Word Essentials

Accessibility

A11y

Mac

Universal Design Center

csun.edu/udc
Building Accessible Documents

- Heading Styles
- Table of Contents
- Columns and Lists
- Extra Spaces & Tab Stops
- Paragraph Spacing
- Meaningful Link Text
- Images
- Captioning
- Tables
- Color Contrast
- Headers and Footers
- Accessibility Checker

A11y

Universal Design Center

csun.edu/udc
What is Assistive Technology?

**Assistive Technology (AT)** are “products, equipment, and systems that enhance learning, working, and daily living for persons with disabilities.”

- Screen Readers
- Magnification Software
- Speech Recognition
- Trackball Mouse
- Keyboard
- Zoom Text
- Braille Computer Keyboard
- Captions/Subtitles
- Captioned Telephone
- Video Relay Services
Captioning Videos

Per federal and state law, and CSU policy, instructional media (e.g., videos, captured lectures, recorded presentations) must have captions. This includes instructional media used in classrooms, posted on websites or shared in Canvas.

- All students who are enrolled in a course must be able to access the content in the course.

- **Faculty**: Funding is available to help faculty generate captions and transcripts for instructional media. Materials should be submitted **at least six weeks** in advance of their use in instruction.

- **Staff**: For CSUN staff who do not provide classroom material, there is a cost through chargeback. For information on the chargeback, email [ncod@csun.edu](mailto:ncod@csun.edu).

[csun.edu/captioning](http://csun.edu/captioning)
What are Screen Readers

Screen readers are a form of assistive technology (AT) software that enables access to a computer, and all the things a computer does, by attempting to identify and interpret what is being displayed on the computer screen using text-to-speech. Screen readers can only access and process live text.

• Provides access to someone who is visually impaired, mobility or has a learning disability to access text on the screen.

• Offers same level of independence and privacy as anyone else.
Types of screen readers

Screen reader program for Microsoft Windows that allows blind and visually impaired users to read the screen either with a text-to-speech output or by a refreshable Braille display. **NVDA screen reader** can be downloaded free of charge by anyone.

Provides auditory descriptions of each onscreen element using gestures, a keyboard, or a braille display.

Adds spoken, audible, and vibration feedback to your device.

Screen magnifier for Microsoft Windows that allows you to see and hear everything on the computer.
How does screen reader work?

• Screen readers start at the top of a document or website and read any text including alternative text for images, graphics or charts).

• Screen readers read a document from left-to-right and top-to-bottom.

• Screen readers navigate a document or website using the keyboard **without** a mouse. **Tab** key: jump from link to link, **Enter**: select a link, **arrow** keys: navigate a document or website.

• Reading order is important for users with visual challenges. The users can become confused if the document (content, tables, images or charts) is poorly organized or out of order.
Click vs Select

Screen readers and physical or mobility limitation users navigate a document or website using the keyboard without a mouse. The word “Click” is not inclusive of people who can’t use the mouse. Use the word “Select” to write step-by-step instructions.

“Click” or “Click on” Example
• Go to YouTube video player
• Click on Settings gear icon
• Click on Subtitles/CC
• Click on Options to Customize
• Click on Caption Style

Use “Select” Example (Recommend)
• Go to YouTube video player
• Select Settings gear icon
• Select Subtitles/CC
• Select Options to Customize
• Select Caption Style
Organize content with headings, subheadings, images, videos, and footer are important for **usability** and **accessibility**.
Readability

- Divide large blocks of text into smaller sections
- Avoid overly complex sentences
- Provide adequate whitespace
- Use line or paragraph spacing (avoid Enter/Return for “blank” space)
- Avoid underlining text. Underlining is interpreted by screen readers and people with low vision as linked text.
- Font size between 12 – 18 point
- San-serif fonts are more suited to electronic formats (Arial, Calibri, Verdana or Franklin Gothic Book)
Documents Structure Example

Example 1: Reading long, dense text documents can be a daunting task for learners

As part of our commitment to excellence through diversity and inclusion, California State University, Northridge (CSUN) strives to ensure that campus communication and information technology is accessible to everyone. The California State University system statement on accessibility is articulated in California State University - Executive Order 1111, in accordance with both federal and state laws including the Americans with Disabilities Act of 1990 (ADA) and Section 508 of the U.S. Rehabilitation Act.

