Making Word, PPTX or Excel Documents Accessible

(ADA Compliant)

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# Introduction

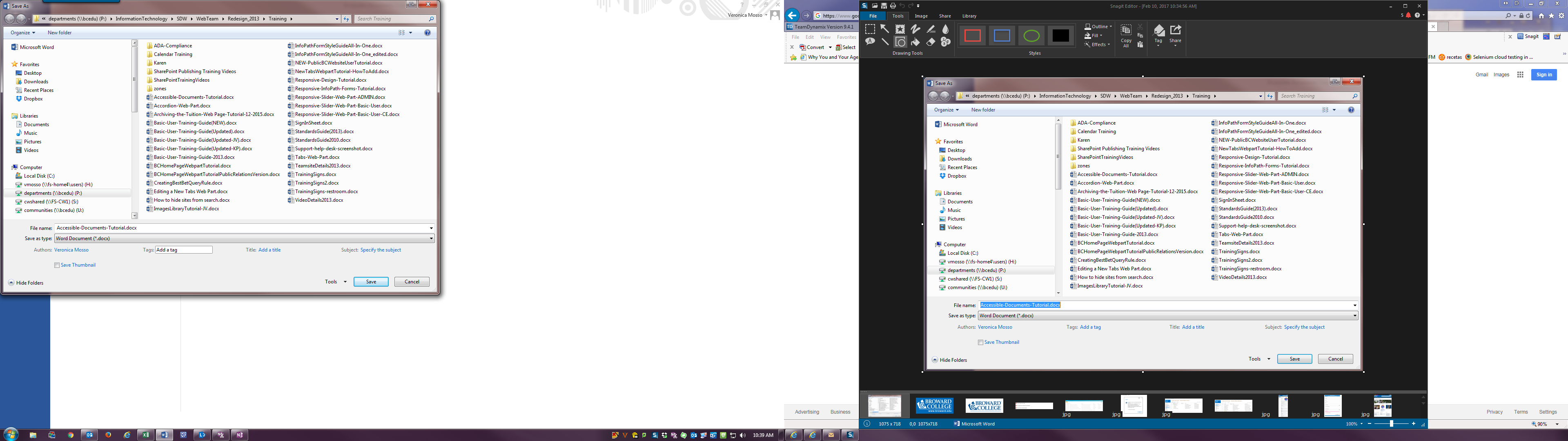
Before any document is placed on the Broward College Public site, it MUST be ADA complaint. Use the instructions below to ensure that your original Word, Excel or PowerPoint document will be accessible to all website users. Using these guidelines, will guarantee that all the content will be readable when a user is utilizing any assertive assistance devices (screen reader).

## A. Adding Tags to a Document.

Tagging lets users read and render content using devices such as screen readers.

