

Accessibility Tools in Microsoft Office 2010 and 2013

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Accessibility Tools

- Accessibility Checker
- Built-in Structure: Styles and Templates
- Export to Accessible formats



Why Create Accessible Documents

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

- Are blind or visually impaired
- Have mobility issues and use a variety of AT and input controls
- Have a learning disability
- Aging users
- Are deaf or hard of hearing and require multimedia to be captioned
- All users benefit from improved usability
- [Demonstration with Accessible PDF and AT software](#)

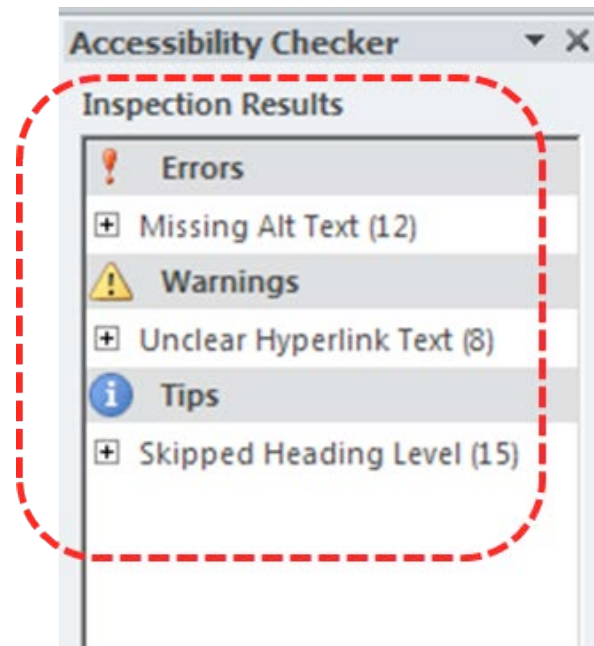
Accessibility Checker

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



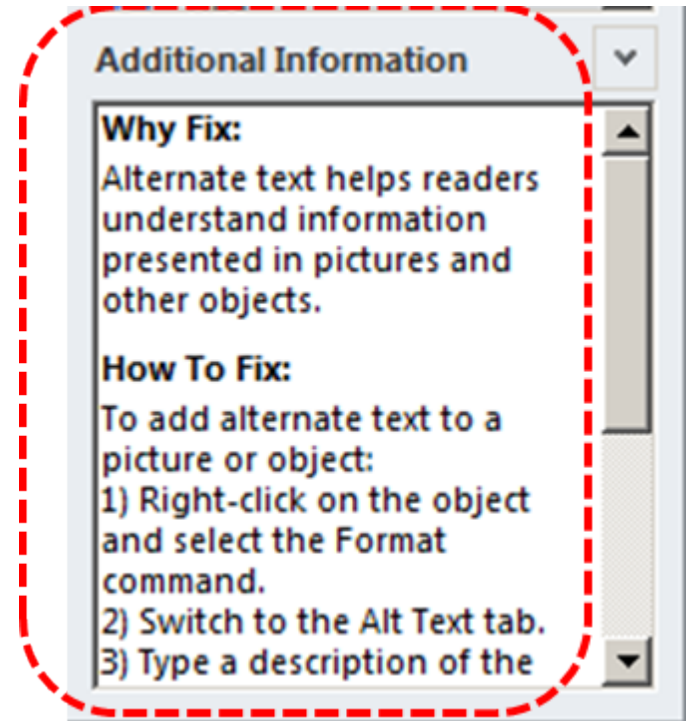
Accessibility Checker - Flags

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



Inspection Results

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



Accessibility Checker Rules

- What does the accessibility checker look for?

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

Accessibility Errors

Rule Name	Program	Accessibility Checker checks that:
All objects have alternate text	Excel, PowerPoint, Word	<ul style="list-style-type: none">• All objects use alternate text• Alternate text doesn't contain an image or file extension.
Tables specify column header information	Excel, PowerPoint, Word	<ul style="list-style-type: none">• The header box is selected for each block of cells marked as a table (Excel);• The header box is selected for each table in a deck (PowerPoint);• Tables have a header row indicated, or are in Table Normal style (Word).
All slides have titles	PowerPoint	<ul style="list-style-type: none">• Each slide in a deck has a title.
Long documents use styles to provide structure	Word	<ul style="list-style-type: none">• Headings and/or a Table of Contents have been used in file to help organize the content.