In this context, "accessibility" means that people with disabilities have access to facilities, information and to technology.

"Universal design" takes this concept one step further, to ensure that everyone can perceive, understand, engage, navigate and interact regardless of ability or preference.

The UDC supports the campus community in their efforts to make it possible for individuals to learn, communicate, and share via information and communication technology. One way we do this is by assisting the campus community to ensure their information and communication technology is interoperable, usable and accessible, so that individual learning and processing styles and/or physical characteristics are not barriers to access.

The role of the UDC is to help CSUN implement business practices which enable the campus to meet policy standards under the Accessible Technology Initiative Coded Memoranda.

What does this mean to me?

Everyone has a part in creating accessible and usable information. The responsibility of creating and maintaining accessible content falls to the entire campus community.

Example 2: Well-structured documents help students organize and process texts

Universal Design Center (Heading 1)

Accessibility Statement (Heading 2)

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Need help? (Heading 3)

Need assistance or have a question not answered here? Please contact the Universal Design Center (UDC) at UDC@csun.edu or, during business hours (Monday through Friday, 8am to 5pm Pacific time), at (818) 677-5898.

What is Accessibility? What is Universal Design? (Heading 2)

In this context, "accessibility" means that people with disabilities have access to facilities, information and to technology. "Universal design" takes this concept one step further, to ensure that everyone can perceive, understand, engage, navigate and interact regardless of ability or preference.

Universal Design Center Mission (Heading 2)

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The role of the UDC is to help CSUN implement business practices which enable the campus to meet policy standards under the Accessible Technology Initiative Coded Memoranda.
Headings Structure Example

<table>
<thead>
<tr>
<th>Before Adding Headings</th>
<th>Adding Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course:</strong> ENGL 315</td>
<td><strong>Course Info (Heading)</strong></td>
</tr>
<tr>
<td><strong>Title:</strong> Digital Writing</td>
<td>Course: ENGL 315</td>
</tr>
<tr>
<td><strong>Class #:</strong> 15275</td>
<td>Title: Digital Writing</td>
</tr>
<tr>
<td><strong>Days:</strong> TuTh</td>
<td><strong>Class #:</strong> 15275</td>
</tr>
<tr>
<td><strong>Instructor:</strong> Jane Doe</td>
<td><strong>Days:</strong> TuTh</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:jane.doe@csun.edu">jane.doe@csun.edu</a></td>
<td><strong>Instructor Info (Heading)</strong></td>
</tr>
<tr>
<td><strong>Office:</strong> Sierra Hall 300</td>
<td>Instructor: Jane Doe</td>
</tr>
<tr>
<td><strong>Phone:</strong> 818-677-9999</td>
<td><strong>Email:</strong> <a href="mailto:jane.doe@csun.edu">jane.doe@csun.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Office:</strong> Sierra Hall 300</td>
</tr>
<tr>
<td></td>
<td><strong>Phone:</strong> 818-677-9999</td>
</tr>
</tbody>
</table>
Direct vs Styles Formatting

**Direct Formatting**
- Not accessible to any assistive technology such as screen readers
- Can’t create a Table of Contents
- Can’t create a navigation to different sections in a document
- Huge barriers!

**Styles Pane Formatting**
- Provide structure and make document accessible
- Easier to modify existing formatting
- Accessible to screen readers
- Create and update a Table of Contents
- Quicker navigation to different sections in a document
- Retain document structure when export to PDF
- Save time and save lives!
Heading Styles

• Heading Styles (Heading 1 through Heading 6) in a logical sequence. Do not skip heading levels i.e. Heading 2 to Heading 4, headings should be in order.)
  • Heading 1: Document title or main content heading/title (just one)
  • Heading 2: Major section heading
  • Heading 3: Sub-section of the Heading 2
  • Heading 4: Sub-section of the Heading 3, and so on, ending with Heading 6
  • Using heading styles means you can also quickly build a Table of Contents, reorganize your document, and reformat its design without having to manually change each heading's text.

Headings are styles to give a document structure by category or topic.