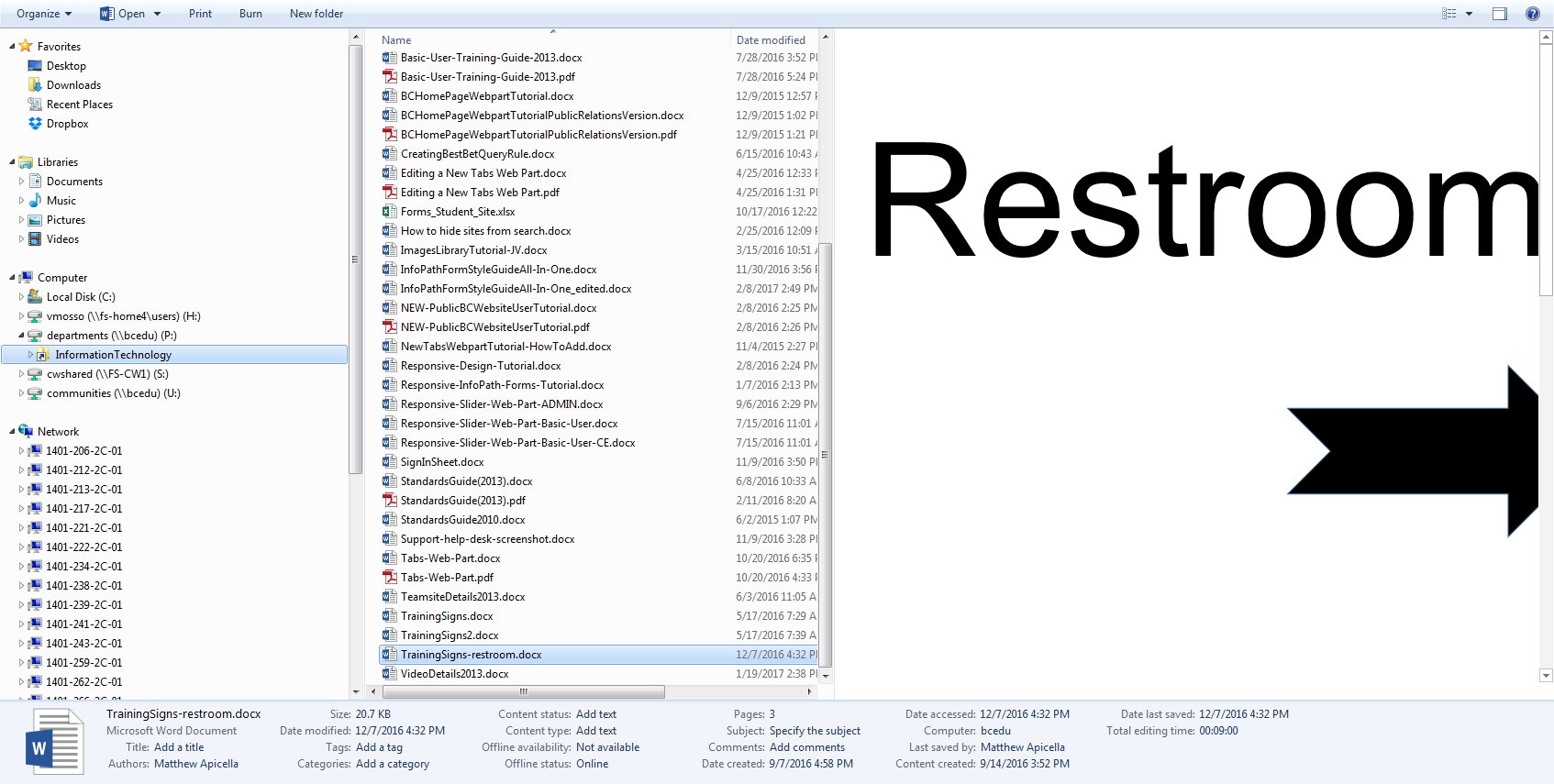
### New Documents

1. Click on **File** and then **Save As**. Under the **File Name** you can add **Tags**, **Title** and **Subject** to your document before saving.



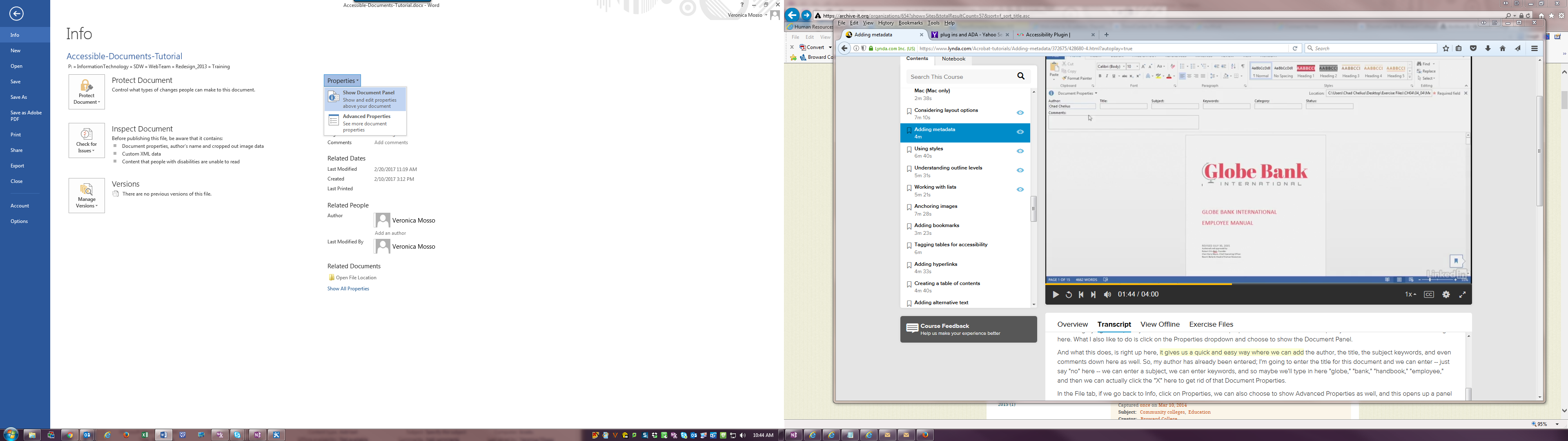
### Existing Documents

1. Open an Explorer window and browse for the existing document.
2. Highlight the document name and modify the **Tags**, **Title**, and **Subject** in the document details panel on the bottom.

