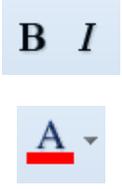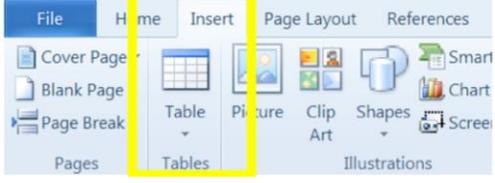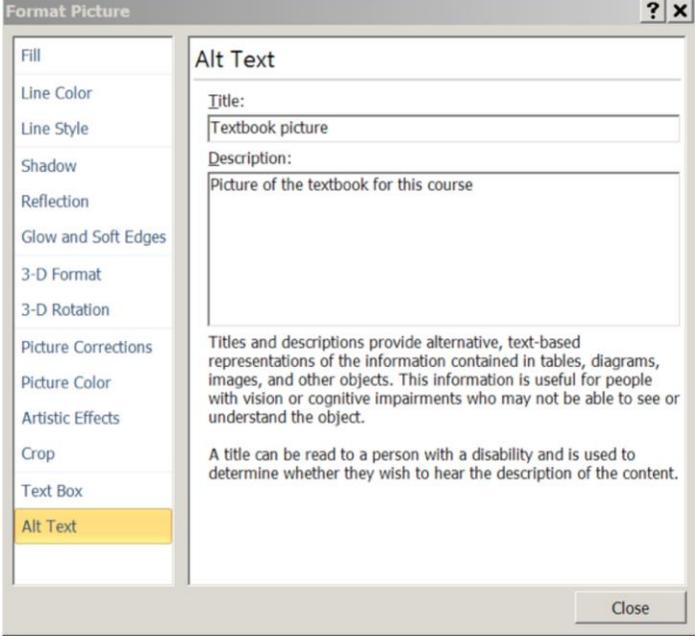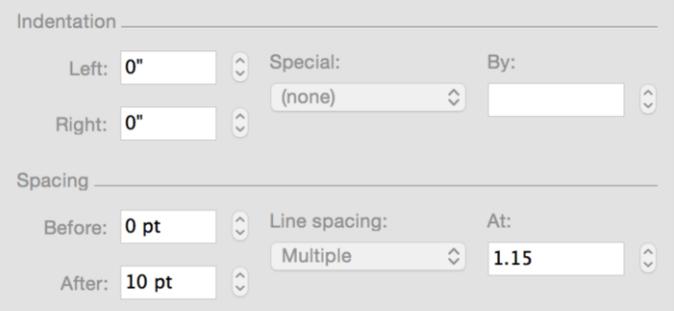# Online Accessibility Tips: Documents, Slides, and Course Content

Quality Matters updated to the 6th Edition Rubric and Standards July 2018.   Standards 8.1 – 8.6 address accessibility and usability.   The following tips will help make your Microsoft Office documents and slides screen reader accessible.   Always consult with your campus authority concerning accessibility and compliance with federal mandates.

*These items also apply to your online course content.

Item	Recommendation	Example
Document headings and subheadings	Use Text Styles on the Word Ribbon Bar	AaBbCcDc ¶Normal AaBbCcDc ¶No Spacing AaBbCc Heading 1 AaBbCc Heading 2 Change Styles ▾ Styles *Style Ribbon 1*
Text*	Use dark font colors on light backgrounds (preferably black text on white background). Avoid bright background colors. Use the following fonts for easy readability and use one font for consistency: Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri. Text should be minimum of 11 points.	Font Arial ▾ 11 ▾ A▲ A▾ Sample Text
Emphasized text*	Use CAPS, bold, Italics or high- contrast color, but be sure that color is not the only means of conveying emphasis. Do not overuse. **DO NOT USE underlined text, as underlined text should only be used for hyperlinks.**	**B** *I* A̲ ▾

Item	Recommendation	Example
Tables*	Use tables when displaying text in columns and rows. Provide column and row headers. Avoid spanning rows and columns (If possible) and using blank cells for formatting.	
Images*	Use Alt Text to provide a brief description of the picture. This should also be used for graphs, diagrams, photos, tables, etc. STEPS: 1. Right Click the picture and select Format Picture (or Format Object). 2. Select Alt Text. 3. Enter a title. 4. Enter a description of the picture if further explanation is needed. 5. The text conveyed in the image should also be explained in your document or presentation. **Note: It is not necessary to include "image of…" to describe an image.** Limit animated or blinking images to only those that support course content.	
Hyperlinks*	Use meaningful words to describe your hyperlinks. Do not use "Click here."	Click here

Item	Recommendation	Example
Embedded Blanks*	Avoid using spaces, blanks, tabs, and/or empty paragraphs to create white space. These read as "blanks" via screenreader. Instead, use indentations and paragraph spacing.	
Reading Order	Make sure that all text and images are in the correct order for the screenreader. All images should be set as "in line with text" when you right click and select "format image."	