Without headings, a person using assistive technology like a screen reader cannot navigate by sections, subsections, or scan section titles to understand the document structure.
Heading Styles compatible with other programs

Microsoft Word

Website

- `<h1>` Main Heading `</h1>`
- `<h2>` Sub Heading `</h2>`
  - `<h3>` Sub sub heading `</h3>`
- `<h2>` Sub Heading `</h2>`
  - `<h3>` Sub sub heading `</h3>`
  - `<h3>` Sub sub heading `</h3>`

Canvas

- Header 2 -> This is the Title
- Header 3 -> This is the sub title
- Header 4 -> This is a category
- Paragraph -> This is the body of the content

Google Docs

InDesign
Microsoft Word 97 - 2003

If you encounter [Compatibility Mode] and unable to use Word Accessibility Checker, that’s because older version like Microsoft Word 97-2003 don’t have Accessibility Checker features available.

Simply go to File Tab, Save As, Save As Type: Change from Word 97-2003 to Word Document. Word Document is the current version Word 2016 or Office 365.

All CSUN faculty, staff, and students can install the Microsoft Office 365 on up to five personal devices for FREE.

- Faculty and staff: [https://www.csun.edu/it/download-office](https://www.csun.edu/it/download-office)
- Students: [https://www.csun.edu/it/students](https://www.csun.edu/it/students)
• Modify heading styles to match your preference
• Repeat for Heading 2 to 6

Modify Style
Apply Heading 1 to Document Title
Apply Heading 2 to *all* Section Title

Repeat for Heading 3 Sub-section Titles, etc.
Heading Styles Spice Up with Background Color

OPTIONAL: Instead of plain heading styles, adding background color to spice up a new look. Be sure to check the **color contrast** is sufficient for those who have color deficiencies.
Heading Styles Spice Up with Border Line

As part of our commitment to excellence through diversity and inclusion, California State University, Northridge (CSUN) strives to ensure that campus communication and information technology is accessible to everyone. The California State University-system statement on accessibility states that "The campus is committed to providing a learning environment that is accessible to people with disabilities" and includes the Americans with Disabilities Act of 1990 (ADA) and Section 508 of the Rehabilitation Act.

Universal Design Center (Styles Formatting)

Accessibility Statement (Heading 2)

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What is Accessibility? What is Universal Design? (Heading 2)

In this context, "accessibility" means that people with disabilities have access—in facilities, to information and to technology—"universal design" aims the concept one step further to ensure that everyone can perceive, understand, engage, navigate and interact regardless of ability or preference.

Universal Design Center Mission (Heading 2)

The UDC supports the campus community in its efforts to make it possible for individuals to live, communicate and function in walls of communication and technology. The campus is to do this by assisting the campus community to ensure that information and communication technology is interoperable, usable, and accessible, so that individuals using and processing skills and/or physical characteristics are not barriers to access.

The role of the UDC is to help the campus implement business processes that enable the campus to meet policy standards under the accessible technology initiative (ATI) requirements.
The quickest way to check a document’s heading structure is to open the Navigation Pane

- View tab
- Select Navigation Pane
- Expanding the headings
# Table of Contents

- Introduction .......................................................... 1
- What Is Less Doing? .................................................. 3

Fundamental 1: The 80/20 Rule ...................................... 8
  - Tracking for Results ............................................... 10
  - Optimizing your Processes and Creating the
    “Manual of You” ..................................................... 12
  - A Note on Essential vs. Optional ................................. 16
  - 80/20 Advanced ...................................................... 18

Fundamental 2: Creating an External Brain ...................... 19
  - Your External Brain ................................................ 21
  - Setting up your External Brain .................................. 22
  - Emptying your Inbox ............................................... 29
  - Eliminating your To-Do List ...................................... 31
  - Hiring a Virtual Assistant ......................................... 35
  - Outsourcing Your Outsourcing .................................... 43

Fundamental 3: Customization ....................................... 47
  - Where to start ........................................................ 50

Fundamental 4: Choose your own Workweek ...................... 53

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# Headings Navigation Menu

- **Heading 1 is main title**
  - Heading 2 .............................................................. 1
  - Heading 3 .............................................................. 3
  - Heading 2 .............................................................. 8
  - Heading 3 .............................................................. 10
  - Heading 3 .............................................................. 12
  - Heading 3 .............................................................. 16
  - Heading 3 .............................................................. 18
  - Heading 2 .............................................................. 19
  - Heading 2 .............................................................. 53
Table of Contents

• Headings structure will automatically populate a table of contents and provide accessible for screen readers rely on headings structure to navigate a page quickly.

