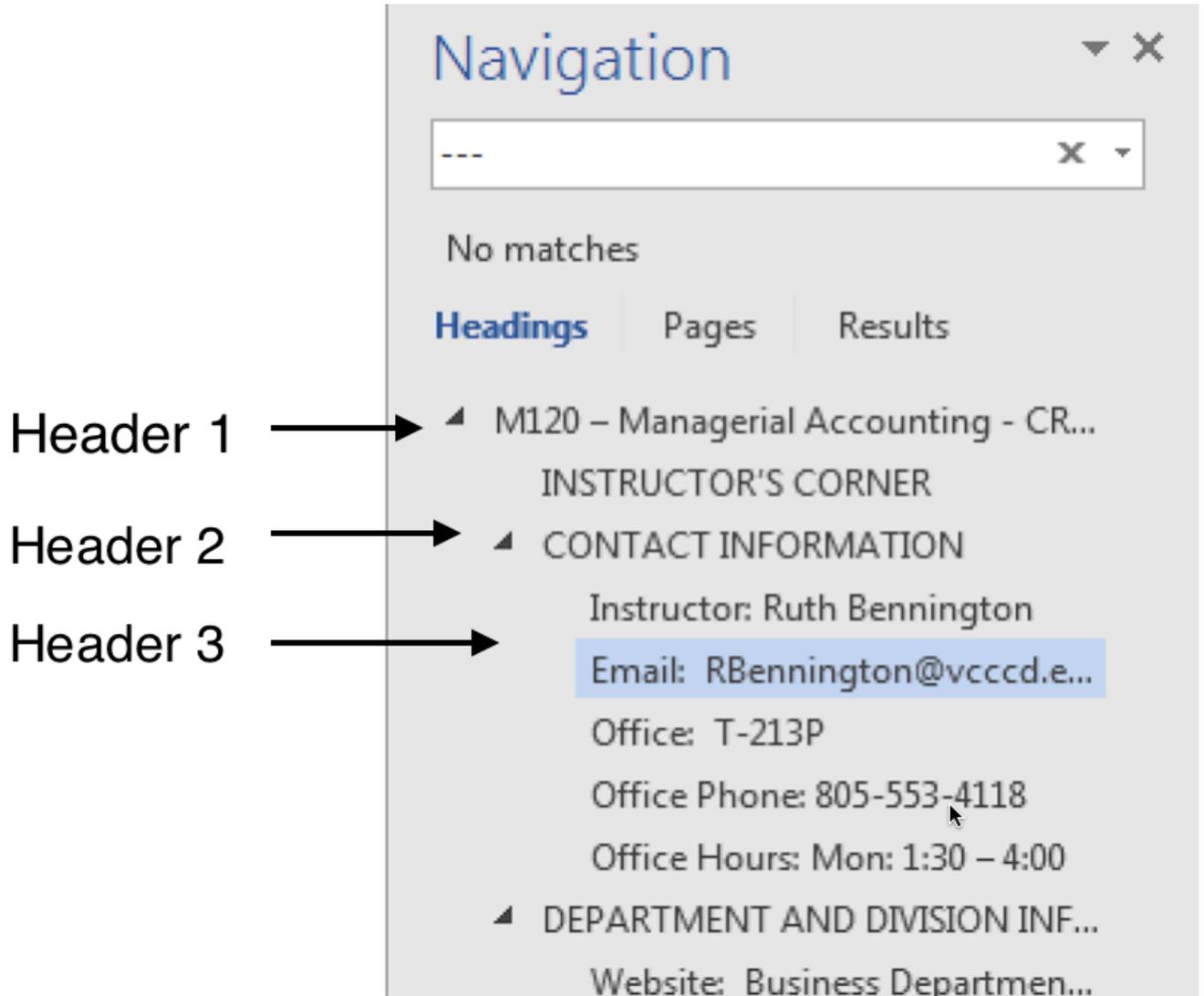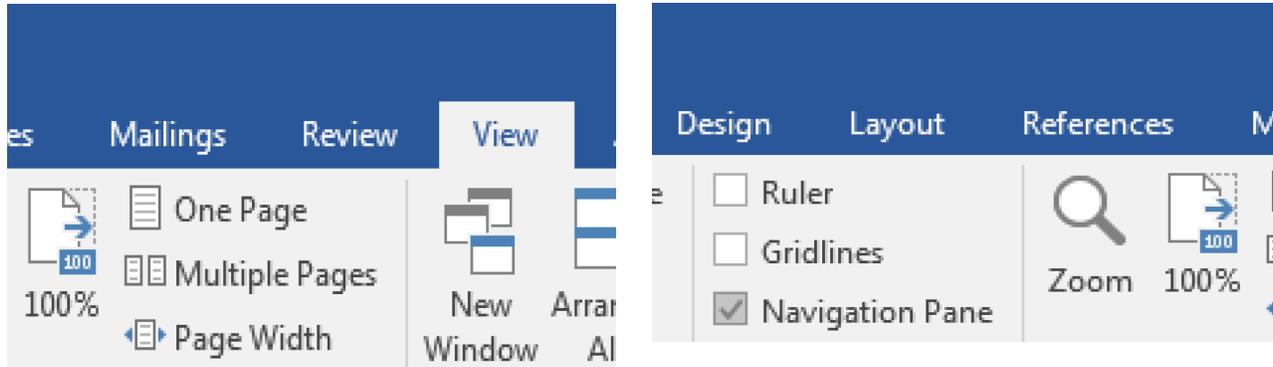
Alternative Text for Images

Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. There is more than one way to provide "alt text", but all images contained in a Word document must have it.

Image types in Word

The following items can have alt text associated.

- pictures

- Illustrations

- Images of text

- Shapes

- Charts

- SmartArt

- Tables

When alt text is added correctly to an image, screen reading software can "read" it in a Word, PDF or HTML file.

Best practices for alternative text

Alternative text should be:

- Accurate and equivalent—present the same content or function as the image.

- Sufficient —no more than a few words are necessary; rarely a short sentence or two may be appropriate.

- NOT be redundant—do not provide information that is in the surrounding text.

- NOT use descriptive phrases—screen reading software identifies images, so do not use phrases such as "image of..." or "graphic of...".

Applying Image "Alt Text"

1. Insert the photo

2. Right click the photo

3. Click "Format (Picture, etc.)"

4. Click the 3rd icon to add the "alt text"
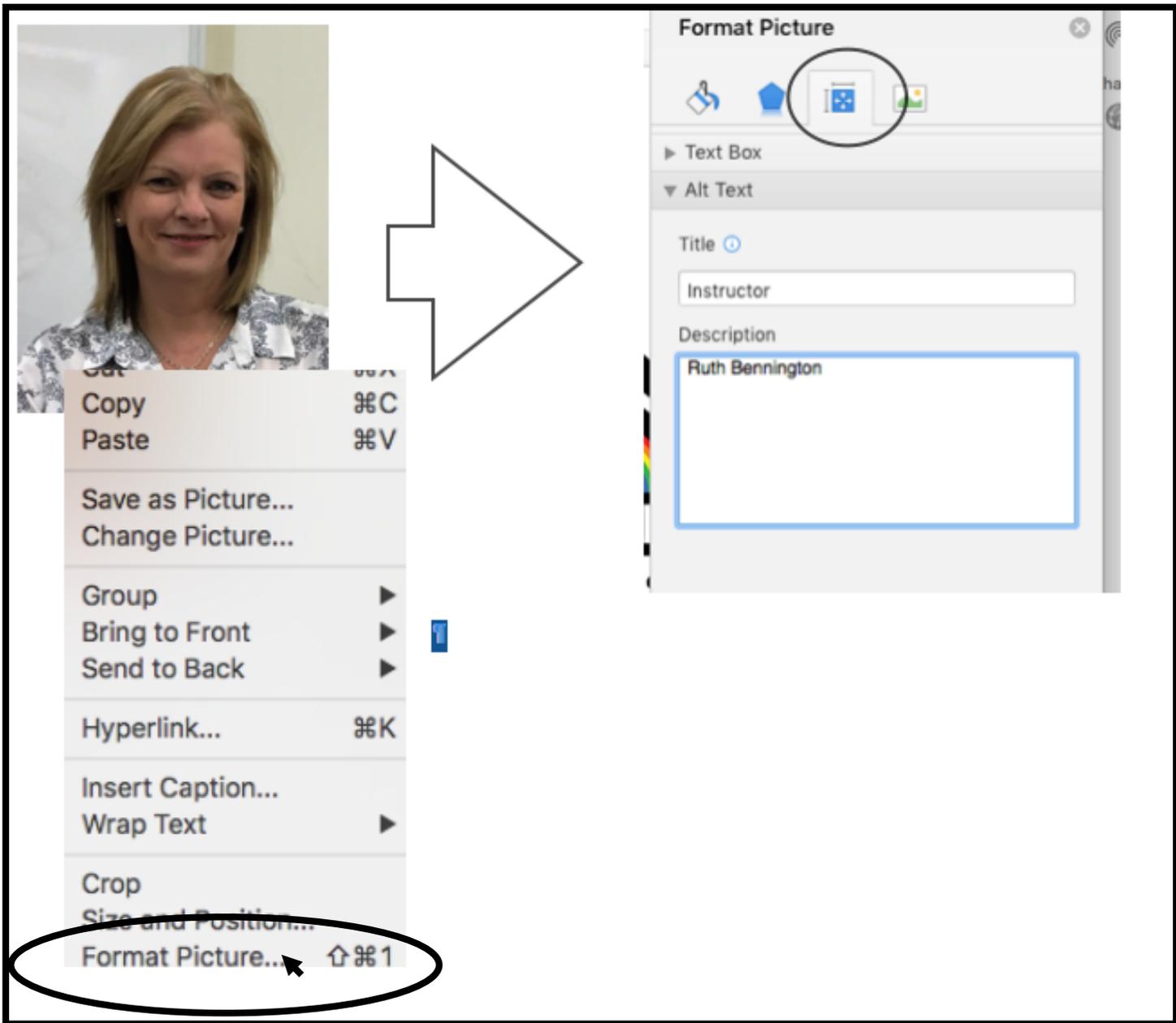
Data Tables

The purpose of data tables is to present information in a grid, or matrix, and to have columns or rows that show the meaning of the information in the grid. Sighted users scan a table to make associations between data in the table and their appropriate row and/or column headers. Screen reader users make these same associations with tables in web pages and PDF files.

Table Properties

You can add properties to a table in a Word document. This will provide a screen reader user with additional information and navigation when the document is exported to PDF or HTML/Web Page.

2 properties to add to a table:

1. Repeat header rows. If the table starts with a row that should repeat for each corresponding row.

Example of header row: "Week, Reading, Assignment"

Week	Reading	Assignment
August 21 and 24	Chapter 5 and 6	First Draft is due

The "Week, Reading and Assignment" columns will repeat and associate with the rows below. This type of table will need a "Repeat Header Rows" property added.

2. Alt Text will also be added to the table. It is important to label the tables with alternative text just like images and shapes. This will indicate to users which table they are on and how to differentiate one table from another.

Applying Table Properties

1. Select a table. Click on the "+" symbol at the upper left of the table. Clicking there will highlight the entire table.

