



INCLUDEme
INCLUSIVE DIGITAL ENVIRONMENTS TO ENABLE HIGH-QUALITY EDUCATION FOR DISADVANTAGED AND DISABLED LEARNERS



Co-funded by the
Erasmus+ Programme
of the European Union



GOOD PRACTICE 2

Accessible Word Documents

General Settings Recommendations

- Best Fonts: Arial (Verdana, Sans Serif)
- Font size
 - Standard: 12 points
 - Enlarged Print: 14 or 16 points
 - Large print: 18 points or larger
 - Enhanced print: 18 points or larger plus enhancements
- Contrast: Black print on white background
- Line spacing: Change from default of 1 to 1.5
 - Home > Paragraph > Line Spacing > choose 1.5

Headings

Headings allows a screen reader user to identify the main content provided or to go to important areas in the document.

Recommendations!

- Set a default document title for a screen reader to be able to scan and read out loud to its user.

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- Do not use bold, underline, changing font or size for a heading; use Headings in the Styles Ribbon.

Hyperlinks

Recommendations!

- Always give a good description for the links.
- Do not use only “click here” or “read more”. Instead you can use: Click here to access the “*Title of the link*”.
- Use a descriptive word and hyperlink. Each link must be uniquely identified, to allow screen readers to go from link to link within a document.
- Avoid using a full URL in a digital document, especially if the link is long.

Tables

Recommendations!

- Always create clear table structures and headers for the screen reader to be able to scan the document.
- Do not add a table in the document just to help with formatting or layout.
- Keep them as simple as possible in terms of design.

Alternative Text (Alt text)

Alt text allows screen readers to scan a description of tables, figures, or images that may be on the document.

Recommendations!

- Always provide Alternative Text (Alt text) to the images, figures, tables or any graphical representation added in the document.
- The Alternative text should be defined in such a way to explain very well what the graphic represents.

How to do it!

Alt Text for any graphics

- Select the image and select Format Picture.

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- In the dialogue box that appears select the "Layout & Properties" icon and choose Alt Text.
- As a last step input the Alt text you want for the image in the Description field. (Needs to be done for all images used in the document).
*For the last step make sure to not add anything in the title field, only add the Alt text in the Description field.

Alt Text for Tables

- Assure that it is selected and then select Table Properties.
- A Table Properties dialogue box will open, select the alt text tab, and insert a description into the Description field.
*For the last step make sure to not add anything in the title field, only add the Alt text in the Description field.

Lists

The built-in formatting tools of Word make it easier for the screen reader to scan the document. When a screen reader is reading a document to someone and it comes across a list, it'll tell the person there's a list there, how many items are in the list.

Recommendations!

- Always choose the style from the bulleted and numbered lists provided in the Paragraph section of the Home tab found in the main software ribbon.
- Do not manually add lists or use tabbing.

Alignment

Recommendations!

- Left alignment is best option for screen readers.
- Right alignment creates unusual spaces visually and some screen readers/braille display will announce/show extra spaces.

Colour and Contrast

Recommendations!

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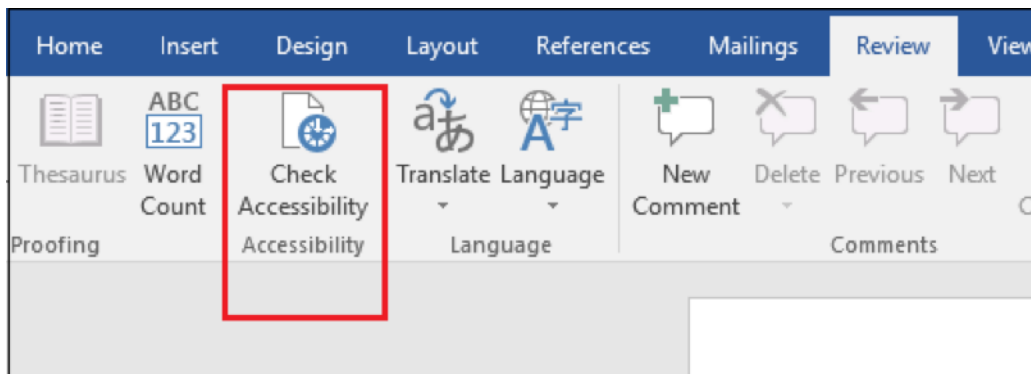
- Do not rely only of visual cues (colour, font, size, style, location on the page, etc.) as the only way of conveying information.
- Make sure that you choose colors that provide sufficient contrast between foreground and background, surrounding text, etc.
- Avoid bright colors on a white/light background.

Use Accessibility Checker

To make sure that your word document is accessible within Word you need to:

- Select the "File" tab in the main software ribbon and then select Info.
- Next, Check for Issues and then Check Accessibility.

It will provide you with an overview of any of the issues, what they are, and even how to fix them.



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