• Adding Table of Contents to any documents or syllabus **over 8 pages** to make it easier for readers to go directly to a specific section in the document.

• **Or** Custom Table of Contents

• Ensure the ‘Tab leader’ option is ‘…….’

• To change which styles appear, select ‘Options’

• Number each style in the order in the Table of Contents

• Select ‘Ok’ twice
Styles – Normal, Modify Style

Normal style for paragraph
Styles for formatting

- **Strong** (instead of Bold)
- **Emphasis** (instead of Italics)
- Avoid **underlining** text. Underlining is interpreted by screen readers and people with low vision as linked text.
- Use **Strong** instead of underlining.
Lists

• Use the bulleted or numbered list formatting tool.

• Screen readers can read the number of items in a list before it begins to read the items.
Columns

• If you want to make columns, format them as columns. Screen readers can read the content organized in columns.

• Do not put text on one line and use several tab stops to move it over. Screen readers will read it one line a time, not as columns.

Optional: If you want to add line between the columns, select **More Columns**, checkbox **Line Between**.
Avoid Extra Spaces

• Screen readers will read blank or multiple spaces created using the space bar, empty line, empty tab, empty paragraphs or carriage returns as “Blank”.

• This can be very irritating for someone using assistive technology to listen multiple blank characters and may assume they’ve reached the end of a document.
Accessibility Statement (Heading 2)

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Use Page Break instead of several carriage Returns as “Blank”

Screen readers can read blank characters as “Blank”. This can be very irritating, especially if there are multiple blank characters.

Word automatically adds a break at the end of each page. You can also insert a manual page break anytime you want to start a new page in your document.

- Put your cursor where you want one page to end and the next to begin
- Go to Insert > Page Break
To create three columns in one line, set Tab Stops.

1. If Paragraph settings is not available, click on Quick Access Toolbar, More Command to select Paragraph settings.
2. View tab then select Ruler
3. Select text to create tabs
4. Open Paragraph dialog
5. In the lower left of the Paragraph dialog is the button for Tabs
6. Clear All existing Tab Stops for the selected text
7. Set new Tab Stops
Ruler Tab Marker

Use ruler tab marker if you want to set tab position column individually.

Set ruler to mark tab position at 2.5” for 2nd column and 4.0” for 3rd column.
Paragraph or Line Spacing

• Avoid creating blank lines to create spaces between text.
• Use line or paragraph space to increase or decrease the amount of space between headings and paragraphs.
• Heading levels space between a heading and the previous section’s body text.

How many spaces BEFORE a paragraph?
As part of our commitment to excellence through diversity and inclusion, California State University, Northridge (CSUN) strives to ensure that campus communication and information technology is accessible to everyone.

How many spaces AFTER a paragraph?

Universal Design Center (Heading 1)

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Universal Design Center Mission (Heading 2)
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The role of the UDC is to help CSUN implement business practices which enable the campus to meet policy standards under the Accessible Technology Initiative Coded Memoranda.

Shared Campus Responsibility (Heading 3)
Everyone has a part in creating accessible and usable information. The responsibility of creating and maintaining accessible content falls to the entire campus community.
Paragraph Spacing

• On Styles Panel, select **Heading 2** and right-click to select **Modify**
• **Format** button to select **Paragraph**...
• **Heading 2** set Before: 12pt and After: 6pt.
• **Heading 3** set Before: 12pt and After: 6pt.
• **Normal** paragraph set Before: 0 pt and After: 18pt.
You can control the vertical space between the lines of text in your document by setting the line spacing.

- Select one or more paragraphs to update line spacing
- Go to **Home** > Paragraph section
- Select **Line Spacing Options**
- Enter how much spacing before and/or after vertical space lines of text

How many spaces BEFORE a paragraph?
As part of our commitment to excellence through diversity and inclusion, California State University, Northridge (CSUN) strives to ensure that campus communication and information technology is accessible to everyone.

How many spaces AFTER a paragraph?
Screen readers can read blank characters as “Blank”. This can be very irritating, especially if there are multiple blank characters.
Meaningful Link Text, 1 of 3

Not Accessible – vague and redundant

CSUN News

Woman of the Year for the 18th Senate District

California State University, Northridge President Dianne F. Harrison has been named Woman of the Year for the state’s 18th Senate District by Sen. Robert Hertzberg. Read more.