PowerPoint-Specific Items

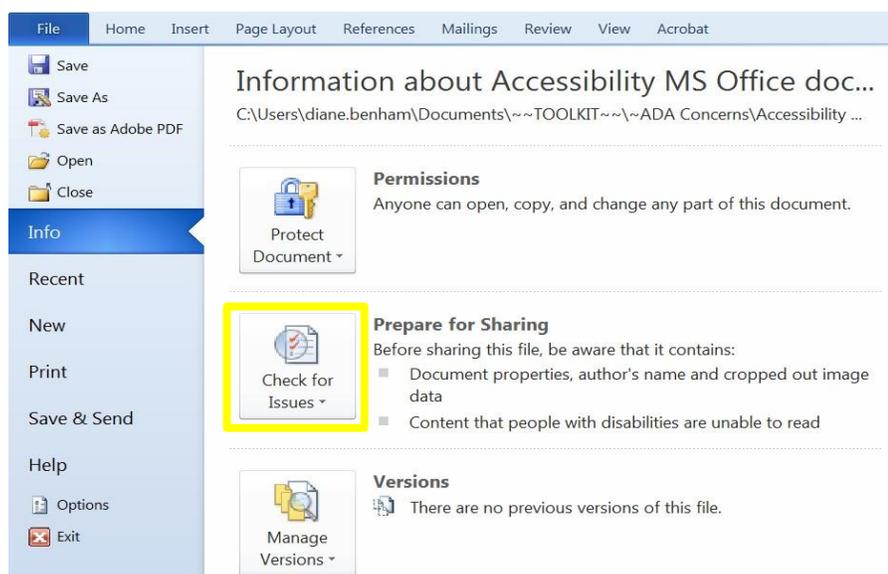| Item	Recommendation	Example
Slide elements (multiple items that appear sequentially when clicked)	Be sure that items on the slide are in the correct reading order. Example: Text placeholder 3 should be read before text placeholder 4. If these items are not in their correct order, then move using the arrows at the bottom.	
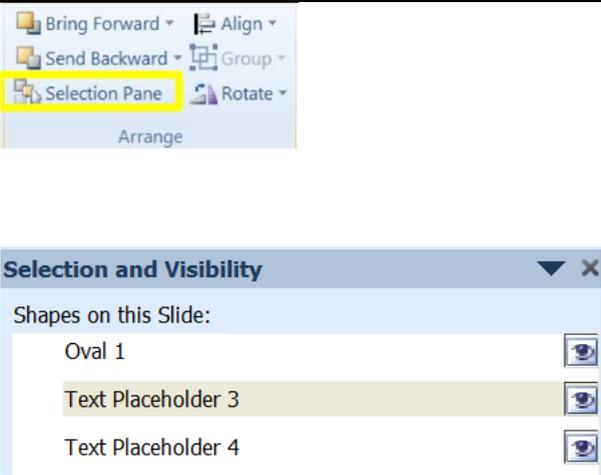
Item	Recommendation	Example
Use unique titles for all slides	In PowerPoint Outline View, set slide titles for each slide.	**Slides** **Outline** **Unit 1 Summary** **Lesson 1, 2 and 3** ▶ In Lessons #1, 2 & 3 We discussed: ▶ The role of financial managers ▶ The corporate finance function ▶ The challenges of corporate governance ▶ Accounting standards the role of auditors **Lesson 4 & 5** ▶ In Lessons # 4 & 5, we covered: ▶ Income Statement ▶ Balance Sheet ▶ Statement of Cash Flows
Fonts for PowerPoint Slides	Font Size: use 18 point or larger Font Type: a Sans Serif font type for best online viewing (Arial, Calibri, Tahoma, Gothic, etc.) Remember to leave white space on your slides.	serifs **Text** Text Serif Font Sans Serif Font
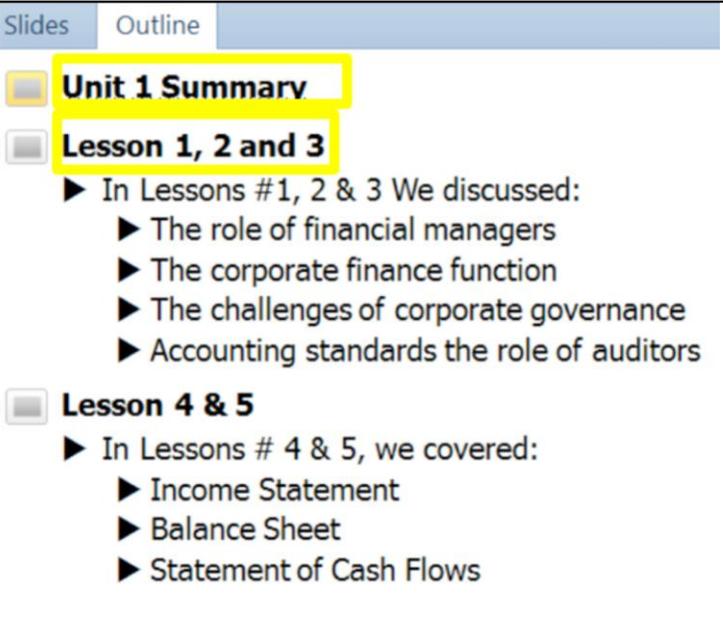
Please note: Current slides created by book publishers may have addressed many of these items already.

