





How to Make Accessible Word Documents & Google Docs



For more information
www.pcc.edu/access-word

Check	Word Document (2011, 2013, 2016)	Google Docs
Headings <ul style="list-style-type: none"> Properly format headings. Use headings in the correct order. 	<ol style="list-style-type: none"> Select the text that you want to make into a heading. Go to the Home tab. Choose the appropriate heading level from the Styles group. <ul style="list-style-type: none"> Heading 1 should only be used ONCE per page. Heading 2, 3, etc. can be used multiple times. (DO NOT skip heading levels!) 	<ol style="list-style-type: none"> Select the text that you want to make into a heading. Go to the Styles menu (or "Normal text") and choose the appropriate heading level from the Normal text drop down list.
Images <ul style="list-style-type: none"> Add alternative (Alt) text to images. 	<ol style="list-style-type: none"> Right click on the image, and select Format Picture.... The Format Picture window will open. Select the  icon and click on the ALT TEXT to open Alt text field. Enter image description in the Description field (Not the Title field.) 	<ol style="list-style-type: none"> Select the image. From the Format menu choose Alt text. Type in description text in the Description field. (NOT in the Title field.) Click the OK button when done.
Lists <ul style="list-style-type: none"> Format a list as a list. 	<ol style="list-style-type: none"> Select the text that you want to make into a list. On the Home tab, in the Paragraph group, select the Bullets or Numbering list.  	<ol style="list-style-type: none"> Select the text that you want to make into a list, and do one of these: <ol style="list-style-type: none"> On the Format menu, choose Lists & select Numbered or Bulleted list. Go to the icon toolbar, and choose the Numbered or Bulleted list icon.
Links <ul style="list-style-type: none"> Create a link that describes its destination. 	<ol style="list-style-type: none"> Type out text that describes the destination of the link. (i.e. PCC). Select the text, right click and choose Hyperlink... from the menu. The Insert Hyperlink window will open. Enter a URL address in the Address field (<i>Mac - Word 2011: Link to field.</i>) Click the OK button to save the link. 	<ol style="list-style-type: none"> Type out text that describes the destination of the link (i.e. PCC). Select the Insert link icon (Ctrl/Cmd + K). The Link window will open. Type the URL of the webpage in the Link field. (i.e. "http://www.pcc.edu") Then click the Apply button to save the link.
Math & Science	<ul style="list-style-type: none"> Use the MathType plugin http://www.dessci.com/en/ for MS Word to create math and science equations, formulas and notations. DO NOT use Microsoft's equation editor. 	<ul style="list-style-type: none"> Math and Science equations and formulas cannot be written accessibly in Google Docs.

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Save your original files. You may need them if you have a student who needs alternative formats.

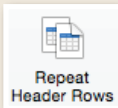




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Component	Word Document (2011, 2013, 2016)	Google Docs
Tables <ul style="list-style-type: none"> Indicate column headers for data tables. 	<ol style="list-style-type: none"> Place the cursor in the top row of your data table. Click on the Design tab under Table Tools (Table tab on Mac - Word 2011/Table Design tab - Word 2016). In the Table Style Options group, select the Header Row check box. Under Table Tools, click the Layout tab (Table Layout tab - Word 2011) In the Data group (Word 2016 - Table Design > Layout tab), click the Repeat Header Row button. This will indicate the top row as the table's header. 	<p>Google Docs doesn't allow you to designate column or row headers, so keep your tables small so they are understandable without headers.</p>
<ul style="list-style-type: none"> Check the reading order. 	<ul style="list-style-type: none"> Screen reader reads a table from left to right/top to bottom (never repeating a cell.) Merged, nested, and split cells may change the reading order of a table. Construct your table in a way that accommodates a good reading order. To test the reading order, place your cursor in the first cell of the table. On the keyboard, press the Tab key repeatedly to navigate through the table. This will be the reading order that assistive technologies will use. 	
Color <ul style="list-style-type: none"> Use sufficient color contrast. 	<ul style="list-style-type: none"> Use enough color contrast between the font and its background colors. Without sufficient color contrast, people who have low-vision or are color blind will not benefit from the information. Go to www.pcc.edu/access-word to learn How to Check Color Contrast. 	
<ul style="list-style-type: none"> Don't use color alone to convey meaning. 	<ul style="list-style-type: none"> Don't use color alone to make a distinction. If you categorize something by color alone, those who are color blind or blind will not be able to benefit from the information. 	
Forms <ul style="list-style-type: none"> Label form fields and buttons. 	<ul style="list-style-type: none"> Use a form template to create a form. 	Use Google Forms, NOT Google Docs
	<ul style="list-style-type: none"> Use real text labels for form fields and alternative text for buttons. 	
<ul style="list-style-type: none"> Check the reading order of forms. 	<ul style="list-style-type: none"> Press the tab key repeatedly to check the order a screen reader would navigate through the form. If it doesn't land on the form fields in the correct order, you will need to edit the form. The tab order (or reading order) is important to those who are blind or physically disabled and rely on keyboard access. 	

