



# Fixing Accessibility Issues in Word

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## Accessibility Issues

The most common accessibility issues in Word are:

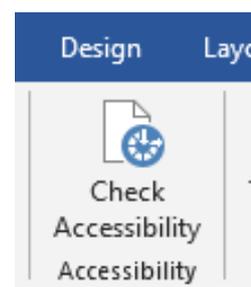
- Having images with no alternative text or identified as decorative.
- Not having Styles set
- Not have the language set
- Text Contrast
- Tables without headings
- Save as a TAGGED PDF

This document will provide instruction on each of these issues.

### Locating the Accessibility checker

You will find the '**Check accessibility**' on the **Review Tab**.

Clicking on this will open a new panel on the right of the screen where any **Errors** the document may have. Clicking on any of the error, or warning, will active information on the error meaning and how to fix it.



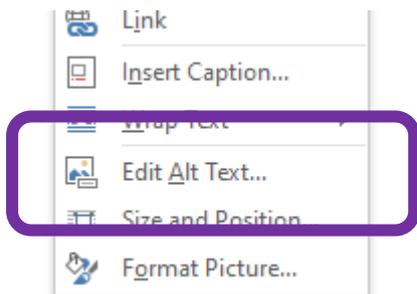
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## Alternative Text.

### Locating where to add a description.

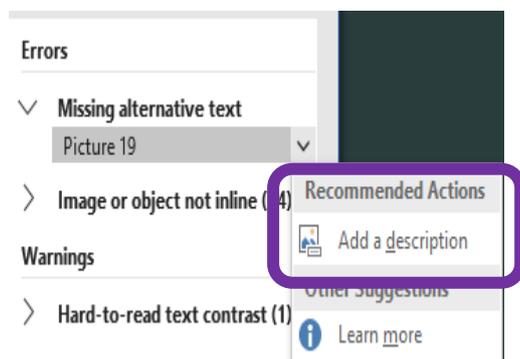
There are two ways to add a description to an image quickly.

- 1) Right-click on the image
- 2) Scroll down the list to '**Edit Alt Text**'



Or

- 1) Open the Accessibility Checker.
- 2) Click on the arrow beside the image listed under Errors.
- 3) Click '**Add a Description**'



### Writing good ALT text description

In some cases, providing poorly written ALT text description can be as bad as not providing ALT text at all. Poorly written, ambiguous, or irrelevant ALT text can actually worsen understanding of a page and cause confusion.

Determining appropriate ALT text is often a matter of personal interpretation and is influenced by the context of the image (i.e. the accompanying text). However,

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following the guidelines below will help you to create effective alternate text for most situations.

ALT text should typically:

- **Be accurate and equivalent** in presenting the same content and function as presented by the image.
- **Be succinct.** This means the correct content and function of the image should be presented as succinctly as is appropriate. Typically, no more than a few words are necessary, though rarely a short sentence or two may be appropriate.
- **NOT be redundant** or provide the exact same information as text within the context of the image.
- **NOT use the phrases "image of ..." or "graphic of ..." to describe the image.** It's usually apparent to the user that it is an image. And if the image is conveying content, it is typically not necessary that the user knows that it is an image that is conveying the content, as opposed to text.

*The information in the bulleted list above is taken from WebAIM (April 2010).*

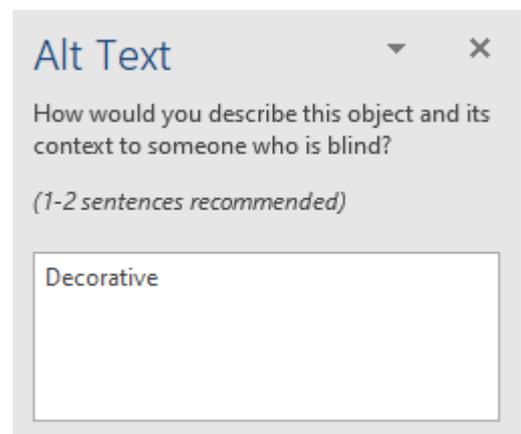
## When is ALT text not needed?

It is not always necessary or appropriate to add ALT text to images, such as in the following situations:

- **If an image is purely decorative** and provides no useful information to the user to aid them in understanding the content of the web page.
- **If the information provided by the image is communicated effectively elsewhere in the body text of the page.** Often images (or diagrams) are used to reinforce understanding and do not necessarily provide any additional information. Providing ALT text in this situation would duplicate text content.

