ACCESSIBILITY

Can "EVERYONE" use your document?

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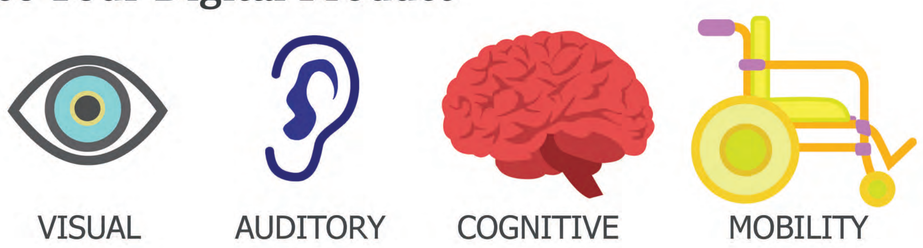
Excluding people with disabilities from accessing important documents is against common societal value, and unlawful.

Federal Law Section **508** U.S. Rehabilitation Act

It is a legal responsibility to provide access, which extends to electronic documents in formats compatible with assistive technologies. By making your files accessible, everyone can view the documents with ease of navigation, and consistent display; creating your documents in an accessible format will make them more portable and universal.

As a result, documents are more accessible through all web-browsers, computer systems, and types of devices (cell phones and handheld computers, printers, screen reading devices, etc.)

Types of Impairments That Affect How People Use Your Digital Product



Who will benefit? Everyone!

Best Practices

- Design your documents with accessibility in mind.
- Use Microsoft Word Accessibility Checker to ensure your document complies with Section 508.
- Use Spell Checker for spelling and grammar.
- Make sure hyperlinks with unique names work.
- Write in a well-structured and organized manner.
- Organize the information into small chunks.

WORD DOCUMENT DO'S & DON'TS

READABLE TEXT

Make fonts 10pt or larger.
Use Arial, Helvetica, Verdana

HEADINGS & LISTS

In Styles Group tab,
Use Headings. Format Lists.

IMAGES & LINKS

Use ALT text descriptions.
Write meaningful link names.

TABLES & HEADERS

Screen readers will properly read column headers if information is laid out correctly.

COLOR

Make sure there is enough color contrast between font foreground color and background color.

FLOATING TEXT

Text boxes and track changes are inaccessible comments.

SKIP HEADING LEVELS

Incorrect heading levels confuse the screen reader user.

AMBIGUOUS PHRASES

The screen reader user will not know where the link goes.

RANDOM ORDER

Merged, nested, and split cells change the order of tables.

FLASHING CONTENT

Limit flashing to less than three flashes per second, and don't use fully saturated reds.

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Center for Online Learning & Teaching Technology

REFERENCES Falkofske, J. (n.d.). Making Your Word Documents Accessible [PDF]. St. Cloud: Minnesota State Colleges and Universities System – St. Cloud Technical College. | Microsoft Office 2013 Accessibility Checker [PDF]. (2013, December 19). | Microsoft Word Creating Accessible Documents. (n.d.). Retrieved December 13, 2016, from http://webaim.org/techniques/word/ | Secretary, H. O. (2015). Word Document 508 Checklist. Retrieved December 13, 2016, from https://www.hhs.gov/web/section-508/making-files-accessible/checklist/word/index.html | Office 2013 Accessibility Tutorials. (n.d.). Retrieved December 13, 2016, from https://www.microsoft.com/enable/training/office2013/ | Best practices for Creating Accessible Microsoft Office Documents. (n.d.). Retrieved February 01, 2017, from http://www.accessibility.calpoly.edu/content/instmaterials/document_creation/best_practices