Week	Reading	Assignment
Agust 21 and 24	Chapter 5 and 6	First Draft is due

2. Right click on the highlighted table. Choose "Table Properties…"
3. Click on the "Row" tab
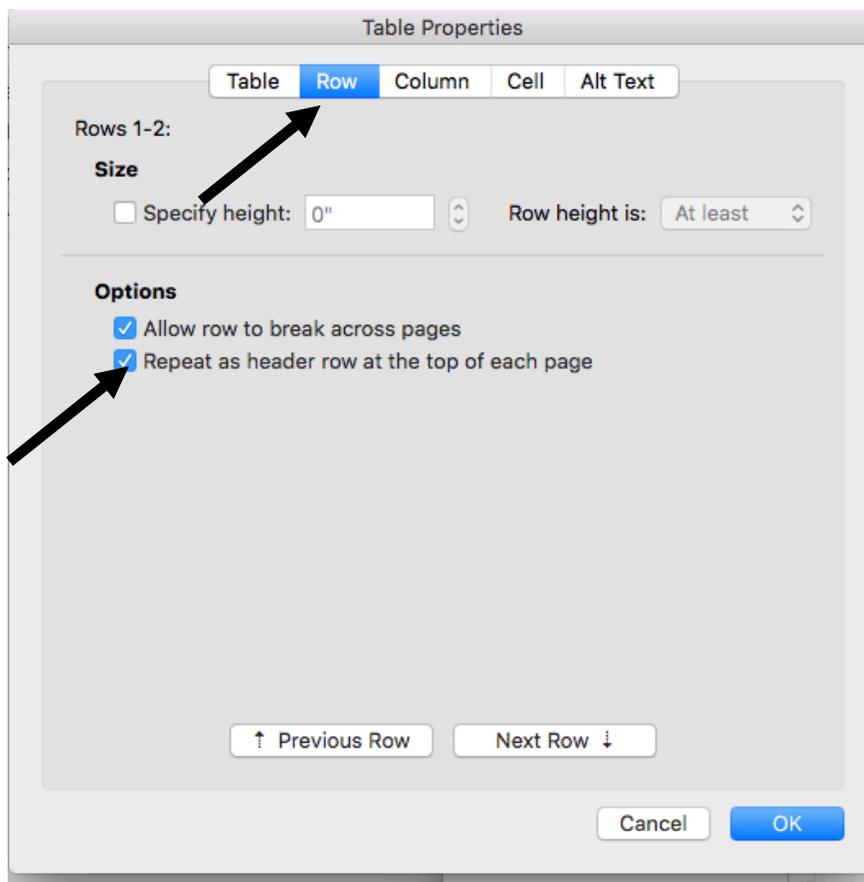
4. Next, choose the "Alt Text" tab

Table Properties

Table | Row | Column | Cell | **Alt Text**

Title

Example Table 1

Description

Show a table with a header row.

Web browsers display alternative text while tables load or if tables are missing. Web search engines use alternative text to help find Web pages. Screen readers also use alternative text to help users who have disabilities.