*The information in the bulleted list above is taken from WebAIM (April 2010).*

Not needing an ALT description does not mean you do not need to put something in the description. Images that do not enhance or add to the information in the text of the document should be tagged as **DECORATIVE**.



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## Styles

Styles are the default formatting set in the standard word file - Normal.dotm file that all new document is based on. Screen readers use these to help identify a new section, subsection or paragraph is. It also allows screen readers to navigate/jump to a different section, without having it read everything. Using styles allows people using screen readers to understand where they are in the document.

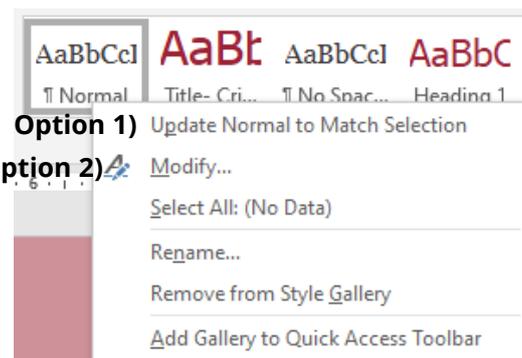
Styles can be found on the Home tab in the middle of the ribbon.



You can set styles in two ways.

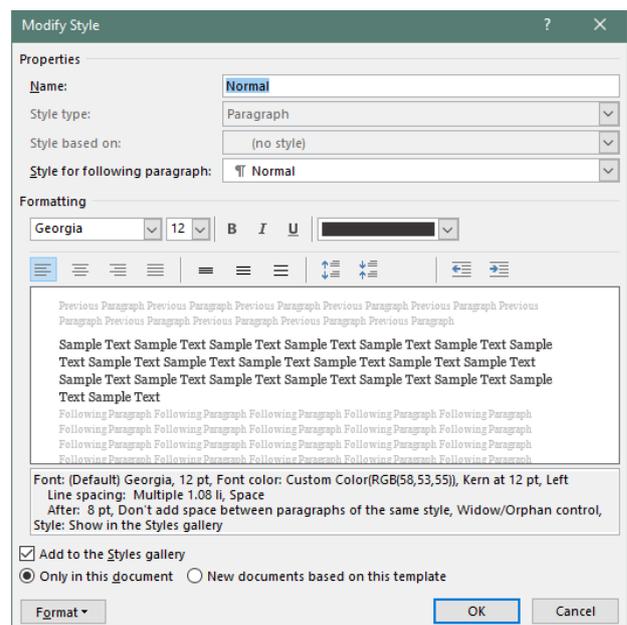
### Option 1

1. Set the required format (font, size, colour position on the page, etc.) on a piece of text within the document.
2. Right-click on a style to get the dropdown options
3. Click the **first option** in the list. 'Update Normal to Match Selection.'



### Option 2

- 1) Right-click on a style to get the dropdown options
- 2) Click the **second option** in the list "Modify"
- 3) From the popup box, you can set the font, text size, colour position, etc.
- 4) Click OK to get the style to update.
- 5) Any text in the document that has the style applied will automatically update to the new format.



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## Recommended Styles

The University brand preferred fonts are Gotham Narrow Light for Heading and Chronicle for the body of the text. These fonts are not necessarily available on your home computer. These styles are the branded preferred alternative, but if they are not on your computer please use Open Sans which is available on all computers. Please use the preferred fonts if they are available to you.

### Title - White

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 20pt

Colour: white

Square background shape: Crimson #990033 / 153 - 0 - 51

### Title - Crimson

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 20pt

Colour: #990033 / 153 - 0 - 51

### Heading 1

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 16pt

Colour: Crimson #990033 / 153 - 0 - 51

### Heading 2

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 14pt

Colour: Black #000000 / 0 - 0 - 0

### Heading 3

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 12pt underlined

Colour: Black #000000 / 0 - 0 - 0

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## Normal

Font: Open Sans (replace with Chronicle if this font is on your computer)

Font size: 12pt

Colour: Dark Grey #3A3537 / 58 -53 - 55

## Emphasis

Font: Open Sans (replace with Chronicle if this font is on your computer)