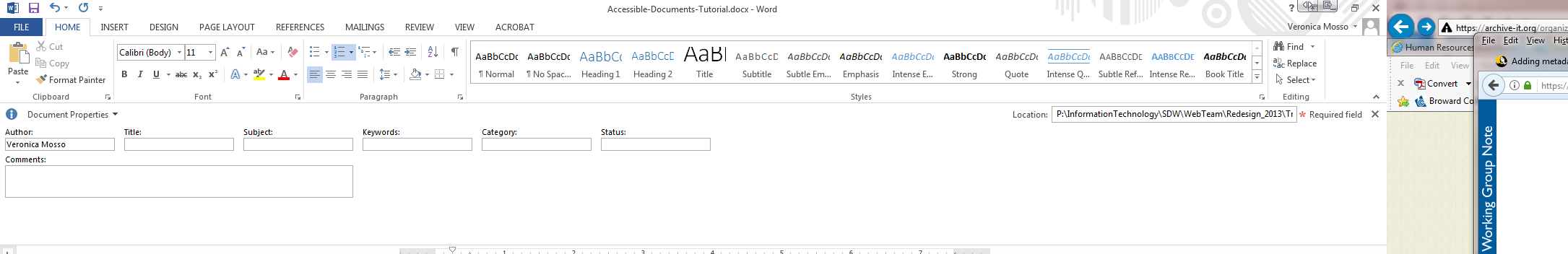


## B. Adding Document Title and Other Metadata

The document title of the page makes it easily available to the user for identifying the page.



1. Open the file and then click on the **File** tab.
2. Under the **Info** heading, click on **Properties**. The choose **Show Advanced Properties** from the Properties drop down.
3. The **Document Properties** pane will display on the top of the document.



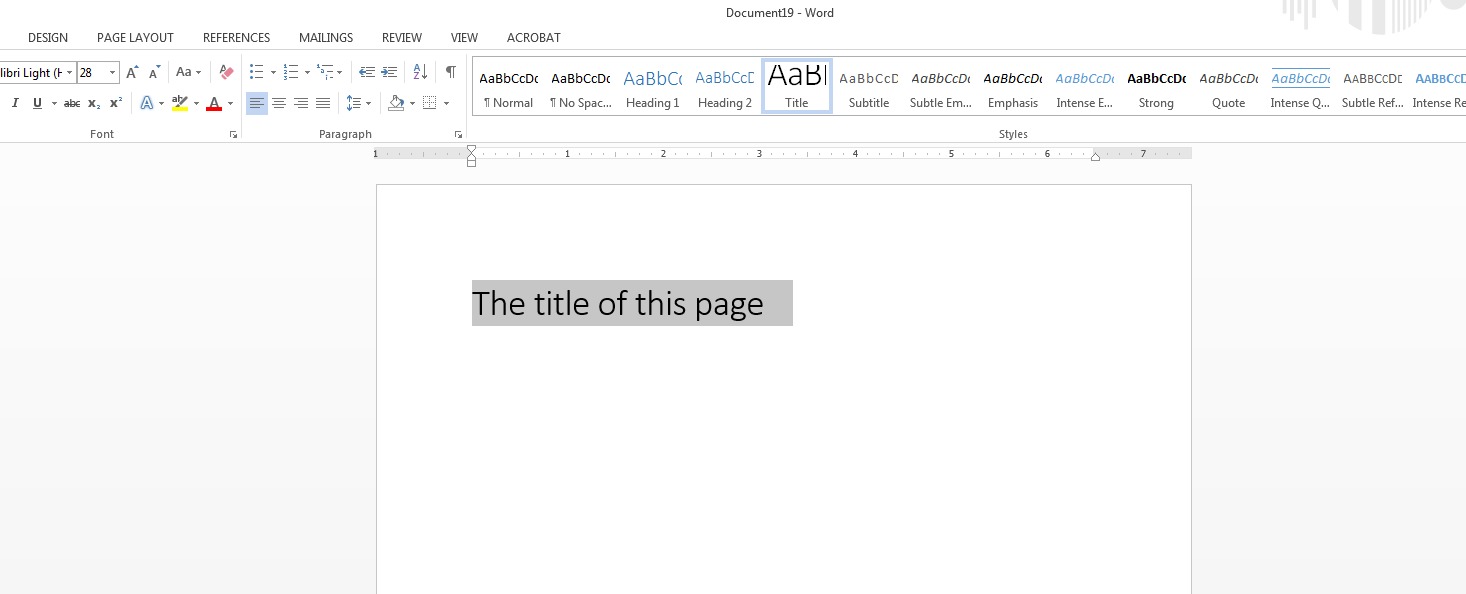
1. Fill out the **Title**, **Subject**, **Keywords**, **Category** and **Status**.
2. Close the pane by clicking on the top right corner (X).