Accessibility Warnings

Rule Name	Program	Accessibility Checker checks:
Hyperlink text is meaningful	Excel, PowerPoint, Word	<ul style="list-style-type: none"> • Link text has a Screen Tip AND matches the link target.
Table has simple structure	Excel, PowerPoint, Word	<ul style="list-style-type: none"> • There are no issues that cause tables to be non-rectangular, such a split cells, merged cells or nested tables.
Tables don't use blank cells for formatting	Excel, PowerPoint, Word	<ul style="list-style-type: none"> • There are no entirely blank rows or columns in a table.
Sheet tabs have non-default names	Excel	<ul style="list-style-type: none"> • All sheets with content in a workbook have a name other than 'sheetn'
Avoid the use of repeated 'blank' characters	Word	<ul style="list-style-type: none"> • There are no runs of blank spaces, tabs and/or carriage returns.
Headings don't contain too much information	Word	<ul style="list-style-type: none"> • Headings aren't too long
The use of floating objects is avoided	Word	<ul style="list-style-type: none"> • Objects have text wrapping set to 'in line with text.'

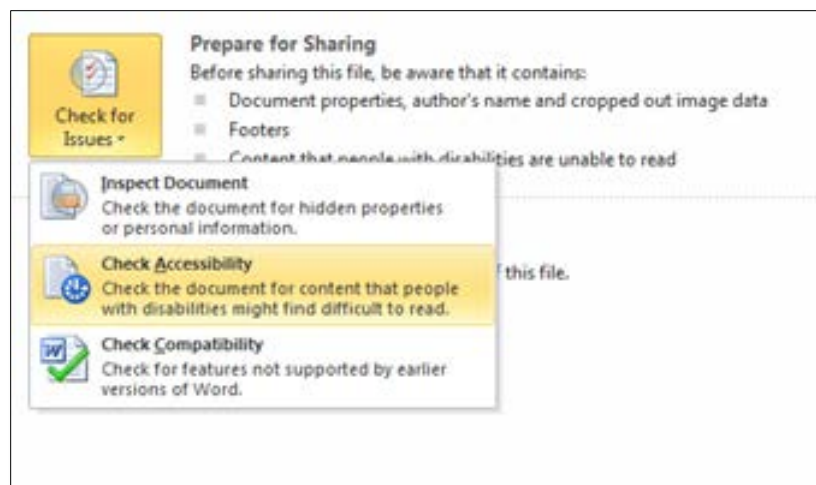
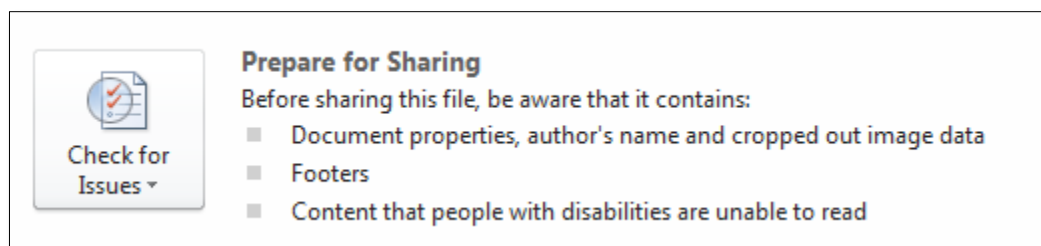
Accessibility Tips

Rule Name	Program	Accessibility Checker checks:
Closed captions are included for inserted audio and video	Excel, PowerPoint, Word	<ul style="list-style-type: none"> All audio and video objects in the document have closed captioning.
The reading order of a slide should be logical.	PowerPoint	<ul style="list-style-type: none"> Slides appear to be in a logical order.
The slide titles in a deck should be unique	PowerPoint	<ul style="list-style-type: none"> Each non-blank slide in a deck has a unique title.
Layout Tables are structured for easy navigation	Word	<ul style="list-style-type: none"> The layout order should be logical for the language, and that the tab order is not circular.
No image watermarks are used	Word	<ul style="list-style-type: none"> There are no watermarks used in the document.
All headings are in the correct order	Word	<ul style="list-style-type: none"> All headings follow a logical order

