



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 6: Document Basics and Accessibility Assistant

State of Minnesota Accessible Word Document Training. Module 6: Document Basics and Accessibility Assistant. 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:

- Document properties.
- Document settings.
- And the accessibility checker.

Add or Change Document Properties

Document Properties are an important part of any accessible document. They give your audience basic document information and make it more searchable online.

At a minimum, enter the property fields of Title, Subject, Author and Company.

Title: The title is the same as your document title. It's usually your main heading one.

Subject: The subject conveys the scope or topic of the document. For example, word accessibility

Author: Your organization may require you to enter the agency or division as author.

Company: The company should be state of Minnesota.

To enter document properties:

1. Open the file tab in the ribbon. Select info. This is keyboard shortcut Alt, F, I.
2. Select and open the properties drop down menu. Then choose advanced properties to open the dialog box or press Q then S.
3. Select the summary tab.
4. At a minimum, enter the Title, Subject, Author and Company in the text boxes.
5. Press OK to save your information.

Language Setting

If you create documents and languages other than English, you will need to change the document language. The language setting allows a screen reader to speak text with proper pronunciation and syntax:

The steps are:

1. Highlight the text you want to set the language for.
2. Open the Review tab and select Language (Alt, R, U).
3. Choose Set Proofing Language (L) and then select the appropriate language.

Introducing the Accessibility Assistant

Running the Accessibility Assistant is an essential step in ensuring your document is accessible.

The Accessibility Assistant is a built-in tool that helps you to inspect and fix key accessibility issues in the document, such as missing alt text or tables without a header row. It displays the issues in a report. When you select each item on the report, the assistant will provide suggestions on how to fix the issue.

Using the Accessibility Assistant

To run the accessibility assistant:

1. Open the practice document and select the Review tab (Alt, R).
2. Select the Check Accessibility menu (A,1).
3. Select Check Accessibility (A or Enter).
4. Select, or tab to, each issue in the Accessibility Assistant pane. The text or image with the problem will be highlighted in the document.
5. The Accessibility Assistant will suggest a way to fix the issue. The Learning Tip link describes why resolving the issue is important.

Manual Accessibility Checks

The Word Accessibility Checker can help you find most of the accessibility issues in your document. However, it can't find everything. You will need to manually check a few items. Look for:

- Missing document properties.
- Incorrect or unhelpful alt text.
- Use of color alone to convey meaning.
- No headings or skipped heading levels.
- Lists not formatted as lists.
- Space is created between paragraphs using the enter key instead of paragraph spacing.
- Use of text boxes.
- And use a form fields.

Check for Understanding: Question 1

Choose your answer, then select Submit below.

The title field in the document properties should match your document title (your main Heading 1).

- True
- False

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

Correct. The title field should match your document title.

Please select Next to continue.

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

Incorrect. The title field should match your document title.

Please select Next to continue.

Check for Understanding: Question 2

Choose the correct answer, then select Submit below.

The Accessibility Assistant can check:

Color contrast of images

Incorrect alt text

Missing heading styles

Missing all text.

****If Color contrast of images is selected****

Incorrect. Not quite. The accessibility assistant can only check the color contrast between text and the background. Please try again.

****If Incorrect alt text is selected****

Incorrect. Not quite. You will need to manually check if the all text content is appropriate. Please try again.

****If Missing heading styles is selected****

Incorrect. Not quite. You will need to manually determine if your document is missing headings. Please try again.

****If Missing alt text is selected****

Correct. Remember, the accessibility assistant can't catch everything it can identify when all text is missing, but you will need to test for color contrast, check that existing alt text is correct, and determine if the document needs headings to identify sections of the document.

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 6 Practice Document.

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

A Module 6 Completed Practice Document is available under the Resources tab above for you to check your work.

Review Question 1

Choose your answer, then select Submit below.

Do the document properties contain information for Title, Subject, Author and Company?

- Yes.
- I need help.

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

Well done. Please select Next to continue.

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

Review question 1 help.

1. Open the file tab and select Info (Alt, F, I).
2. Select Properties and then choose Advanced Properties to open the dialog box (Q, S).

3. Select the summary tab.
4. Type the Title, Subject, Author and Company in the text box.

Please select Next to continue.

Review Question 2

Choose your answer, then select Submit below.

Did you run the accessibility assistant and fix the alt text error?

- 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 run the Accessibility Assistant and fix the alt text:

1. Open the practice document and select the Review tab (Alt, R).
2. Select the Check Accessibility menu (A,1).
3. Select Check Accessibility (A or Enter).
4. Select, or tab to, the Missing alt text issue in the Accessibility Assistant pane.
5. A box will open for you to enter your alt text for the State of Minnesota logo. Select Save.

Please select Next to continue.

Lesson Complete

Congratulations! You successfully completed Module 6 Document Basics and Accessibility Assistant.

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.