Important Dates for CSUN Commencement 2019

For graduating seniors, CSUN GradFest 2019 will take place from 9 a.m. to 6 p.m., March 13 and 14, at the CSUN Campus Store Complex. The event gives students the opportunity to make their final preparations for graduation, including renting caps and gowns, information on ceremony schedules, reserving guest tickets, purchasing souvenirs and taking graduation portraits. Read more.

Blinky the Friendly Hen: 40th Anniversary Exhibition

Comprised of a Relic Chamber, a Blinky Theatre, Blinky book editions (1979-2019), chapel, gift shop, stained glass, and historical artifacts, this fourth retrospective exhibition celebrates historical and contemporary works relating to four decades of the Blinky phenomenon. Read more.

Accessible – descriptive and unique

CSUN News

Woman of the Year for the 18th Senate District

California State University, Northridge President Dianne F. Harrison has been named Woman of the Year for the state’s 18th Senate District by Sen. Robert Hertzberg. Continue reading about CSUN’s President Dianne F. Harrison.

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Full URL text https://www.csun.edu/universal-design-center
(raw URL may not make sense to screen reader users or others, so make the link text descriptive i.e. Universal Design Center)
Meaningful Link Text, 2 of 3

When creating hyperlinks, make sure the text associated with the link is understandable out of context.

• Avoid this: You may find this tutorial here.

• Do this: You may find this tutorial on creating accessible Word document on our website.

For Printing

• If the document is likely to be printed, include the full URL. If the URL is long, consider creating a shorten URL (tiny.cc or bitly.com or other URL services)

You may find this tutorial on creating accessible Word document on our website (www.csun.edu/udc/word)

• Do not use click here or here or read more or continue or email me.

• Do not use different link text to refer to the same resource.

• Do not to use the same link text to refer to different resources.

• Be unique for unique destinations.

• Best practice is to bold or underline links.

• Do not use color links as the only method to convey important information.

• Tab order should read from the upper left to the lower right, and make sense to both sighted and visually impaired users.
A presentation that is intended to be displayed electronically and in a printout, include the URL and a description in the link text. For example, “Universal Design Center (www.csun.edu/universal-design-center).”
Visual Challenge

Normal vision

Low vision

Color blindness

Blind or deaf-blind

What’s the best way to make images accessible to everyone?
The purpose of alt text is to allow low vision or blind users to understand the purpose of the image. Describe only how image relates to content. What is its purpose? Why the image there?

Screen readers and other assistive technologies can’t convert images into words/texts.

Captions are universal and accessible for everyone.

“Image of...”, “photo of...” is not needed.

Keep alt text short 8 to 120 characters or less.

Alt text should be very brief, no more than a sentence or two.

Best practices for accessible images

When screen readers encounter an image, they read out the word “image” or “graphic” and then read the alt text:

“Three plants going through transformation with text quote Accessibility user-friendly document for CSUN student success.”
How to Describe Images?

A stair chase leading up to an entryway is painted yellow with bold black text that reads "museums are now.

A hand reaches out of a computer screen giving the hand gesture for stop. The screen reads 'access denied!

On the left is the book cover for Haben The Deafblind Woman Who Conquered Harvard Law, and on the right is the quote: “In the Tigrinya language of Eritrea and Ethiopia, Haben means ‘pride.’

Michelle Obama claps and Barack waves.

Student holds a diploma hardcover up in the air during CSUN commencement. Caption text "and together, as Matadors, we will move mountains.

More examples of How to Describe Images

- Document Learning Tools: Describing images
- How to Describe Images (Art, Chemistry, Diagrams, Flow Charts, Formatting & Layout, Graphs, Maps, Mathematics, Page Layout, Tables, Text-only images)
- Periodic Table of the Elements
- UDC Best Practices for Describing Images
Format Picture

Mouse right-click to select Format Picture
Format Picture – Layout & Properties
Alt Text (Description)
Image Position

Text wrapping around an image, screen readers will skip it. To ensure screen readers do not skip over an image, the image needs to be on its own line “In Line with Text”.

What is Accessibility? What is Universal Design? (Heading 2)

In this context, “accessibility” means that people with disabilities have access—to facilities, to information and to technology. “Universal design” takes this concept one step further, to ensure that everyone can perceive, understand, engage, navigate and interact regardless of ability or preference.