Microsoft Word and PowerPoint also have an Accessibility Checking tool that you can use to identify any issues in your document/slides.

Step 1. Go to the File Menu and click Check for Issues

File   Home   Insert   Page Layout   References   Mailings   Review   View   Acrobat

Save
Save As
Save as Adobe PDF
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Information about Accessibility MS Office doc...
C:\Users\diane.benham\Documents\~~TOOLKIT~~\~ADA Concerns\Accessibility ...

Permissions
Anyone can open, copy, and change any part of this document.

Protect Document

Prepare for Sharing
Before sharing this file, be aware that it contains:
- Document properties, author's name and cropped out image data
- Content that people with disabilities are unable to read

Check for Issues

Versions
There are no previous versions of this file.

Manage Versions

Step 2. Select Check Accessibility from the Drop-down list.

Inspect Document
Check the document for hidden properties or personal information.

Check Accessibility
Check the document for content that people with disabilities might find difficult to read.

Check Compatibility
Check for features not supported by earlier versions of Word.
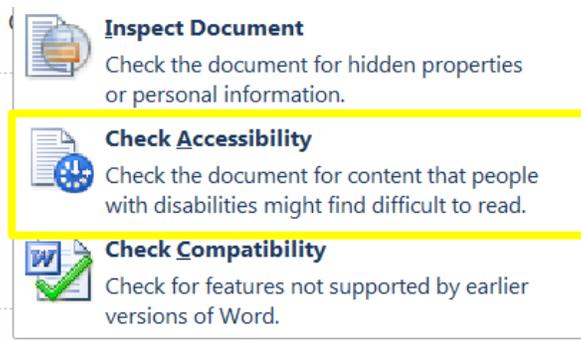
Step 3. Review each item in the Accessibility Checker list and make the recommended adjustment to better enable accessibility in your document/slides (see How to Fix section at the bottom).

Accessibility Checker

Inspection Results

Errors

Missing Alt Text
- Table
- Group 7 - 1 Image
- Rectangle 3
- Picture 4
- Rectangle 13
- Picture 11

No Header Row Specified
- Table

Warnings

Objects not Inline
- Group 7
- Rectangle 3
- Rectangle 13
- Picture 11

Additional Information

Why Fix:
Alternate text helps readers understand information presented in pictures and other objects.

How To Fix:
To add alternate text to a table:
1) Right-click on the table and select Table Properties...
2) Switch to the Alt Text tab.
3) Type a description of the table into the Title and Description text boxes.

Select and fix each issue listed above to make this document accessible for people with disabilities.

Additional Resources

Making Word Accessible Checklist: https://www.hhs.gov/web/section-508/making-files-accessible/checklist/word/index.html

Tutorial for Textual Images: https://www.w3.org/WAI/tutorials/images/textual/

Headings: https://webaim.org/techniques/word/#headings

Text Layout: https://webaim.org/techniques/textlayout/

Font: https://webaim.org/techniques/textlayout/

Hypertext: https://webaim.org/techniques/fonts/

Reading Order/Screenreader: https://webaim.org/techniques/screenreader/

Tables: https://webaim.org/techniques/tables/

Captions: https://webaim.org/techniques/tables/

Images: https://webaim.org/techniques/images/

Alt Text: https://webaim.org/techniques/alttext/

Microsoft Word: https://webaim.org/techniques/word/

Microsoft PowerPoint: https://webaim.org/techniques/powerpoint/

Adobe PDF: https://webaim.org/techniques/acrobat/

508 Checker (enter in website to run full accessibility check for free): http://www.508checker.com/

WAVE (Chrome extension): http://wave.webaim.org/extension/

UDOIT (Online content inspection tool runs free report on a course): https://cdl.ucf.edu/teach/accessibility/udoit/