**Note:** After the file is converted to a PDF (use the **Acrobat** Tab to create PDF), then rerun the Accessibility Checker. You may notice that the title is still failing. To resolve this, set the initial view (under the **Initial View** Tab) as **Show the Document Title**.

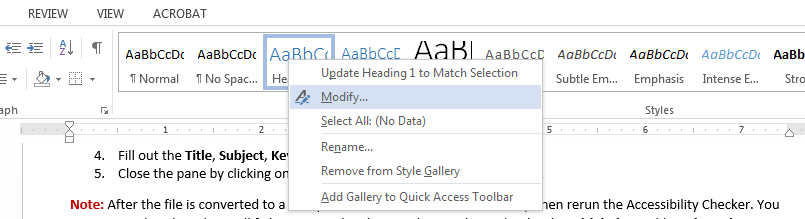
## C. Add Styles to a Document

The title states the topic of the document.

1. Place cursor on the top of the page and type the document title.
2. Highlight the text and use the **Heading Styles** under the **Home** tab.



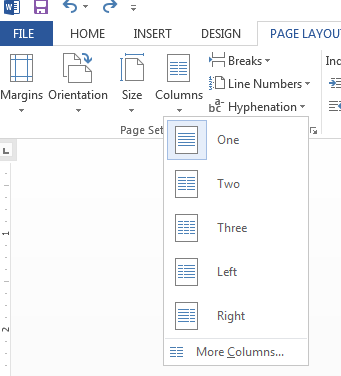
1. As the document is being created, make sure to use the Styles for **Title, Headings, Subheadings, Bulleted List, Number Lists,** etc. These **Styles** can also be modified by right clicking on the specific option.



## D. Use Columns Instead of Tables for Layouts

Text can be arranged into one, two or three columns without using a table. The best practice is to use the Columns option under Page Layout. Use this option instead of tables.

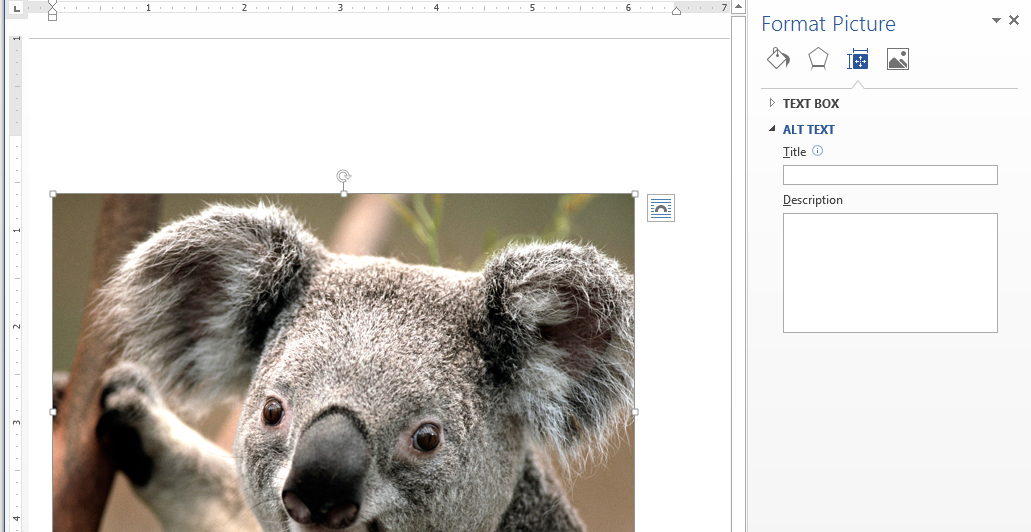
1. Highlight the paragraph and then click on the **Page Layout** tab.
2. Select the number of **Columns** from the drop down.