Cancel   OK
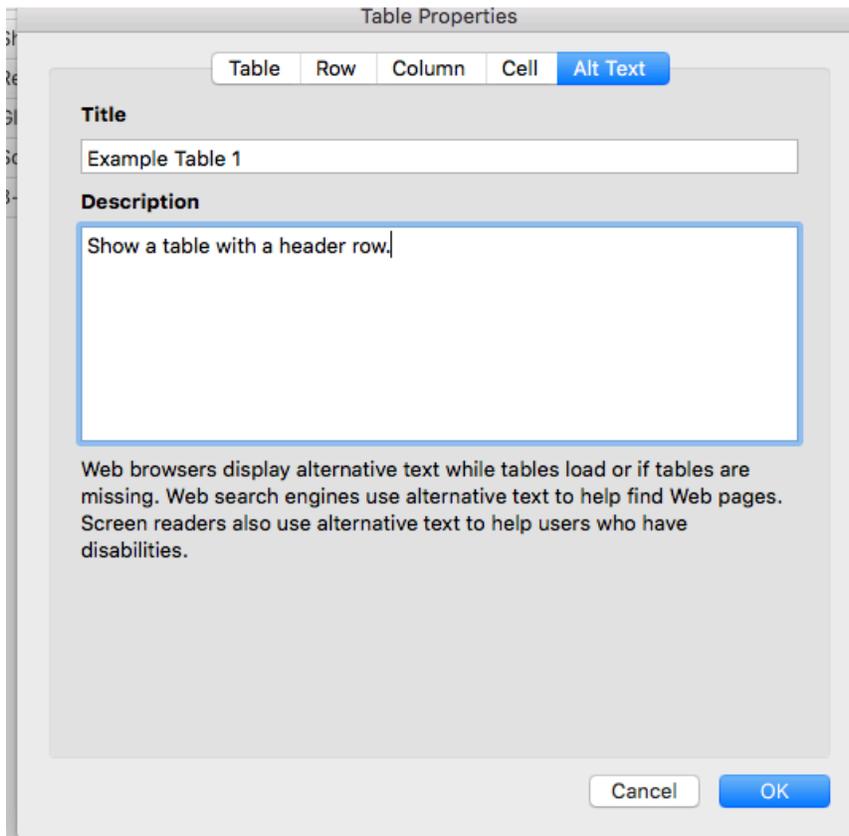
Links

Links in electronic documents are best presented as hyperlinks. A hyperlink is a website address (URL) or an email address and it is hidden behind the body text. Hyperlinks are visually pleasing to all individuals.

If you are printing a document, it is best to display the website as a shortened URL, the shortened web address with make it easy to re-type. Google has a great tool for making URLs very short. https://goo.gl

Follow these principles when making hyperlinks:

- Use descriptive link text that does not rely on context from the surrounding text.

- Keep the amount of text in the link to a minimum.

- Use underlined text with a color that stands out from the surrounding text.

Applying Hyperlinks:

A hyperlink can be created by:

1. Highlight desired text

2. Right click on highlighted text

3. Choose "Hyperlink…"

4. Paste the URL in the "Address:" field.

Keyboard shortcut:

1. Highlight the desired text to be a hyperlink

2. Press "ctrl + k" to make the text a hyperlink.

Google URL Sh

Cut
Copy
Paste
Paste Special...   ^

New Comment

Font...
Text Effects...
Paragraph...   ⌥
Bullets and Numbering...

Smart Lookup...   ^⌥
Synonyms

Hyperlink...

Text to Display: Google URL Short

Web Page or Fil   This Document   Ema

Link to an existing file or web page.

Address: https://goo.gl
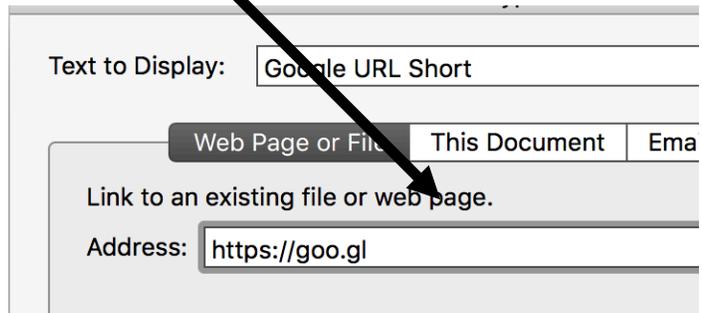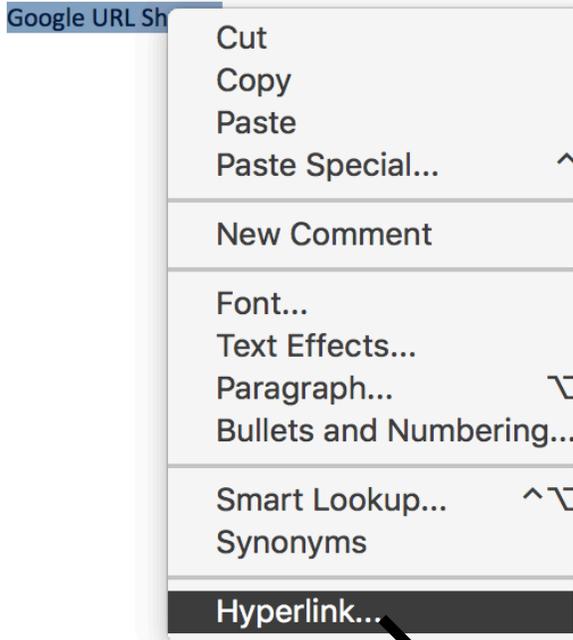
Lists & Columns