Universal Design Center Mission (Heading 2)

The UDC supports the campus community in their efforts to make it possible for all to learn, communicate, and share via information and communication technologies. This is by assisting the campus community to ensure their information and technology is interoperable, usable and accessible, so that individual learning and processing styles and/or physical characteristics are not barriers to access.
Captioning is universal and accessible for everyone.

A written description, captions, or alternative (alt) text provides a written description of the image to screen readers. Consider the best description option for the image and document.

Decorative images, such as line dividers, do not require a written description or alt text.

Complex (Math and Science) graphs and charts may require a caption.

Insert a caption by right-clicking the image and select **Insert Caption** or **References** tab, **Insert Caption**.
Images

• At times alternative text and caption are not the most appropriate method to describe an image. As such, the description of the image can be conveyed within the surrounding body of the text.

• If you do this, include the words “In the image above”, “..below”, etc. that way the user knows you are describing the image that did not have alt text and caption within the paragraph.

One of Australia’s most remarkable natural gifts, the Great Barrier Reef (shown in the image above) is blessed with the breathtaking beauty of the world’s largest coral reef. The Reef contains an abundance of marine life and comprises of over 3000 individual reef systems and coral cays and literally hundreds of picturesque tropical islands with some of the worlds most beautiful sun-soaked, golden beaches.
Some images, such as graphs, charts or informative illustrations require fairly lengthy explanations to make them accessible. When this is the case, there are a few options:

1. Provide a brief alt text description of the image and a longer description within the text of the document. This may be helpful for others as well since some people have difficulty understanding charts and graphs.

2. Provide a brief alt text description of the image and create a section at the end of the document for long descriptions.

3. Provide a brief alt text description of the image and create a separate document with a long description of the image.

Example of Option 1

Chart 1. Website Accessibility Assessment of All Organizational Charts. Findings from the assessment indicate the following: 5% of organizational websites had fewer than 2 errors on the home page; 20% had 3 to 5 errors; 45% had 6 to 10 errors; and 30% had more than 10 errors on the home page.

Credit to Explore Access
Art or SmartArt Shapes

Often shapes are used behind text to create emphasis. Most screen readers will not identify shapes, and you will often split up your text in awkward ways to make it fit within the shape.

The example below exemplifies what not to do (notice how the reading order is impacted when a shape is moved to the background in order for the text to show on top)

What not to do

Shapes rain on My parade.
Art or SmartArt Shapes Workaround

Step 1: Create stand-alone PowerPoint file for all Art Shapes (editable).

Step 2: Use SnagIt to capture Art Shapes (step 1) then copy an image into final slides (step 3)

Step 3: Create another PowerPoint file for final slides.

Step 4: Add Alt Text for an image (step 3)
Provide descriptions if using color to convey meaning

Example 1: Inaccessible color highlights in red
May 11-17, 2019

Example 1: Accessible with a description
May 11-17, 2019* (final exams)

Example 2: Inaccessible table

<table>
<thead>
<tr>
<th>Assignments (overdue in red)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>Chapter 1</td>
<td></td>
</tr>
</tbody>
</table>

Example 2: Accessible table

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Overdue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Yes</td>
</tr>
<tr>
<td>Chapter 1</td>
<td>No</td>
</tr>
</tbody>
</table>

Example 3: Inaccessible color shape

Color identical may not be recognized by colorblind users

Example 3: Accessible color and number
People who have low vision or colorblind could encounter some difficulty distinguishing text color from a background color if the contrast is insufficient contrast ratio 1.5:1.

This example has a great color contrast ratio of 8.7:1. The contrast is sufficient for those who have color deficiencies.

- Download [Colour Contrast Analyser](#) onto your computer (PC/Mac) to ensure accessible contrast or use an online contrast checker from [WebAIM](#).
- WCAG Level AA requires a contrast ratio of at least 4.5:1 for regular sized text (12 or 14 pt. font) and 3:1 for large text (18 pt. font).
- [Coblis Color Blindness Simulator](#)
Test Color Filters without Printing

- Information and charts should never be conveyed through color alone.
- Color may not be recognized by colorblind users.
- Provide text descriptions for charts and graphics.

**Charts & Accessibility by Penn State**

To use color filters on **Windows**:
- Select **Start** > **Settings** > **Ease of Access** > **Color filters**.
- Switch on the toggle under **Turn on color filters**.