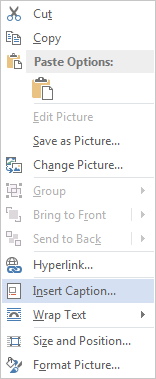
## D. Add Alternative Text and Captions to Images, Shapes or Other Graphics.

If an image is used as a decoration, or background, or other purpose with no function, it should be defined as "artifact". If an image conveys information, then an **alt text**, **description** and **caption** should be used.

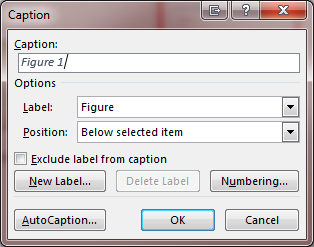
* 1. Select the image on the document. Then right-click to select **Format Picture**.
  2. A panel will appear on the right side. Click on the third icon. 
  3. Add an **Alt text** and a **Description**.



* 1. Next, add Captions to images by right clicking and selecting **Insert Caption**.



* 1. The following window will display. Type in a **Caption,** check **Exclude label from caption** and click **Ok**.



## E. Add Headings and Alt Text to Tables

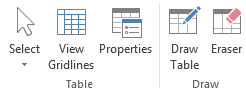
If a table conveys information then an **alt text** and **description** should be used. Remember use tables ONLY for tabular data NOT for layouts.

**Alt Text**

1. Insert a table using the **Table icon** under the **Insert Tab**.



1. After the table has been created. Use the **Layout Tab**, click on **Properties**.

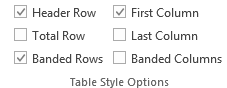


1. Click on the **Alt text** tab.
2. Fill in the **Title** and **Description** fields. Then click Ok.



**Table Heading**

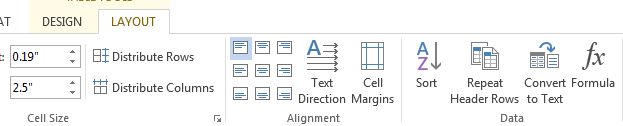
1. Place your cursor on the table heading row (1st row).
2. Under **Table tools** select **Design**. Make sure that the **Header Row** box is checked off.



1. Then place your cursor in the **Header Row.**



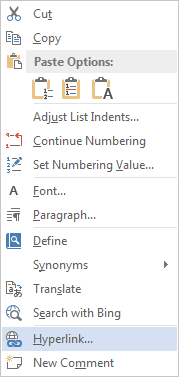
1. Then place your cursor in the **Header Row.**



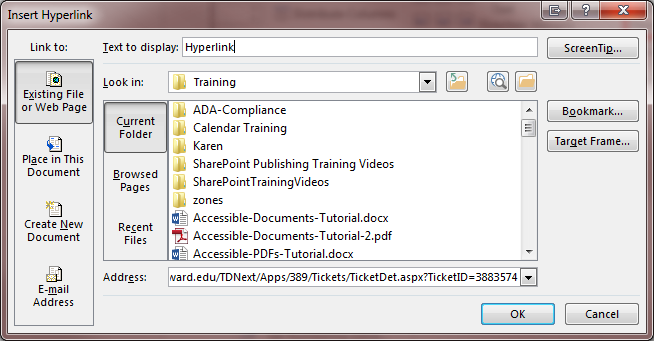
1. Go to the Layout tab and click on the **Repeat Header Rows.** Do this for all table header rows.

## F. Adding Hyperlinks

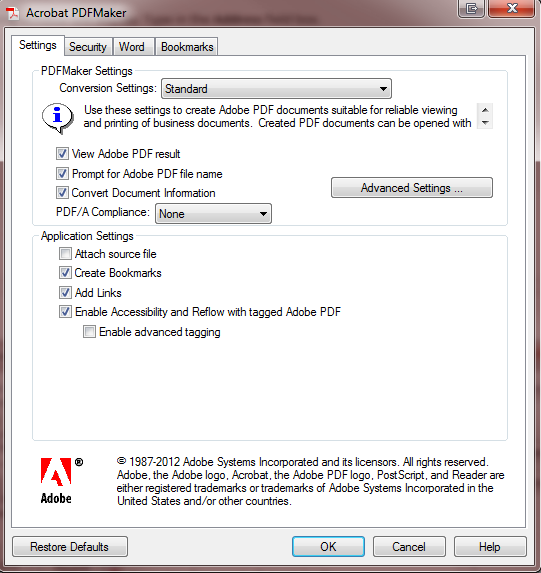
1. Highlight the text and right click. Select **Hyperlink**.



