Building Accessible Google Docs

- Heading Styles
- Table of Contents
- Columns and Lists
- Tab Stops
- Paragraph Spacing
- Meaningful Link Text

- Images
- Captioning
- Tables
- Color Contrast
- Headers and Footers
- Accessibility Checker

A11y
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.

www.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 Do Screen Readers Work?

• Screen readers read line-by-line from left-to-right and top-to-bottom.

• 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 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
Digital Accessibility Content Analogy

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)
**Styles vs Direct Formatting**

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

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

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.

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.

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.

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 readers organize and process texts
# Headings Structure Example

## Before Adding Headings

Item titles are bold at the start of each line

<table>
<thead>
<tr>
<th>Course</th>
<th>ENGL 315</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Digital Writing</td>
</tr>
<tr>
<td>Class #</td>
<td>15275</td>
</tr>
<tr>
<td>Days</td>
<td>TuTh</td>
</tr>
<tr>
<td>Instructor</td>
<td>Jane Doe</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jane.doe@csun.edu">jane.doe@csun.edu</a></td>
</tr>
<tr>
<td>Office</td>
<td>Sierra Hall 300</td>
</tr>
<tr>
<td>Phone</td>
<td>818-677-9999</td>
</tr>
</tbody>
</table>

## Adding Headings

Text with section titles added with headings

### Course Info *(Heading)*

<table>
<thead>
<tr>
<th>Course</th>
<th>ENGL 315</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Digital Writing</td>
</tr>
<tr>
<td>Class #</td>
<td>15275</td>
</tr>
<tr>
<td>Days</td>
<td>TuTh</td>
</tr>
</tbody>
</table>

### Instructor Info *(Heading)*

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Jane Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:jane.doe@csun.edu">jane.doe@csun.edu</a></td>
</tr>
<tr>
<td>Office</td>
<td>Sierra Hall 300</td>
</tr>
<tr>
<td>Phone</td>
<td>818-677-9999</td>
</tr>
</tbody>
</table>
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
- **Normal**: Text or Paragraph

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

Google Docs

Title
Subtitle
Heading 1
Heading 2
Heading 3
Heading 4
Heading 5
Options

Microsoft Word

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

InDesign

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>
Unlike Microsoft Word, to modify headings, **Direct Formatting** and **Styles** must be used. For example, **Heading 1**

1. Highlight heading title text
2. Select preferred font, color, and size
3. Select **Heading 1** then **Update ‘Heading 1’ to match**
4. Repeat steps for Heading 2 through 6 if needed
Heading 2 – Update ‘Heading 2’ to match

Universal Design Center (Heading 1)

Accessibility Statement (Heading 2)

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 of 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 (Section 508 of the U.S. Rehabilitation Act).

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

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

Repeat for Heading 3 Sub-section Titles, etc.
Apply Heading 2

• Highlight heading title text “What is Accessibility? What is Universal Design?”

• Open Styles menu

• Select Heading 2

• Select Apply Heading 2

• This will retain the same Heading 2 structure

• Repeat same steps to apply more Heading 2 in the document
Heading Styles with Border Line

1. Select Heading 2 title
2. Format > Paragraph Styles > Borders and Shading
3. Adjust preferences for your border
4. Select Update ‘Heading 2’ to match
Heading Styles with Background Color

1. Select Heading 2 title
2. Format > Paragraph Styles > Borders and Shading
3. Adjust preferences for your border
4. Select Update ‘Heading 2’ to match
Document Outline

The quickest way to check a document’s heading structure is to open View tab, select Show Document Outline.
Table of Contents

• Headings structure will automatically populate a table of contents and provide accessibility for screen readers relying 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.

• Insert > Table of Contents > Select with page numbers
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, 1 of 2

- 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 a line between the columns, select **More Columns**, checkbox **Line Between**.
Unlike Word, the columns are not automatically set up.

• First, put the cursor below the first list, select **Insert, Break, Column Break**.
• Repeat until you have all your columns set.
Screen readers can read blank characters as “Blank”. This can be very irritating, especially if there are multiple blank characters.