Lists and columns add important hierarchical structure to a document. Sometimes users create "lists" and "columns" manually by hitting the Tab to indent content. While this provides visual structure for sighted users, it does not provide the document structure needed for assistive technology users.

Use ordered or unordered lists. Ordered lists are sequential with number values and unordered lists should be presented as bullets.

Ordered List:

1. Do this

2. Then that

3. Now this

Unordered List

- Scissors

- Ruler

- Pencil

Applying Lists

1. Highlight the desired text to become a list

2. Go to the "Home" tab of the ribbon

3. Click the button with the numbered list or bulleted list
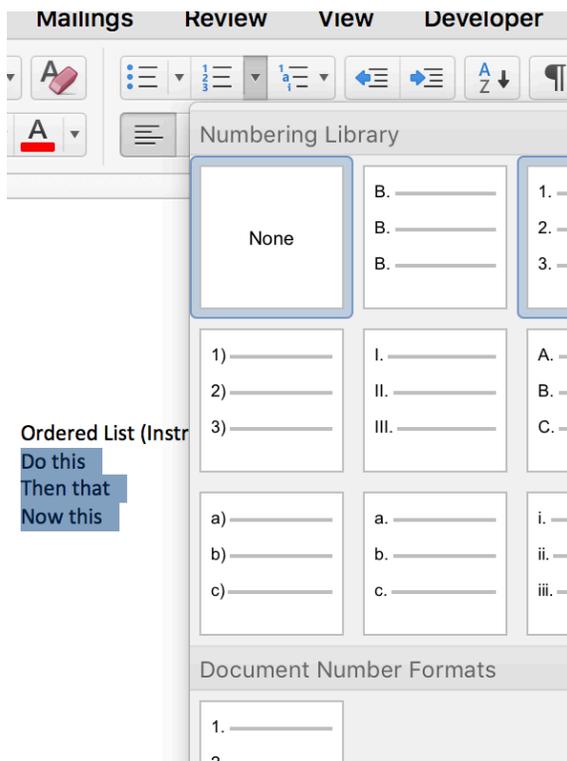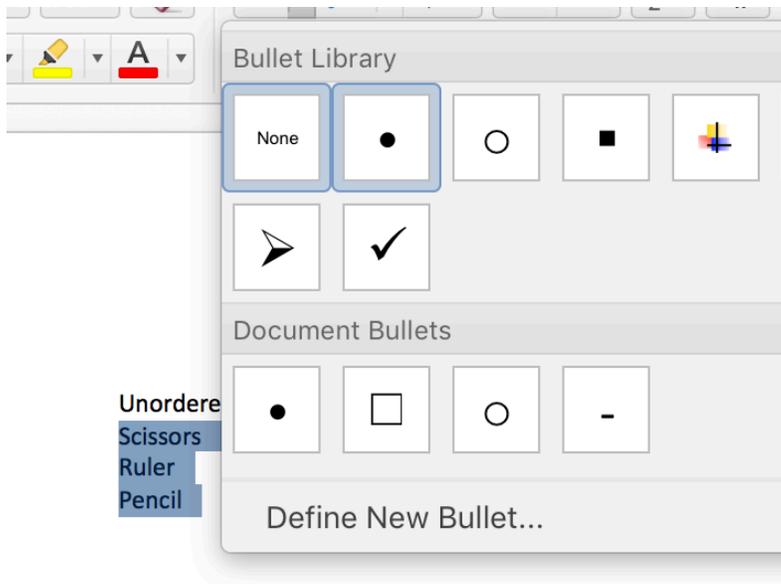
Applying Columns:

Design the document with columns instead of spaces and tabs. Columns will present the document evenly.

