

ILLINOIS VALLEY COMMUNITY COLLEGE

Center for Excellence in Teaching, Learning, and Assessment (CETLA) Creating Accessible Documents with Word

Alternative Text Descriptions

Each image used should have a meaningful alternative text description. The alternative text description is added from the image's formatting settings

Color

Color should not be used to designate significance or meaning as it is not discernable to color blind users.

Document Structure

The document heading structure allows screen reader users to access a list of all headings in the document and jump from heading to heading, or even navigate by heading levels (e.g., all second-level headings).

Heading levels should represent the structure of the document.

- A Heading 1 is the document title or a main content heading. There is generally just one Heading 1 per document, although it is possible to have more than one (e.g., a journal where each article is a Heading 1).
- A Heading 2 is a major section heading.
- A Heading 3 is a sub-section of the Heading 2.
- A Heading 4 is a sub-section of the Heading 3, and so on.

You should not skip heading levels, such as using a Heading 4 after a Heading 2 with no Heading 3 between the two.

Section and page breaks should be used to break the document into sections rather than empty spaces. The use of empty spaces may be interpreted by screen reader software as the end of the document.

Microsoft Accessibility Checker

The Microsoft Accessibility Checking tool can be accessed from the File Tab, by selecting the Check for Issues option. The Accessibility Checker will inspect document and list any issues it finds along with instructions for correcting the.

PDF Files

Documents that have been to meet the accessibility standards by the Microsoft Accessibility checker can be saved as PDF documents, by clicking the options button and selecting the include accessibility tag option during the Save as process.

Table Formatting

Tables should include column headings that are meaningful and include a title and text description in the table properties. The title and description may be added, by selecting the table, right clicking, and selecting properties from the shortcut menu. The last tab on the right contains the required information for accessibility.

CETLA

Center for Excellence in Teaching, Learning, and Assessment

CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.