Font size: 12pt

Colour: Black #000000 / 0 - 0 - 0

## Links

Left to default colour: [How to add a Panopto link to a vUWS site](#)

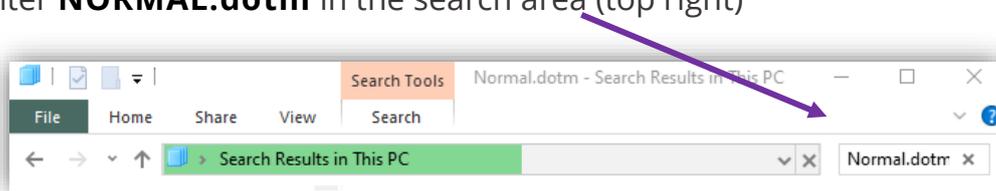
**Note:** Crimson #9D2235 / 157 - 34 - 53 can only be used for links if the text size is great than 14pt.

## Adding your new styles to the Default Template (NORMAL.dotm)

Although you can change the Styles in any document, to make a permanent change to the default styles, you will need to edit the NORMAL.dotm.

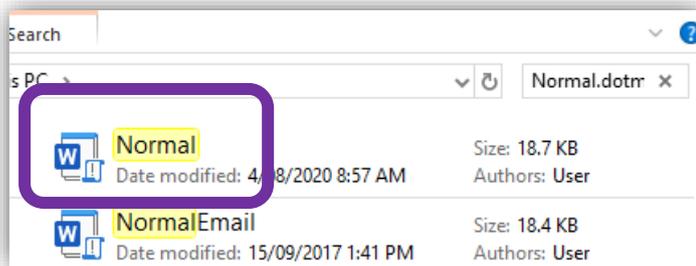
Depending on your computer setup you may need to search for the NORMAL.dotm file.

- 1) Open '**File Explorer**'
- 2) Enter **NORMAL.dotm** in the search area (top right)

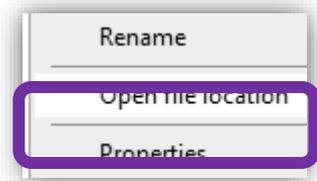


- 3) Once the search is complete, **Right-click** on the **Normal** file

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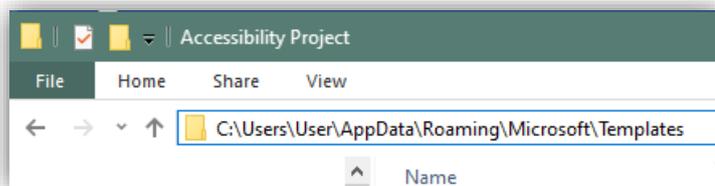


- 4) Right-click and select '**open file location**' from the list.

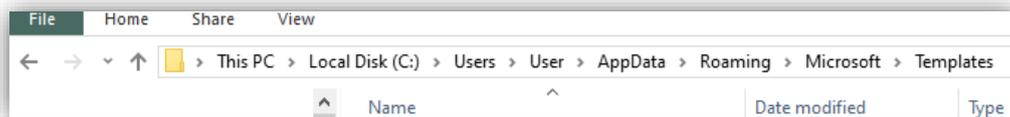


- 5) Copy the **URL** (file address) e.g.  
C:\Users\User\AppData\Roaming\Microsoft\Templates.

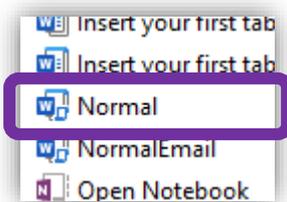
- 6) Paste the address into the address bar of File Explorer and press enter.



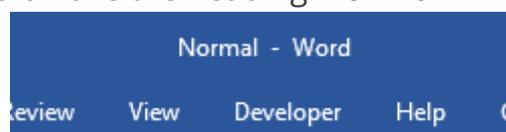
*NOTE:* As soon as you press the Enter key the address will change.



- 7) From the list, **RIGHT-CLICK** the file 'Normal' and select '**Open**'



- 8) The top of the file should have the heading **Normal - Word**



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*NOTE:* If you double click on the file and it open with the heading **Document Number? – Word**, you have opened a copy of the template, and any changes to the Styles will not be permanent.