To use color filters on **Mac**:
- On your Mac, choose **Apple** menu > **System Preferences**, select **Accessibility**, select **Display**, select “Use grayscale”.

[Image courtesy of Accessible Syllabus]
Tips for Creating Accessible Tables

Insert, don't draw
• Create tables by inserting them. Avoid creating tables by drawing boxes and lines or by using tabs and spaces. Screen readers have difficulty understanding tables with odd cell sizes.
• Use Table Tools editor to identify the different types of rows and columns such as Header Row and First Column.

Keep your table simple
• Avoid merging, split cells, as well as tables nested within a cell.
• Simple tables are easier to interpret for all students and screen readers.
• Never use table for layout.
### Accessible grading scale in table vs non-table format

#### Non-table format

- **A plus** = 1000 to 970 points
- **A** = 969 to 940 points
- **A minus** = 939 to 900 points
- **B plus** = 899 to 870 points
- **B** = 869 to 840 points
- **B minus** = 839 to 800 points
- **C plus** = 799 to 770 points
- **C** = 769 to 740 points
- **C minus** = 739 to 700 points
- **D plus** = 699 to 670 points
- **D** = 669 to 652 points
- **D minus** = 639 to 600 points
- **F** = 599 points or lower

#### Table format

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A plus</td>
<td>960 to 1000</td>
<td>96 to 100%</td>
</tr>
<tr>
<td>A</td>
<td>930 to 959</td>
<td>93 to 95%</td>
</tr>
<tr>
<td>A minus</td>
<td>900 to 929</td>
<td>90 to 92%</td>
</tr>
<tr>
<td>B plus</td>
<td>860 to 899</td>
<td>86 to 89%</td>
</tr>
<tr>
<td>B</td>
<td>830 to 829</td>
<td>83 to 85%</td>
</tr>
<tr>
<td>B minus</td>
<td>800 to 829</td>
<td>80 to 82%</td>
</tr>
<tr>
<td>C plus</td>
<td>760 to 799</td>
<td>76 to 79%</td>
</tr>
<tr>
<td>C</td>
<td>730 to 759</td>
<td>73 to 75%</td>
</tr>
<tr>
<td>C minus</td>
<td>700 to 729</td>
<td>70 to 72%</td>
</tr>
<tr>
<td>D plus</td>
<td>660 to 699</td>
<td>66 to 69%</td>
</tr>
<tr>
<td>D</td>
<td>630 to 659</td>
<td>63 to 65%</td>
</tr>
<tr>
<td>D minus</td>
<td>600 to 629</td>
<td>60 to 62%</td>
</tr>
<tr>
<td>F</td>
<td>599 points or lower</td>
<td>59% or lower</td>
</tr>
</tbody>
</table>

Different screen readers may read texts differently. The “+/-“ may not be read out loud. It is always a good practice to spell them out and spell out any abbreviations or make a reference of your abbreviation when used for the first time. Visit [Screen Readers: A Guide to Punctuation and Typographic Symbols](#).
Step 1: Insert - Table

- Use tables to organize data not format information
- Create table headings
- Include table captions or brief description
  - Select **Insert** tab, then select **Table**
  - Select the number of rows and columns by highlighting the boxes on the grid.
  - Type in the table data
Step 2: Select Table Header Row

A table header row contains column headings that provide context and aid navigation of the table. People who can’t see the table can have column headings read aloud.

<table>
<thead>
<tr>
<th>Design Tab &gt; Header Row</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td>A plus</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>A minus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Design Tab &gt; Header Row and First Column</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Student 1</td>
</tr>
<tr>
<td>Student 2</td>
</tr>
<tr>
<td>Student 3</td>
</tr>
</tbody>
</table>
Step 3: Table Headers Properties

Proper **table headers** help readers understand how tables are organized into columns and rows. Avoid solely using text and cell formatting, such as making the text big or bold to mimic the visual appearance of a table header, as this provides no underlying information about the structure of the table.

**Table Properties Options: Row and Alt Text tabs**
- Deselect “Allow row to break across pages”
- Select “Repeat as header row at the top of each page”
- Enter alt text in Alt Text tab. If empty cells intentionally blank, mention in Alt Text, Description box.