1. Highlight the desired text to be separated into columns
2. Click on the "Layout" tab in the ribbon
3. Click "Columns"
4. Choose desired number of columns
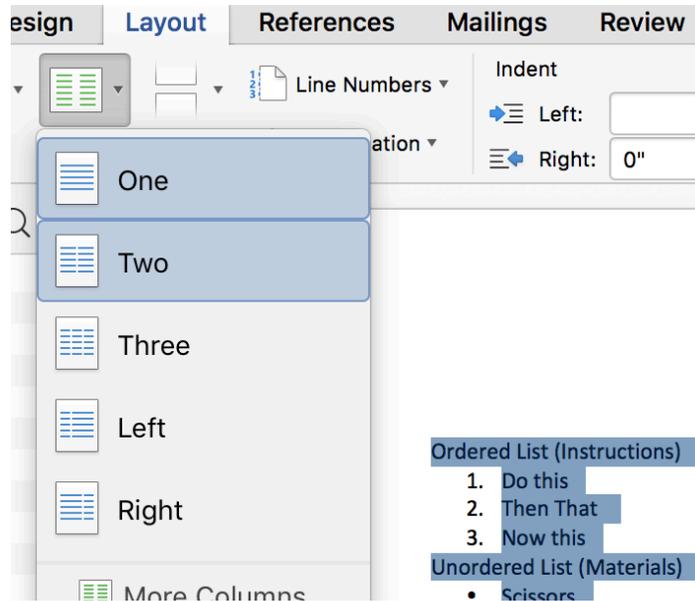
Ordered List:	Unordered List
4. Do this	• Scissors
5. Then that	• Ruler
6. Now this	• Pencil

Converting Documents

Web Page (.html)

1. Go to "File"
2. Save as…
3. At the bottom of the save window, choose the format "Web Page (.htm)"

(A file and a folder will be created in the saved location)

PDF Portable Document Format (.pdf)

1. Go to "File"
2. Save as…
3. At the bottom of the save window, choose the format "PDF (.pdf)"

The saved documents are now utilizing accessibility features. The HTML file is most accessible for blind individuals because it provided linear navigation. The HTML file is set as a single page and the user does not have to navigate to separate pages. The PDF file also contains the accessibility features, but it is divided into separate pages and the user will have to navigate to the page chooser to move forward. Both types of documents are set and do not allow the user to edit the content, so html is essentially a PDF without pretty formatting.

Note about Canvas:

In Canvas, you can upload a PDF, DOCX, etc, but it would be most beneficial if the built in tools were used inside Canvas. It is possible to use all of the elements above in the Canvas software (headings, alt text, tables, links, lists and columns). When the built-in tools are used, the content will be displayed elegantly on any screen size. If a PDF is used, the document will not display properly on small screens.

There is even an "Accessibility Checker" in the content editor of Canvas.

For more information on utilizing the built-in tools with Canvas, contact Tracie Bosket
tbosket@vcccd.edu

Microsoft Outlook

With Outlook, you can easily send accessible emails. All of the elements used above will also apply to Microsoft Outlook. Outlook will maintain the formatting for heading styles, alternative text for images or shapes, data tables, hyperlinks and lists.

Sending an Accessible Email:

1. Create a Microsoft Word document and use the heading styles, alternative text, data tables properties, hyperlinks and lists.
2. Save the document
3. Copy all of the content in the document (Select all text > right click > click "copy")
4. Go to https://owa.vcccd.edu > login (or your desktop email client)
5. Compose new email
6. Paste the content into the "email body" (Notice the images may have to be attached manually.)
7. If attaching images manually, be sure to add alt text. (right click on image > alt text)
8. Send email

Accessible emails can also be created within Outlook. On the Desktop version of outlook, there is a Ribbon, similar to Microsoft Word. There you will be able to apply **Heading Styles** to text, **Alt Text** to **images** and **tables**, make **Hyperlinks**.

