MAKING ACCESSIBLE MEDIA: MICROSOFT WORD TUTORIAL

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INSTRUCTOR: In this tutorial, we will explore some tips on how to create an accessible Word document. Today, I'm starting with just a plain text version of our press release. And I'm going to style it in an accessible and inclusive way. In this tutorial, we will cover adding structure to the document with styles, using alt text for images, creating meaningful hyperlinks, and using the "Accessibility Check."

So, the first step in making my document accessible is to add structure. So, I'm going to add structure using my "Styles Pane." So, as you can see, I have it open here already. If you don't, you just click the "Styles Pane" and then you'll see all of the preset styles that come with Word. So, what we want to do is we want to highlight all of our text and we want to allocate the text to "Normal," which is your basic paragraph style. And then we're going to go through and we're going to structure the document based on what the information is conveying. So, here, this is my first heading in my documents, so I'm going to choose "Heading 1" as my style. Then I'm going to go to the date here and I know that's a subheading, so I will choose "Heading 2." Then I'll go to "About Humber" and I'll also choose "Heading 2," and "contact information" will also be "Heading 2." So, now that I've allocated the structure, now I can go in and modify the style to suit the fonts and the colours and the choices that I would like to use. So, now that I've allocated the structure to my document, now I want to go in and I want to start styling it.

So, the first style that I'm going to want to work with is "Normal." I'm going to go to the "Normal" style in the "Styles Pane" and I'm going to select "Modify style." And now I'm able to make some decisions. So, one of the first decisions I want to make to help make my document accessible is I want to make some smart choices about font size and also font family. So, the font size that we typically would like to work with is at least 12 points, nothing smaller. And if you can, 14 is a good choice as well. We're going to stick with 12 here today but what I do want to do is I want to change the typeface. So, I really want to stick with a clean and easy to read typeface, maybe something like a Verdana, a Helvetica, an Arial.

So, for today, for "Normal," why don't we go in and we choose Arial Regular. And we'll leave it at 12 points. And that's the typeface we're going to use for all the paragraph bits of our press release. I'm going to

hit "okay" and that will then update my Word document with the new, nice, clean Sans Serf font.

The next style that we want to modify is "Heading 1." So, I'm going to go into my "Heading 1" and I'm going to modify the style. One of the things that I want to do here first, I've got a little bit of a long title, so I'm going to bring this down to 18 points, just to make myself a little bit of space. The other thing I'd like to do is change the colours, so I want to a pick a new color. One of the things that I want to think about when I'm choosing colors is I want to think about choosing a high contrast colour palette. So, I want to make sure that the colours that I'm choosing are easy to read, keeping in mind that not everyone can see colours. So, by keeping everything high contrast, it helps those with low vision or colour blindness. So, I'm going to pick, I'm going to work with this blue group here, and I'm going to choose this nice blue, and then hit "okay." There it goes. And then I'm going to next now style my "Heading 2." So, I'm going to go into my "Modify Style" and I'm going to choose that same, part of that same blue family, it's going to be a little bit lighter. And I think I'm going to go 12 points here as well. Now you'll see that all the other "Heading 2" have changed as well. So, this is one of the advantages of working with styles, is you can make some quick and easy edits while you are styling your Word document.

So, in terms of adding structure to the document and adding your own styling to make it look the way you would like it to look, it's fairly simple and all done through the "Styles Pane."

Okay, so the next thing that we want to consider when we are creating an accessible document is working with images or graphics. So, in this example of a press release, we don't have too many graphics, however, I am going to include the Humber logo. So, I'm going to, in Word, insert an image that I have on my desktop, so I'm going to go to "Insert." I'm going to go to "Pictures" and "Picture from File," and I'm going to add this JPEG of the Humber logo. It's a little bit too big so we're going to just shrink it down a bit. Now, one of the things that we need to consider for accessibility when we are working with graphics or photographs, is that we need to provide alternative text for our users that can't see. So, they're not able to see the image but alternative text will then allow the screen reader to describe what the image is to them.

So, in order to add alternative text, what we're going to do is we're going to right click our image and we're going to go into "Format Picture." And in the "Format Picture," what we want to do is we want to go into the

picture dimensions and we want to click alt text. Here, we want to give the image a title. So, we're going to call this the Humber logo, and then we're just going to write a brief description. Humber blue... and yellow. Oops, little spelling mistake. Blue and yellow logo. Actually, let's be a little bit more descriptive. This is the horizontal logo.

So, if you're creating a document that has several graphics or multiple images in it, you will have to provide alternative text for every single one of those images. And this helps create a more accessible document for someone who is using a screen reader.

The next part of my press release that I'm going to work on will be the hyperlinks. So, down here at the bottom of my press release, I have linked to the Humber website. So, when you're dealing with a document with hyperlinks, one of the things to consider for accessibility is that you create a meaningful description for the hyperlink, meaning we don't just want to drop in an http link just in the middle of the text because that will be difficult for someone who's using a screen reader to understand. So, rather, we want to craft a sentence that leads to the URL so that the user knows where they're going. So, "to learn more, visit humber.ca" and humber.ca is what will become the link.

So, to create the hyperlink in Word, what I'm going to do is I'm going to highlight it and under my "Insert" menu, I'm going to go to "Links" and I'm going to insert a hyperlink. So, here, I have the http address where I actually want it to go, so that's where it's pointing to but that's not what will display. So, you'll see that there is text to display, which is simple and easy to understand. humber.ca as opposed to http://ww.humber.ca/. So, you can see how humber.ca is certainly much simpler.

Another thing that we want to add for accessibility purposes is a "ScreenTip." So, if it's not super clear that it's a link, the ScreenTip will tell the user where it's going. So, "link to humber.ca." So, that ScreenTip will appear when you have your mouse over that particular section of text. So, I'm going to hit okay. And then the last thing that I want to do here is I want to style it as a hyperlink. So, if you go back to the "Styles Pane" where we were earlier, you'll notice that there is a style currently for hyperlink. So, we'll add that in. Now, that blue color doesn't really match the other blue colors that I've used previously, so, again, I'm going to go into my "Modify Style" and I'm just going to select a blue color that matches my theme a little better. There we go. Okay.

So, I've got two more links. These are e-mail links. So, I'm going to do

the same thing here, I'm going to highlight it and I'm going to go to "Links," "Hyperlink." And this time, I'm going to choose "Email Address" and the subject will be "Making Media Accessible." So, when someone sends me an e-mail... Oops, small little spelling mistakes. When somebody sends me an e-mail, this will be the subject line. Okay. And again, ScreenTip, I'm going to add here, "Email Anne Zbitnew." Okay. So, that's something that will make sense to the average user. The ScreenTip will just let them know what's going to happen when they click this link. So, we're going to hit "okay."

The final piece to making our Word document accessible is to run the "Accessibility Checker." So, if you go into your review menu, you should see the "Check Accessibility" option. This is an update that has been made to Microsoft Office in 2017. So, if you don't see it under your "Review" menu, it's just a matter of updating your version of Word, and you should see it pop up here. So, to run the "Accessibility Checker," all we're going to do is we're going to press the "Check Accessibility" button, and we're going to see here, "No accessibility issues found, people with disabilities should have no difficulty reading this document," so that's great news.

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