1. The following window will display. Type in the **Address** field box.
2. Click **Ok**.

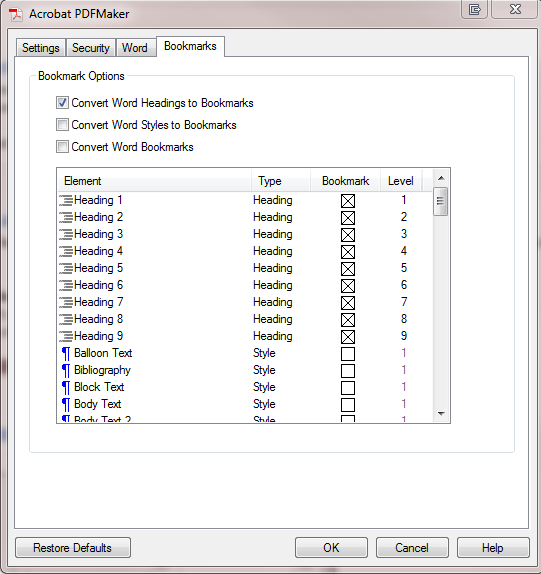


1. Before the document is converted into a PDF, click on the **Acrobat** tab and then click on the **Preferences** icon.
2. The following window will display. Click on the **Settings** **tab** and make sure that the **Add Links box** is checked.
3. Then click on **Ok.**



## G. Adding Bookmarks

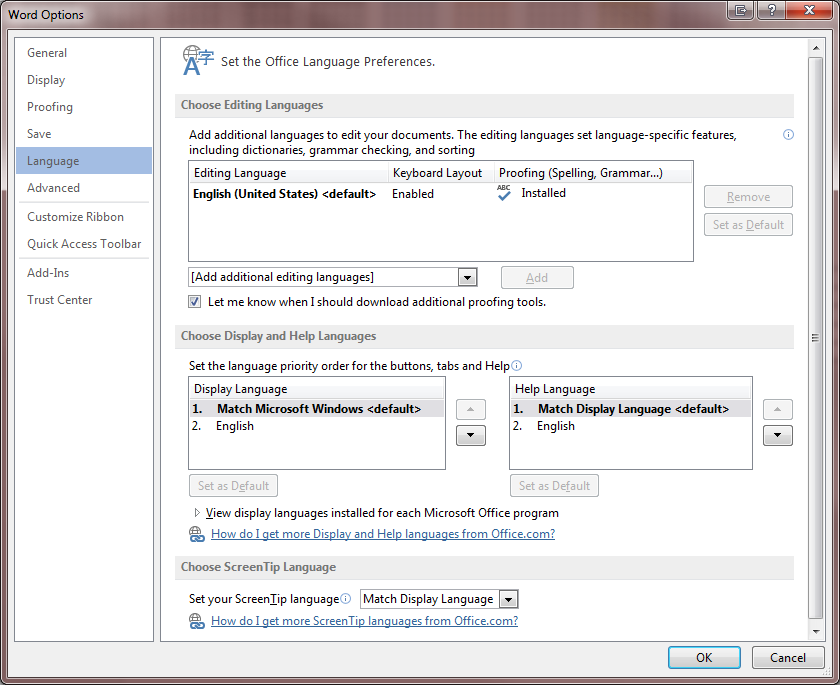
1. Click on the **Acrobat** tab and then click on the **Preferences** icon.
2. The following window will display. Click on the **Bookmarks** **tab**.
3. Use either one of the default bookmark options like **Convert Word Headings to Bookmarks** or customize the bookmarks by checking the styles from the list displayed. The click on **Ok.**



