



Accessible Word Document Training

******The module names (Heading 2) are not voiced, but module section names (Heading 3) are. Any other non-voiced content is marked at the beginning and end with a double asterisk (******). Keyboard keys are listed as they appear on the keyboard (Ctrl, Alt, etc.).******

Module 4: Formatting

State of Minnesota accessible Word document Training Module 4: Formatting with Columns, Hyperlinks and Objects. This course has no captions because the slide text provides the full transcript. Select the Next button to begin.

Audio Volume

Select the audio button to control the slide audio volume. If you want to turn off the narration, mute the audio with Ctrl + Alt + M.

About this Module

In this module you will learn about.:

- Column formatting.
- Hyperlinks.
- Alternative text.
- Graphs and charts.
- Headers and footers.
- Text boxes Anne.
- Forms.

Column Formatting and Reading Order

Let's talk about columns. Think about a newspaper or magazine where the text is broken down into multiple columns of text. We can create columns in Word, but it's important to use the right tools. Use the columns menu on the Layout tab to set up the look you want in an accessible way.

Reading order is essential when formatting. Screen readers read columns top to bottom, left to right. Tabs and tables are read left to right, top to bottom.

In this example, columns are needed to properly format the lists of information. The blue arrows show how this list is read when formatted with columns and the red arrows show how the list is read when formatted using tabs.

Creating Columns

To convert 1 column of text into multiple columns:

1. Select the paragraph(s) you would like to format.
2. Select the layout tab in the ribbon. Or using a keyboard select alt than P.
3. Select the columns menu button or press J.
4. Select the number of columns you want. It automatically applies to your selected text. Or select the More Columns option © for additional formatting options, like spacing.
5. If you select the More Columns option, you open the Columns formatting dialog box. Choose your formatting options. Select OK to see your changes.

Your selected text is now formatted into two columns.

If you need to change where the columns break, place your cursor where you want the second column text to begin. While still in the Layouts area, use the Breaks drop down menu to select the “Column break option (Alt., P, B, C).

Hyperlinks

Create document hyperlinks by embedding the link in descriptive text instead of using the entire URL.

Do: For more digital accessibility information, visit the Office of Accessibility.

Don't: For more digital accessibility information, visit [https://https://mn.gov/mnit/about-mnit/accessibility/](https://mn.gov/mnit/about-mnit/accessibility/)

Good link text:

- Is meaningful when read out of context. Screen reader users may navigate from link to link and not read the surrounding text.
- Helps users know something about the destination. “Click here” doesn't let the reader know where they are headed.

Hyperlinks in Printed Documents

Display the URL in parentheses after the meaningful text. Combine the meaningful text and the URL into one hyperlink, such as this example.

Check with your agency to see how your hyperlinks should be formatted. Some agencies require all hyperlinks to include the meaningful text and URL as in the above example.

Alternative Text

Describe visual objects like images, charts and graphs to people who cannot see them by adding alternative text.

(alt text). Alt text puts an image's appearance and purpose into words. This text is then read aloud by screen readers, presented on refreshable Braille displays, and used in place of any graphic that doesn't download.

Creating Alt Text

To create alt text:

1. Select your image.
2. Right click and choose View Alt Text. Or press shift and F10, then A.
3. Describe the image in the text field.

Alt Text Tips

Keep it short – less than 150 characters. If you need a longer description, consider adding it to the document content.

Be unique. Don't just repeat the information found in the image caption, title or body text.

Don't use extra words like “A picture of...”. A screen reader already identifies an image by stating “image” or “graphic” before reading your alt text. Exceptions are when you want to include the image type, such as a screenshot or bar chart.

Don't include a hyperlink.

Mark the image as decorative when it lends no information to the reader. Examples of decorative images include divider lines and borders.

Check the resources section of this module for more alt text tips.

The Art of Alt Text

Creating alt text can be more of an art form than a science. Depending on its purpose and function, the same image can have different alt text depending on the context.

Take this image of two people bicycling next to Lake Superior on the Gitchi-Gami State Trail.

If the purpose of the image is to describe the action, the alt text might be: Two bicyclists admire Lake Superior as they ride over a wooden bridge next to the lake.

If the purpose of the image is to emphasize safety, the alt text might be: Two bicyclists wearing bike helmets.

The Difference Between Alt Text and Captions

All text and captions might seem similar, but they each have a distinct purpose and their content needs to be different.

Alt text:

- Describes what is visually shown in an image.
- Is hidden.
- And read by people who use screen readers, or by everyone when images don't download.

Caption:

- Provides additional information not shown in the image and helps users relate it to the surrounding text.
- Is visible.
- And read by all users.

Charts and Graphs

Charts and graphs can simplify complex information and present it in a visually appealing way. However, they are challenging to some assistive technology users because the information is delivered mainly through visual presentation. For simple charts or graphs (something with a single concept that can be easily summarized), the solution is to add alt text describing the content.

Alt text: 10 students prefer Apple pie, 8 blueberry pie, and 12 pumpkin pie.