1. Highlight entire first row
2. Right-click to select Table Properties

![Table Properties Options](image)
Add a caption to your table briefly describes the table

- Select the table, then right click to select **Insert Caption** or
- Go to References tab, then select **Insert Caption**
- In the popup window, type the title of the table in the Caption textbox
- In the Label textbox, select Table
- Position textbox, select **Below selected item** then select OK
Alternative way without using Table
(no header row)

To create three columns in 1 line, set Tab Stops (see previous slide):

1. If Paragraph settings is not available, click on Quick Access Toolbar, More Command to select Paragraph settings.
2. View tab then select Ruler
3. Select text to create tabs
4. Open Paragraph dialog
5. In the lower left of the Paragraph dialog is the button for Tabs
6. Clear All existing Tab Stops for the selected text
7. Set new Tab Stops

Avoid multiple tabs key, space bar, and blank lines, someone with assistive technology like screen readers will listen excess spaces and lines.
Table Color

Avoid using color as the only means to convey information. For example, in the table below, the complete and incomplete items may appear the same to someone who is color blind:

<table>
<thead>
<tr>
<th>Project</th>
<th>Due Date</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>March 15, 2020</td>
<td>X</td>
</tr>
<tr>
<td>Project 2</td>
<td>April 15, 2020</td>
<td>X</td>
</tr>
<tr>
<td>Project 3</td>
<td>May 15, 2020</td>
<td>X</td>
</tr>
</tbody>
</table>

A better option would be to provide another way of conveying information not just color alone:

<table>
<thead>
<tr>
<th>Project</th>
<th>Due Date</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>March 15, 2020</td>
<td>N or No</td>
</tr>
<tr>
<td>Project 2</td>
<td>April 15, 2020</td>
<td>Y or Yes</td>
</tr>
<tr>
<td>Project 3</td>
<td>May 15, 2020</td>
<td>Y or Yes</td>
</tr>
</tbody>
</table>
Q: Should I included headers and footers in my document?

A: Headers and Footers are not always read immediately to screen reader users. However, if a screen reader user wants to look at the header there are methods for them to do that.

Headers and Footers can be used to hold document information but should **never** hold important document content such as filename, document owner etc.
Headers and Footers, 2 of 2

- Insert tab
- Select Header or Footer
- Insert text or other document information
- Always include page numbers in the footer with the “Normal” style
The accessibility checker will identify certain accessibility issues:

- Headings that are not in logical order
- Images with no alt text
- Tables have the header box checked
- Tables that have merged cells or with empty cells
- Large numbers of repeated blank characters (spacebars, tabs, enters)
Check for Issues, Check Accessibility
Always use Word’s built-in Accessibility Checker
Repair Errors, Warnings and Tips

Why fix?
Alternative text for images and other objects is very important for people who can't see the screen. Screen readers read alt text aloud, so it's the only information many have about the image.
Document Properties
Converting to PDF

Select 1st radio button “Best for electronic distribution and accessibility (Uses Microsoft online service)
Print to PDF utilities are never the best way to make a PDF accessible from any software because that method usually doesn’t contain either live text, a logical reading order, or tags structure for digital documents.

Use either Save As PDF or Export to PDF.
Open PDF files from Adobe Acrobat not Web Browser by default

- Save PDF files on Desktop
- Select PDF (not double click)
- File tab, Always Open with, Other
Adobe Creative Cloud for Faculty & Staff

- Adobe Creative Cloud software is now available for use (at no additional charge) on all faculty and staff university-owned computers, labs and classroom devices, and for all students.
- Please note that this deployment of Adobe software is not available for use on personally-owned faculty and staff devices at this time.
- Learn more about Adobe Creative Cloud for Faculty & Staff

- Adobe Reader is for viewing, printing, signing, sharing, and annotating PDFs. Adobe Reader doesn’t have Accessibility checking tool.
Create with Accessibility in Mind

Best Practices

Alternative Text
- Images
- Shapes

Video/Audio
- Captions/transcripts

Navigation/Links
- Link requirements

User Interface
- Keyboard accessibility

Structure
- Headings
- Lists, etc.

Color
- Color contrast
- Meaning without color

Document Accessibility

user-friendly document for CSUN student success
How can we help you make a difference?

Universal Design means design for everyone

Universal Design Center Offers
• Online, self-paced training
• In-person training each semester
• Consultations
• Tools and Services