

**Step-by-Step Training Outline for Designing with Accessibility in Mind:
Microsoft Word
June 19, 2007**

Preparing to Use Styles:

1. Open the Practice Word file.
2. Select the **Home** tab in word.
3. Select the **Change Styles** button and choose **Style Set**.
4. Choose **Default Black and White**.
5. Select the **Change Styles** button and choose **Fonts**.
6. Choose the **Office Classic 2 (Arial)** font.
7. Open the **Styles** toolbar by selecting on the **Show the Styles Window** button, located in the right hand corner the toolbar.

Adding the Hierarchical Styles to your Style Toolbar:

H1

1. Select the **New Styles** button located at the bottom of the **Styles** toolbar.
2. The **Create New Style from Formatting** dialogue box will appear.
3. There is already a Title Style that exists in the Styles toolbar so we will begin with creating the H1, H2, H3 styles etc.
4. In the *Name* field type H1.
5. Leave the *Style Type* field set to Paragraph.
6. In the *Style Based On* drop-down box choose Heading1.
7. The *Style* for following paragraph: drop-down box should be set to H1.
8. Under *Formatting* choose Arial (Headings).
9. Change the *Font Size* to 16 points, Bold.
10. Choose Black for the font color from the *Theme Colors*.
11. Choose *Left Justification*.
12. Check the box that says **Add to Quick Style List**.
13. Select **OK**.

H2

1. Select the **New Styles** button located at the bottom of the **Styles** toolbar.
2. The **Create New Style from Formatting** dialogue box will appear.
3. In the *Name* field type H2.
4. Leave the *Style Type* field set to Paragraph.
5. In the *Style Based On* drop-down box choose Heading 2.
6. The *Style* for following paragraph: drop-down box should be set to H2.
7. Under *Formatting* choose Arial (Headings).
8. Change the *Font Size* to 14 points, Bold, Italics.

9. Take bolding off by selecting on the *Bold* button one time.
10. Choose Black for the font color from the *Theme Colors*.
11. Choose *Left Justification*.
12. Check the box that says **Add to Quick Style List**.
13. Select **OK**.

H3

1. Select the **New Styles** button located at the bottom of the **Styles** toolbar.
2. The **Create New Style from Formatting** dialogue box will appear.
3. In the *Name* field type H3.
4. Leave the *Style Type* field set to Paragraph.
5. In the *Style Based On* drop-down box choose Heading 3.
6. The *Style* for following paragraph: drop-down box should be set to H3.
7. Under *Formatting* choose Arial (Headings).
8. Change the *Font Size* to 13 points.
9. Take bolding off by selecting on the *Bold* button one time.
10. Choose Black for the font color from the *Theme Colors*.
11. Choose *Left Justification*.
12. Check the box that says **Add to Quick Style List**.
13. Select **OK**.

Applying the Hierarchical Styles Title, H1, H2, and H3 to Sections of Your Document

1. To apply the **Title** style to the title of the document go to the first page of the document and highlight the words *Dialogue with the Dean*. This is the first line of text on the page.
2. Select on the **Title Style** on the **Styles** toolbar. That is all there is to it!
3. Move to the second page of the document. Select *Upcoming Events and Announcements*. It should be the first line of text on page 2.
4. Select on the H1 Style that we just created on the **Styles** toolbar.
5. Continue to apply H1 Styles to the following headings throughout the document: *Focus on Faculty, Department and Center Happenings, Alumni Spotlight, Retired Faculty Society Pie & Coffee Highlights, COEHS Holiday Party Highlights, New LEJA Health Sciences Classroom – Stipes 301, Working with Tables, Working with Columns, and Working with Charts*.
6. Under the *Department and Center Happenings* section of the document we will add H2 styles to the headings. Highlight *Center for the Preparation of Education Professionals* and choose the H2 style from the **Styles** toolbar.
7. Continue to apply the H2 styles to *Center for Best Practices in Early Childhood Education, Curriculum and Instruction, Dietetics, Fashion*

Merchandising and Hospitality, Educational Leadership, Health Sciences, Office for Partnerships, Professional Development, and Technology, and Central Illinois Adult Education Service Center.

