Microsoft Accessibility Checker

1

File -> Check for Issues -> Check Accessibility



Inspection Results



How To Fix:

Inspection Results

- Errors
- Warnings
- Tips
- Additional Information
 - Why Fix
 - How to Fix

Use built-in features

Heading Level Styles

AaBbCcDc	AaBbCcDc	AaBbC	AaBbCcE	AaBbCcD	-
Adduccut	Adductor	Aabbet	AUDUCCL	ABBCCB	Ŧ
1 Normal	¶ No Spac	Heading 1	Heading 2	Heading 3	Ŧ

Update Heading 1 to Match Selection

A Modify...

Select All: (No Data)

Rename...

Remove from Style Gallery

Add Gallery to Quick Access Toolbar

Bonus 1: Navigation Pane

Search document	
Headings Pages Results Gardening Introduction History Ancient times	Gardening
The Middle Ages Cottage gardens 18th century Types Garden features and ac Comparison with farmi Gardens as art	Introduction Gardening is the practice of growing and cultivating plants as part of horticulture. In gardens, ornamental plants are often grown for their flowers, foliage, or overall appearance; useful plants, such as root vegetables, leaf vegetables, fruits, and herbs, are grown for consumption, for use as dyes, or for medicinal or cosmetic use. Gardening is considered to be a relaxing activity for many people.
 Garden pests Garden pest control 	History
uardening department	Ancient times Forest gardening, a Tree-based food production system, is the world's oldest form of gardening.[1] Forest gardens originated in prehistoric times along jungle-clad river banks and in the wet foothills of monsoon regions. In the gradual process of families improving their immediate environment, useful tree and vine species were identified, protected and improved whilst undesirable species were eliminated. Eventually foreign species were also selected and incorporated into the gardens.[2]

Bonus 2: Table of Contents

File	Home	Insert	Desig	jn	Layout	Re	ferences
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Rer	nove Table of	Content	s				
Sav	e Selection to	Table of	Contents	Galle	rv		

Slide Titles



Bonus: Outline View (with titles)



Bonus: Outline View (without titles)





- General education classrooms
 - With or without special services
- Special classes
- Residential schools
 - SC School for the Deaf and Blind in Spartanburg

Hearing Impairments

Click to add notes

Sheet Tab Names



Other Built-in Features

- Bulleted and numbered lists
- Use slide master
- Page / Slide numbers

Quick fixes

Alternative text

> TEXT BOX	
ALT TEXT	
<u>T</u> itle 🛈	
Description	
A screenshot of the "Format Pic "Alt Text" pop-up window. Text entered in the description field describing another screenshot page.	tture" / is i on the

Hyperlinks

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E <u>x</u> isting File or Web Page		R -	
Pl <u>a</u> ce in This Document	C <u>u</u> rrent Folder	file:///C:/Users/susanq.DS/Desktop/Presentation%20MAC%20Basics.pptx file:///C:/Users/susanq.DS/Desktop/Presenation%20miscellaneous file:///C:/Users/susanq.DS/Desktop/Presenation%20miscellaneous/BAE%20 file:///C:/Users/susanq.DS/Desktop/MAC%20blanks.jpg	B <u>o</u> okmark
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	Addr <u>e</u> ss:	https://support.office.com/en-us/article/rules-for-the-accessibility-checker-6 v	
		ОК	Cancel

(A) <u>Rules for the Microsoft Accessibility Checker</u>

(B) Rules for the Microsoft Accessibility Checker <u>https://support.office.com/en-us/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1</u>

Color contrast

Text

Update Heading 1 to Match Selection

A Modify...

Select All: (No Data)

Rename...

Remove from Style Gallery

Add Gallery to Quick Access Toolbar

Background



Blank Characters

V	arnings
4	Unclear Hyperlink Text http://www.abebooks.com/servl http://www.amazon.com/gp/pr http://www.alibris.com/search/s Objects not Inline (2)
	Repeated Blank Characters 4 Characters 23 Characters 7 Characters 12 Characters 4 Characters 20 Characters 6 Characters 51 Characters

Slightly more complex fixes

Reading Order



(close-up on next slide)

Reading Order (close up)



Tables



Score	Grade
90-100	A
86-89	B+
80-85	В
76-79	C+
70-75	С
66-69	D+
60-65	D
Below 60	F

Captions

Goal is to provide equivalent experience

- Audio only files = provide transcript
- Videos with audio = provide captions
- Transcripts provide searchable text
- Do not autostart media files; let user control the media

Objects Not Inline



Final thoughts

Save as PDF

Options 💡	x
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Selection	
○ Page(s) From: 1 To: 1	A V
Publish what	
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Document structure tags for accessibility)
PDF options	
ISO <u>1</u> 9005-1 compliant (PDF/A)	
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OK Can	cel

If Unable to Run



- Save as a .docx
- Close the file and re-open it

Your Goal



Example 1: Image



Example 1: Alt Text



"Animal cell diagram displaying its cell membrane, the nucleus, and cytoplasm."

Example 2: Image

Table 5. Percent of students served under IDEA, Part B, ages 14-21 who dropped out, graduated with a diploma, or graduated with a certificate by race (2006)



Example 2: Alt Text



Another Option:

Create an accessible table with this data

"Table 5. Percent of students served under IDEA, Part B, ages 14-21 who dropped out, graduated with a diploma, or graduated with a certificate by race (2006).

- American Indian/Alaskan Native, 39.25% dropped out, 50.71% graduated with diploma, 8.56% graduated with certificate.
- Asian/Pacific Islander, 14.48% dropped out, 68.89% graduated with diploma, 12.28 graduated with certificate.
- Black, 33.17% dropped out, 41.82% graduated with diploma, 23.20% graduated with certificate.
- Hispanic, 33.12% dropped out, 48.55% graduated with diploma, 16.75% graduated with certificate.
- White, 21.89% dropped out, 63.78% graduated with a diploma, 12.39% graduated with a certificate.

Source: U.S. Department of Education, Office of Special Education Programs, Data Analysis System, Table B5B."

Example 3: Image



Example 3: Alt Text



"Blueprint of eastside of campus showing accessible routes and construction.

Construction 1: Starting at Pickens/Greene Streets intersection extending along Greene Street in front of Petrigru College and stops at Greene/Bull Streets intersection.

Construction 2: Starts within the walkway from Pendleton/Pickens Streets between Hamilton and Sloan Colleges and ends in front of Barnwell College.

Shortest accessible route to LeConte College starts at Pickens Street & Pendleton Street intersection."

Accessibility Microsoft Word – Tables (1)

- If only column headings
 - Put cursor in column heading cell
 - Insert \rightarrow Bookmark
 - Type "ColumnTitle"
 - Press [Enter]
- If only row headings
 - Put cursor in row heading cell
 - Insert \rightarrow Bookmark
 - Type "RowTitle"
 - Press [Enter]

Demographic variable	(n=566)	(n=460)
Age, M (SD)	50.8 (13.8)	51.3 (13.6)
Years education, M (SD)	10.5 _a (3.0)	12.3 (3.5)
Sex (%) Female	45	47
Ser (V) M-L-	55	53
Ma Bookmark	70.	80
Ma Bookmark name:	18.	13
Ma ColumnTitle Add	11a	7
Err ColumnTitle	28,	66
En ColumnTitle 2	14a	22
En ColumnTitle_4	57.	12
		10.4



Accessibility Microsoft Word – Tables (2)

If both column and row headings

- Put cursor in cell where row and column headings meet
- Insert \rightarrow Bookmark
- Type "Title"
- Press [Enter]