Complex Charts and Graphs

If a chart or graph delivers a large amount of information, you must supplement the alt text. Here are several strategies to make complex charts and graphs accessible to all users:

- Add a table with a chart data to the document.
- Describe the chart in the document text.
- Or provide a hyperlink to the source data in the document text.

These techniques also help those with cognitive disabilities.

Graphics

Charts and graphs are often comprised of multiple images. It is best to make them one image.

- Right click on the chart or graph and select Save as Picture. JPEG or PNG are good file type options.
- Replace the chart or graph with a picture and add alt text.

Text Wrapping

You can insert images using all types of text wrapping. However, there are two things to pay attention to.

1. Look for the light blue anchor icon – this is the location where assistive technologies, such as screen readers, will read your image's alt text. Place the anchor where you want your image to be read.
2. Do not break up a paragraph. Placing a picture in the middle of a sentence can be confusing. Always have the image on one side or the other.

Headers and Footers

People often place repeating information like document title, version number and date in the header and/or footer. That information must also appear at least once somewhere else in the main part of the document. Screen readers do not automatically read headers or footers and people might miss the information.

Text Boxes

Don't use text boxes in Word documents. Text boxes present as graphics so assistive technologies cannot read the text within the text box. Additionally, many screen readers will not read the alt text of text boxes.

Forms

Unfortunately, word can't create fully accessible forms.

If you need to make a form, you can lay it out in Word, convert it to a PDF, and then use Adobe Acrobat Pro to add the form fields. Or use another appropriate software. You should never use the Word document as the final form.

You'll learn how to convert a Word document to a PDF in module 7.

Check for Understanding: Question 1

Choose your answer, then Select submit below.

Don't use text boxes in Word documents.

- True
- False

****If True is selected****

Correct text boxes present as graphics, so assistive technologies cannot read the text in the text box. Additionally, many will not read the old text of text boxes.

Please select Next to continue.

****If False is selected****

Incorrect. Text boxes present as graphics, so assistive technologies cannot read the text in the text box. Additionally, many will not read the alt text of the text boxes.

Please select Next to continue.

Check for Understanding: Question 2

Select all that apply, then select Submit below.

Which of the following are the correct methods of describing a chart that contains large amounts of information?

- A. Provide a description in the content area.
- B. Provide a table of data.
- C. Provide a link to the source data.

****If any combination other than A, B, and C are selected****

Incorrect. Please try again.

****If A, B, and C are all selected****

Correct. Providing a description table or link to source data are all useful methods to make content clear and accessible.

Please select Next to continue.

Check for Understanding: Question 3

Choose the correct answer, then select Submit below.

Which of the following is not an alt text best practice?

- A. Keep it short. – less than 150 characters.
- B. Mark an image as decorative if it lends no information to the reader.
- C. Alt text and image captions are unique.
- D. Include a hyperlink.

****If A is selected****

Incorrect. Keep your alt text short. If you have more to say, include it elsewhere in your document. Please try again.

****If B is selected****

Incorrect. Images with no information for the reader should be marked as decorative. Please try again.

****If C is selected****

Incorrect. Alt text should be unique from other text in the document. A screen reader user doesn't need to hear the information twice. Please try again.

****If D is selected****

Correct. Hyperlinks don't work in all text.

Please select Next to continue.

Practice Document

You're now ready to apply what you've learned. Download and follow the instructions in the Module 4 Practice Document.

In the next section, a set of questions allows you to review how you did.

A Module 4 Completed Practice Document is also available under the Resources tab above for you to check your work.

Review Question 1

Choose your answer, then select Submit below.

Did you apply all text to the image?

- Yes.
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question one help.

To add alt text to the image.:

1. Select your image.
2. Right click and choose View Alt Text (Shift, F10, A)
3. Describe the image in the text field.

Please select Next to continue.

Review Question 2

Choose your answer, then select Submit below.

Is the paragraph formatted into two columns?

- Yes.
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question 2 help.

To convert one column of text into two columns:

1. Highlight the paragraph.
2. Select the Layout tab in the ribbon. (Alt+P).
3. Select the Columns menu button. (J)
4. Select two columns.

Please select Next to continue.

Review Question 3

Choose your answer, then select Submit below.

Did you make the graph one image and add alt text?

- Yes.
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question 3 help.

To change the chart into one image:

- Right click on the chart or graph and select Save as Picture. JPEG or PNG are good file type options.
- Replace the chart or graph with a picture and add alt text.

Please select Next to continue.

Review Question 4

Choose your answer, then select Submit below.

Is the hyperlink embedded into descriptive text?

- Yes.
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question 4 help.

To embed a link into text:

1. Create the text you want to use for your link. Remember to make it descriptive and meaningful.
2. Highlight the text.
3. Right click and select Link.
4. Enter the hyperlink into the address field.

Please select Next to continue.

Lesson Complete

Congratulations! You successfully completed Module 4: Formatting with Columns, Hyperlinks and Objects.

The Office of Accessibility would like to thank you for your hard work. Additional resources, such as a summary guide for this module, are available in the Resources menu in the top right.

Click the Exit button to continue with the course.