Always check for Accessibility

Accessibility Checker

MS word has an Accessibility Checker built into the ribbon for easy access. The checker classifies the issues into three areas:

**Errors**: Makes the document almost impossible for people with disabilities to read or access.

**Warnings**: Makes the document content difficult for people with disabilities to read or access.

**Tips**: The document can be accessed but it could be better organized.

Clicking an item in the results section will display additional information.

Link for MS word video “accessibility checker”

Headings

The document is arranged in a logical order, the use of heading/style creates a structure that can be used for building a table of contents and as well as giving screen readers quick access to the structure.
**Alternative Text for Images**

The use of Alternative Text (Alt Text) in a document provides a non-visual representation of an image (the content or function of the image) to a reader that may not be able to see the image. Alternative text can be added to:

- pictures,
- illustrations,
- images of text,
- shapes,
- charts,
- SmartArt,
- and embedded objects.

Images can not be read by screen readers, if images are important enough to be in the document then the writer needs to be sure that Alternative text (Alt text) is included so individuals using a screen reader has access to these images.

Right click the image, format picture.

**Why Images and objects are important!**

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**Assistive Technology**

Any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of children with disabilities.

The term does not include a medical device that is surgically implanted, or the replacement of such device.

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**Accessibility Tools**

Here are few links to some short videos about how to use some of the built-in accessibility tools.

**Word:**
- MS word video “accessibility checker” 1 minute 10 seconds
- MS word video “alt text” 2 minutes 7 seconds
- MS word video “heading styles” 1 minute 25 seconds

**PowerPoint:**
- PowerPoint video “accessible slides” 2 minutes 29 seconds
- PowerPoint video “image accessibility” 1 minute 38 seconds
- PowerPoint video “Live Captions” 1 minute 7 seconds