8. Move to the ***Focus on Faculty*** section of page 3. Select the faculty name ***Claudia Aman, Curriculum and Instruction***. It should be the first piece of text in the first paragraph of the ***Focus on Faculty*** section.
9. Select on the H3 style in your **Styles** toolbar.
10. Continue to apply H3 styles to all of the faculty headings in the ***Focus on Faculty*** section. There should be 6 in all and they should all reside on page 3.

Note: Heading styles should not be used to create bigger bolder text. They should be used only to set up the hierarchical order of the document. If they are used every time someone wants to make text bigger or bolder the hierarchical order is compromised.

Online Tutorials for Creating and Applying Styles:

Creating or Changing a New Style

<http://office.microsoft.com/en-us/word/HP012265171033.aspx?pid=CH100970201033>)

Applying a Style to Your Text

<http://office.microsoft.com/en-us/word/HA100339721033.aspx?pid=CH100970201033>)

Working with Images

1. Adding Alternate Text to an image: Right-select the ***College of Education and Human Services Logo*** located in the upper right-hand corner of the first page of your sample document.
2. Choose **Size**.
3. Select the **Alt Text** tab.
4. Type ***College of Education and Human Services Logo***.
5. Press the **Close** button.
6. Repeat these steps to add alternate text to the ***Dean's signature*** at the bottom of page 3.
7. Repeat these steps and add alternate text to some of the pictures in last sections of the document. Remember to use more descriptive information in your alternate text for these images.

Setting up Lists:

List Suggestions:

- Lists should be used to emphasize information, group information, or represent information in a certain order.
 - Use Microsoft Word's List abilities rather than using hyphens and asterisks.
 - There are two types of lists. Ordered (numbered) and unordered (bulleted).
 - Ordered lists present information in a particular order. They should be used to convey direction or present information in a certain series of steps such as in a user manual or recipe. This type of list should include at least two items.
 - Unordered lists also known as bulleted lists could include one or more items. They are typically used to separate important information from a paragraph or highlight key points.
1. Navigate to page 5 of your practice document. Find the sentence, **The room is equipped with 40 MPC computers with SPSS software, an overhead projector, and a SMART Board for interactive teaching and learning.**
 2. Place your cursor after the word with and press the Return or Enter key on your keyboard.
 3. Press the Home tab and then press the bulleted list icon. A bullet should appear in front of the word **40MPC**.
 4. Place your cursor after the comma after the word **software**. Delete the comma.
 5. Press the Enter or Return key on your keyboard. You will notice that beginning with **an overhead projector**, . . . everything has been moved to a new line and a new bullet has been added.
 6. Place your cursor after the comma after the word **projector**. Delete the comma.
 7. Press the Enter or Return key on your keyboard. You will notice that beginning with and a . . . everything in that text string has been moved to a new line and a new bullet has been added.

8. Practice formatting the bulleted list in different ways.
 - Highlight the bulleted list.
 - On the **Home** tab, press the down arrow next to the bullet icon and practice changing the bullet type to a square etc.
 - Although, this information would never be used to explain a process or series of steps practice turning it into a numbered list. Highlight the bulleted list and, from the Home tab, press the numbered list icon to change this list to a numbered list.
 - Highlight the list and change it back to a bulleted list.

Online Tutorials for Setting Up Lists:

Adding Bulleted or Numbered Lists

<http://office.microsoft.com/en-us/word/HA100650121033.aspx?pid=CH100626241033>)

Working with Tables:

Table Suggestions:

- When presenting and arranging data, don't use the Tab key or multiple spaces. While it may visually look like a table, it will not be recognized as a table by assistive technology and will not be accessible. Use the Insert Table Tool.
- Arrange tables so that they can be understood when read row by row and across columns.
- Use informative row and column headers wherever it makes sense.
- Avoid complex tables and merged cells.
- Note: For the most part, Word documents can be converted into accessible HTML, but there is an exception. Tables cannot be converted to accessible data tables through the Filtered Web page format. That is, there is no way to assign the table header or **<th>** tag to a table cell within Word.
- Avoid nesting tables inside of each other.
- Add a caption above or below the table to summarize the purpose of the table.
- Do not use patterned backgrounds.