## H. Define a Document Language

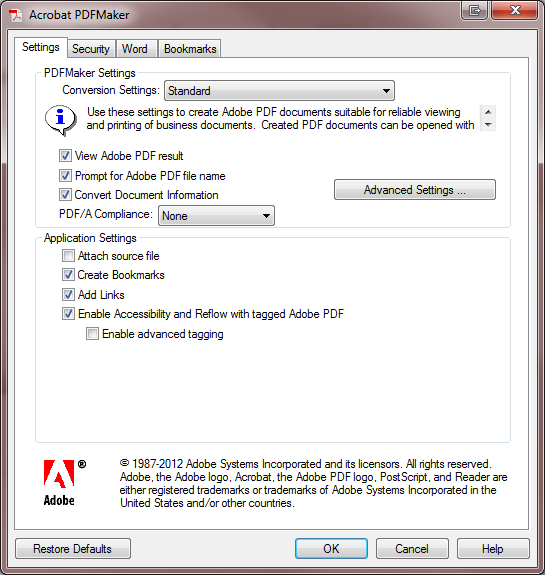
The language feature is used by screen readers to the correct speech synthesis in the correct language to be read out loud.

1. Click on **File** and then select **Options**.
2. On the left side, click on **Language**.
3. Make sure the language is set and then click **OK**.

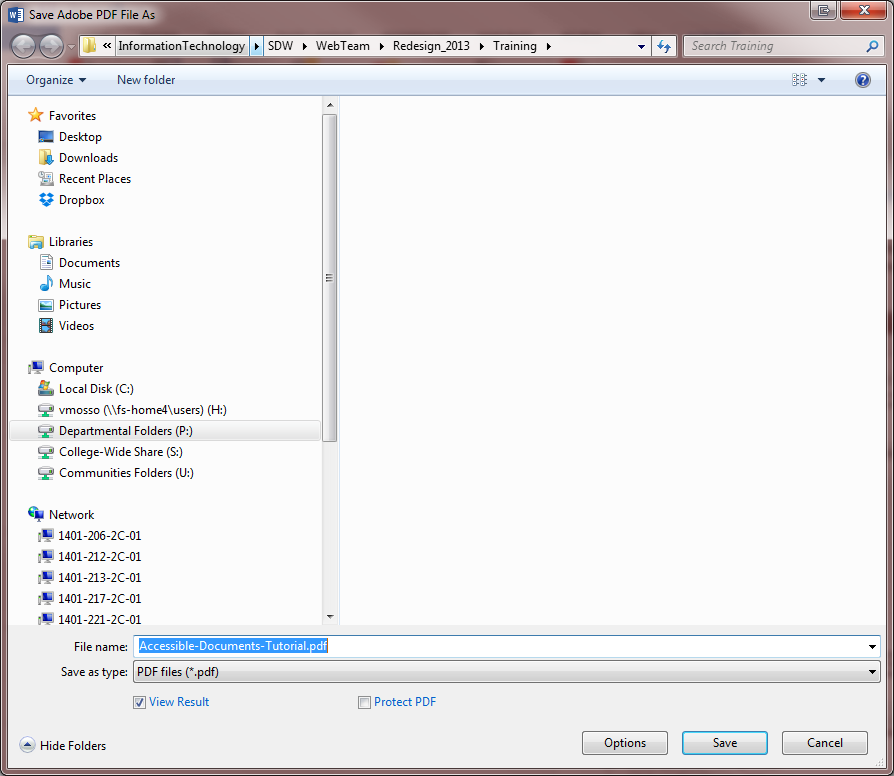


## I. Convert the File to an Accessible PDF

1. Click on the **Acrobat** tab and then click on the **Preferences** icon.
2. The following window will display. Ensure that the **Enable Accessibility and Reflow with tagged Adobe PDF** is checked.



1. Click Ok when completed.
2. Click on the **Create PDF** icon. Rename the file and click **Save**.



1. The conversion will take a minute or two. Once it has been converted, it will then open in Adobe Acrobat. Rerun the Accessibility checker to make sure there are no ADA issues.

## J. Resources

* Lynda.com: Creating Accessible PDFs by Chad Chelius
* WebAIM Color Contrast: <https://webaim.org/resources/contrastchecker/>
* Contrast Checker: <http://contrastchecker.com/>
* Adobe Acrobat Accessibility Checker: <http://www.adobe.com/accessibility/products/acrobat/using-acrobat-pro-accessibility-checker.html>
* Creating Bookmarks in PDF: <https://www.techwalla.com/articles/how-to-create-bookmarks-in-a-pdf-acrobat-file>
* Creating bookmarks in Word: <https://www.youtube.com/watch?v=VbMsD-igyuQ>