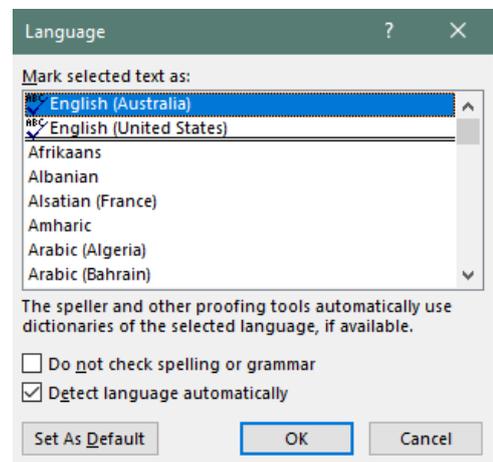


## Setting The Language.

English Australia dictionary should be used for all documents. Word originally default to English (United States) when installed.

To change this setting:

1. On the **Review Tab** click on **Language**
2. Click on **Set Proofing Language**
3. Make sure **English (Australia)** is selected
4. Click **Set As Default**
5. Click **OK**



To have the Presently set as the default, you will need to edit the NORMAL.dotm file - located:  
C:\Users\User\AppData\Roaming\Microsoft\Templates.

## Text Contrast

Using the template provided will address any Font colour contrast issues.

**WCAG Level AAA** requires a contrast ratio of at least 7:1 for normal text and 4.5:1 for large text.

Large text is defined as 14 point (typically 18.66px) and bold or larger, or 18 point (typically 24px) or larger.

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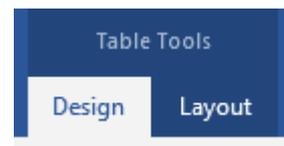
The [Colour Contrast Analyser](#) (CCA) helps you determine the legibility of text and the contrast of visual elements, such as graphical controls and visual indicators. This is a small app you download.

WebAIM [Contrast Checker](#) is online

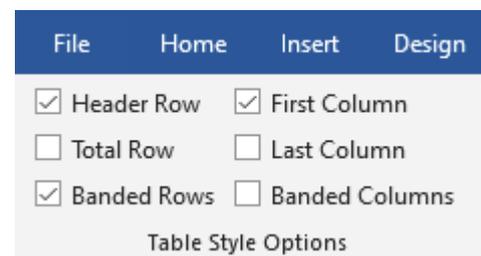
## Tables Without Headings

To make sure your tables are effective and accessible, you should only use them for data, and not for visual layouts. By adding headers to your tables, you will improve how your students navigate tables, especially if they use a screen reader.

When you select a Table in your document, it will activate the Table Tool tab.



- Select the **Design** tab.
- At the beginning of the ribbon, you will see the **Table Style options** section.
- Make sure the **Header Row** is Ticked.
- Add meaningful Heading to the first row of the table. (Use the style heading formats for the text)



## Saving as a TAGGED PDF

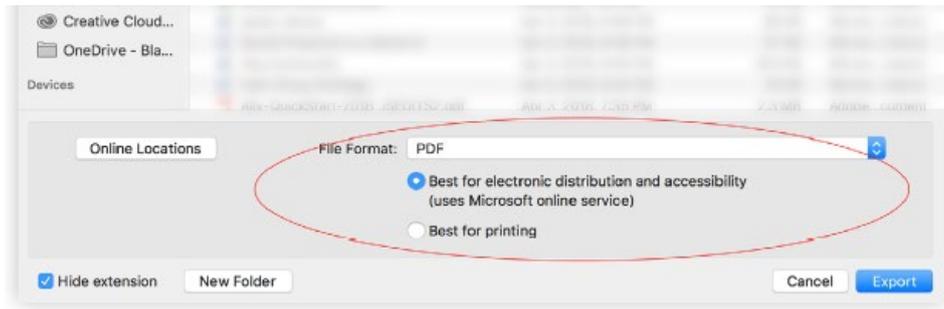
When exporting as PDF, you must check your export settings to make sure that the PDF will be tagged, as this will make sure the document is easy to navigate.

To export a Word document as a tagged PDF, go to "File," select "Save As" then select PDF from the dropdown.

Depending on the computer and version of Word you are using, You will notice either:

- 1) a dialogue box, check "**Best for electronic distribution and accessibility.**"

# Accessibility in Word



Or

- 2) You will need to click on **Options** and make sure the **"Enable Accessibility and Reflow with tagged Adobe PDF."**