The website version of Outlook, https://owa.vcccd.edu, has some accessibility features, but is limited to **Alt text** for images. However, as noted above, content from Microsoft Word can be copied and pasted into an email body with all of the formatting carrying over.

Legal

The United States Access Board provides information on the current laws regarding education

and technology accessibility.

Section 508 Standards
(Access-Board - goo.gl/Smga8y)

Web Content Accessibility Guidelines 2.0 WCAG

(World Wide Web Consortium - goo.gl/YQNa7o)

Section 508

The Section 508 standards have been refreshed as of January 18, 2017. The full text can be found at the AccessBoard website, https://goo.gl/PyzuPN.

The most relevant update, in relation to document accessibility, is:

"E205.4 Accessibility Standard. Electronic content shall conform to Level A and Level AA Success Criteria and Conformance Requirements in WCAG 2.0. For non-Web documents, wherever the term "Web page" or "page" appears in WCAG 2.0 Level A and AA Success Criteria and Conformance Requirements, the term "document" shall be substituted for the terms "Web page" and "page"."

The Section 508 Standards and the WCAG 2.0 work in collaboration to meet the eye of the law and to support access for all individuals.

Music Video About WCAG 2.0

https://goo.gl/K7PWnv (Closed Captioned)

Web Content Accessibility Guidelines 2.0 (WCAG)

The W3C, World Wide Web Consortium, is where information can be found regarding internet standards. The W3C's mission is to lead the World Wide Web to its full potential by developing protocols and guidelines that ensure the long-term growth of the Web

The social value of the Web is that it enables human communication, commerce, and opportunities to share knowledge. One of W3C's primary goals is to make these benefits available to all people, whatever their hardware, software, network infrastructure, native language, culture, geographical location, or physical or mental ability.

WCAG 2.0 How to Meet the standards - https://goo.gl/61pEX0

WCAG 2.0 Conformance Requirement 1 - 4 Principles - goo.gl/p645Cr

Principle 1 - Perceivable
Information and user interface components must be presentable to users in ways they can perceive

Guideline 1.1 – Text Alternatives
Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.

Guideline 1.2 – Time-based Media
Provide alternatives for time-based media.

Guideline 1.3 – Adaptable
Create content that can be presented in different ways (for example simpler layout) without losing information or structure.

Guideline 1.4 – Distinguishable
Make it easier for users to see and hear content including separating foreground from background.

Principle 2 - Operable
User interface components and navigation must be operable

Guideline 2.1 – Keyboard Accessible
Make all functionality available from a keyboard.

Guideline 2.2 – Enough Time
Provide users enough time to read and use content.

Guideline 2.3 – Seilzuges
Do not design content in a way that is known to cause seizures.

Guideline 2.4 – Navigabile

Provide ways to help users navigate, find content, and determine where they are.

Principle 3 - Understandable
Information and the operation of user interface must be understandable

Guideline 3.1 – Readable
Make text content readable and understandable.

Guideline 3.2 – Predictable
Make Web pages appear and operate in predictable ways.

Guideline 3.3 – Input Assistance
Help users avoid and correct mistakes.

Principle 4 - Robust
Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

Guideline 4.1 – Compatible
Maximize compatibility with current and future user agents, including assistive technologies.

Resources

Microsoft Word and Outlook

Accessible Document Checklist: (Web AIM - goo.gl/tVt53v)

Legal

Section 508 Standards (Access-Board - goo.gl/Smga8y)

World Wide Web Consortium - goo.gl/YQNa7o)

WCAG 2.0 How to Meet the standards - https://goo.gl/61pEX0

WCAG 2.0 Music Video - https://goo.gl/K7PWnv

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