Use Page Break, 1 of 2

With your Google Docs opened

- Select **Add-ons** tab, then select **Manage add-ons**
- Search **Show** and Install **Show**
- Select **Add-ons, Show, Show All** paragraph marks. **Select Hide all to hide paragraph marks.**
1. Put your cursor where you want one page to end and the next page to begin
2. Go to **Insert > Page Break**
3. See link for in depth information: [Page breaks for cleaner documents](#)
Tab Stops

To create three columns in one line, set Tab Stops.

1. View tab then Show Ruler
2. Highlight the selected text
3. Place mouse cursor on the ruler at 2.5” then select “Add left tab-stop”
4. Place mouse cursor on the ruler at 4.5” then select “Add left tab-stop”
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)

Accessibility Statement (Heading 2)

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Universal Design Center Mission (Heading 2)

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 that 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

- Select one or more paragraphs to update paragraph spacing
- **Format > Line Spacing > Custom spacing**
- Paragraph spacing, you will need to experiment in order to get the desired spacing.
- Repeat the same steps above if you’d like to add spacing for Heading Styles then select Update “Heading” to match.

Accessibility Statement (Heading 2)
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.

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.
CSUN News
CSUN Honors Four Exceptional Graduate Students for Thesis and Project Work
CSUN’s Division of Academic Affairs has selected four exceptional CSUN graduate students as the winners of the 2020 Distinguished Thesis/Graduate Project Competition, with each receiving a $1,000 award and recognition from the university. Read more.

CSUN News
CSUN Team to Tap into Power of Inouye Telescope to Study Sun’s Atmosphere
With the aid of a telescope in Hawaii, a team of professors at California State University, Northridge hope to solve some of the mysteries found in the sun’s atmosphere, information that could help us better understand the impact of solar flares, as well as what is happening with other stars in our solar system. Continue reading about CSUN’s Astronomy Team.

Minimizing the COVID Slide During the Summer
In response to the COVID-19 pandemic, schools across the nation transitioned to meeting online. Given the abruptness of the transition and lack of preparation parents had in becoming in-home teachers’ aides, many parents and educators are worried about a “COVID slide” or “COVID slowdown,” where students fail to retain any new information learned before and during the pandemic — as well as over the summer, when students are not in school. Learn more about the "COVID Slide".

Screen readers read: The content and link text then announce the word "link"
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](www.csun.edu/udc/word) 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](http://tiny.cc) or [bitly.com](http://bitly.com) or other URL services)

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

- Avoid using **click here**, **more info**, **read more**, **continue**, **email me**, and other vague language.
- 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

What’s the best way to make images accessible to everyone?
Image Alternative or Alt Text

• The purpose of alt text is to allow low vision or blind users to understand the purpose of the image.

• When creating alternative text for images (Alt Text)
  • What is its purpose?
  • Why the image there?
  • Who is the intended audience?
  • If there is no description, what will the readers miss?

• 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
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
1. Select an image, drawing, or graphic.
2. Right click > Alt Text.
3. Add the alt text in the Description field.
4. Select OK.
What are Decorative Images?

• Conveys no information; does not provide meaningful information.
• Purely for visual effect.
• The horizontal line that divided the two sections.
• Line border image used as part of page design.
• Decorative images do not require a text alternative.
• Decorative images, lines, borders, or shapes ignore by assistive technologies, such as screen readers.

This line separator does not need alternative text because it does not convey any additional information.
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 “InLine with Text”.
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.
Complex Images

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.

Credit to Explore Access

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.
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>Introduction</th>
<th>Chapter 1</th>
</tr>
</thead>
</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
Tips for Creating Accessible Tables

Use Google Docs’ built-in to create Tables

• 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.

• Simple Data Tables only.

• Screen readers read tables from left to right, top to bottom, one cell at a time.

Keep your table simple

• Simple tables are easier to interpret for all students and screen readers.

• **Avoid** merging cells, split cells, no blank cells, as well as tables nested within a cell.