Use the Accessibility Checker

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

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

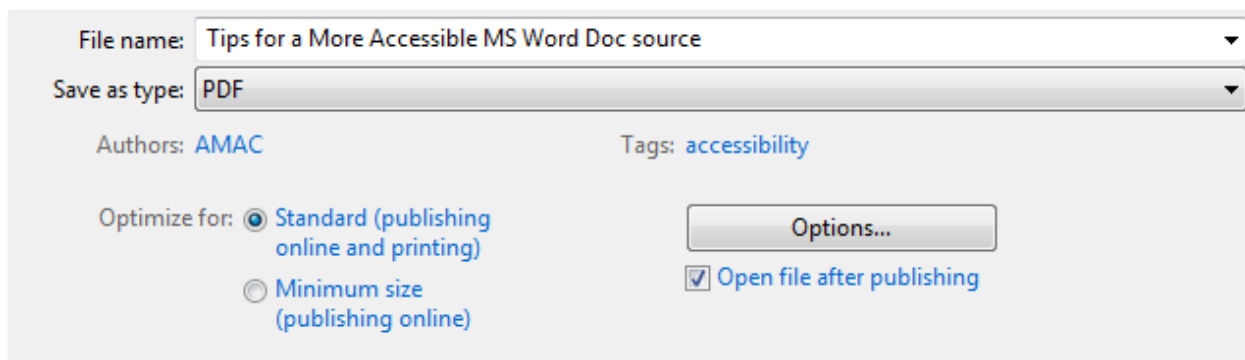




Accessibility Checker Demo

Save as Accessible PDF

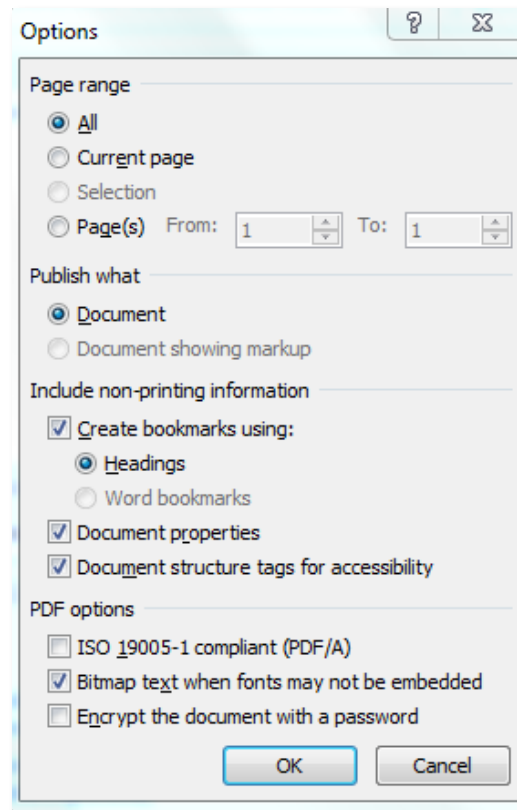
- MS Word 2010 includes the option to Save and Export accessible formatting including headings and alt text when the doc is saved as a PDF.
- To export your Word doc to an accessible PDF format, go to File > Save As > from the **Save as type** drop down menu choose **PDF** and click on **Options**.



The screenshot shows the 'Save As' dialog box in Microsoft Word. The 'File name' field contains 'Tips for a More Accessible MS Word Doc source'. The 'Save as type' dropdown menu is set to 'PDF'. Below this, the 'Authors' field is set to 'AMAC' and the 'Tags' field is set to 'accessibility'. Under the 'Optimize for' section, the 'Standard (publishing online and printing)' radio button is selected, and the 'Minimum size (publishing online)' radio button is unselected. To the right of these options is an 'Options...' button. At the bottom right, the 'Open file after publishing' checkbox is checked.

Accessible PDF Options

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





Questions / Thank You