• Use tables to organize data not format information. Never use table for layout.

• The complex a table (merging cells, nesting multiple headings under one, adding blank lines, etc.) the worse it will be for accessibility.

• Sample of [Simple Tables vs. Complex Tables](https://www.pennstate.edu) by Penn State.
Different screen readers may read texts differently. The “+/−” may not be read out loud. Screen readers will read + symbol for plus but not - symbol. Screen readers do not know whether - symbol is minus, hyphen, dash, en dash or em dash. It is always a good practice to spell them out and spell out any abbreviations or make a reference to your abbreviation when used for the first time. Visit Screen Readers: A Guide to Punctuation and Typographic Symbols.
Use Tables for Data

Use tables for presenting data, not for changing the visual layout of the page. In the table, include a heading row (rather than starting with data in the first row) because screen readers automatically read the first row as a heading row.

- Select **Insert** tab, then select **Table**.
- Select the number of rows and columns by highlighting the boxes on the grid.
- Right-click to select Table Properties to adjust color, dimensions, or alignment.
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.

Select Insert tab, select Headers & Footers
There isn’t a complementary service provided by Google to do an accessibility check. However, there is **Grackle Docs**, which is an Add-ons that extends the accessibility of **Google Docs** by automatically checking all aspects of your document and advising you how to make things better. Grackle Docs is free for 30 days. Learn more about [Grackle Docs](https://example.com).
Alternative to download Google Docs to Word

• The most reliable method for creating a PDF from a Google Doc document is to first export it as an MS Word document, then convert the Word document into a PDF. This will preserve the majority of formatting elements that are present within the Word document.

• File > Download > Microsoft Word (.docx)

• Microsoft Office is available for free to all CSUN faculty, staff and students. Faculty and staff may also use Office Online or install Office on their personal devices.
Microsoft Office Accessibility Checker

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)

Word 365: Select **Review** tab, select **Check Accessibility**

Word 2016: Select **File** menu, then **Check for Issues** and select the **Check Accessibility** from the drop-down menu.
Check for Issues, Check Accessibility

Always use Word’s built-in Accessibility Checker

Repair Errors, Warnings and Tips
How to add a document title?

A document title is a descriptive and meaningful version of the file name. When converting to PDF, titles are often visible in the PDF window or tab. Well defined PDF titles can help students assess the content of a document. This quick assessment helps students save time deciding which documents to engage with. The best way to add a PDF title is to edit an original document such as Microsoft Office file.

1. Open Microsoft Word
2. Select File from the menu and select Info tab
3. In the Properties section, select Add a Title field to add a document title.
4. A title is a short descriptive sentence of what the document is about. For example, file name ‘Accessible Tables.doc’ versus the title ‘Guide for Creating Accessible Tables’.
5. Save the changes you made.
Windows: Converting a document to PDF

1. Select **File** from the menu and select **Save As**. Choose where you want to save the file.

2. In the **Save As** dialog box, choose **PDF** in the Save as type list.

3. Select **Options** button in the same dialog box, make sure to select these boxes
   - Document structure tags for accessibility
   - Document Properties
   - Create bookmarks using: Headings

4. Select **OK** and **Save** the PDF.
Mac: Converting a document to PDF

1. Select **File** from the menu and select **Save As**. Choose where you want to save the file.

2. In the **Save As** dialog box, choose **PDF** (Export Formats) in the File Format.

3. Select 1st radio button “**Best for electronic distribution and accessibility (Uses Microsoft online service)**”

4. Select **Export** button
Never choose a "Print" to PDF option in Office, or in any other program. A screen reader user may still be able to access the text of a PDF created in this way, but heading structure, alternative text, a logical reading order, and any other tag structure will be lost.

Use **Save As** choose PDF.
Open PDF files from Adobe Acrobat not Web Browser by default

**Windows**

- Save PDF files on desktop
- Right-click on PDF file, select Open with, Choose another app

**Mac**

- Save PDF files on Desktop
- Select PDF (not double click)
- File tab, Always Open with, Other
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