- There is an option within Word that creates the appearance of a table header. This can be found by right-selecting the table and selecting **Table Properties**. This opens a new window. Under the **Row** tab, there is a box labeled "Repeat as header on the top of each page." (www.webaim.org) Checking that box would suggest that all of the cells in the row will be exported as table header tags, but they won't. (www.webaim.org)
 - Instead the cells will all be contained in a `<thead>` tag. The `<thead>`, `<tfoot>`, and `<tbody>` are used to divide the tables into the three main parts of a data table. There is no problem with the `<thead>` tag, but it does not replace the need for the `<th>` tag. (www.webaim.org)
1. Place your cursor after the section titled **Working with Tables**. Move that section title to a new page if necessary by inserting a page break.
 2. Choose **Insert>Page Break** to move to a new page in the document.
 3. Choose **Insert>Table**. Drag down and over to create a 4 column x 4 row table. Select to finalize your new table.
 4. A 4 row x 4 column table will appear in your document.
 5. Under **Table Tools**, choose **Layout** and then select the **Properties** button.
 6. Select the **Row** tab. Then select **Repeat as Header Row at the Top of Each Page**. Select **OK**.
 7. Design your table to contain the information that your presenter shares with you.
 8. Insert a caption for your table. Select the **table selection** icon located in the upper left-hand corner of the table. Right-select it, and choose insert caption. In the label drop-down choose **Table**. Select the OK button.
 9. Your table should now be captioned, Table 1. Place your cursor after the 1, and type: ***Courses on Accessible Design: This table displays the Course Name, Course Number, Instructor Name, and Summary of the Courses on Accessible Design that will be offered in July, 2007.***
 10. Practice adding a new row to your table. Do not use your tab key! Place your cursor in the last (right-hand) cell in the bottom row. Choose **Table Tools**, press the **Layout** button and then press the **Insert > Below** button. Enter data provided by your trainer.

Online Tutorials for Creating Tables:

Insert or Create a table

(<http://office.microsoft.com/en-us/word/HA100343001033.aspx?pid=CH101732061033>)

Working with Columns:

Column Suggestions:

- Use the column feature to make columns. Don't attempt to use the Tab key or multiple spaces.
 - Leave a generous amount of white space between the columns to increase readability.
1. Find the lorem ipsum file in the training folder that was placed on your desktop at the beginning of this workshop. Open it and copy all of the text in the document.
 2. Return to the "practicefile" document that we have been working with.
 3. Place your cursor under the Working with Columns heading.
 4. Choose **Insert>Page Break** to move your cursor to a new page.
 5. Place your cursor at the top of the page, if it is not already there.
 6. Press **Ctrl+V** or select the **Home** Tab and choose **Paste**.
 7. Your Lorem Ipsum text will be pasted into the new page.
 8. Choose **View>Print Layout**. (This may already be chosen.)
 9. Select all of the Lorem Ipsum text.
 10. Choose **Page>Layout** and then select the Columns button.
 11. Choose your desired number of columns. In our example we chose 2.
 12. At the bottom of the second page you will see that there are only a few lines of the last paragraph left in column 1. Let's practice breaking the column. Place your cursor in front of the text that you want to move to column 2. Choose **Page Layout>Breaks > Column**.

Online Tutorials for Creating Columns:

Inserting Multiple Columns for Layout

(<http://office.microsoft.com/en-us/word/HP012265021033.aspx?pid=CH100626201033>)

Working with Hyperlinks:

Hyperlink Suggestions:

- Make hyperlink text short and concise. It should inform users where the link will take them.
 - Do not use terminology such as Select Here!
 - Include the URL that they are going to be directed to in parentheses after the link.
1. On approximately page 9 or at the bottom of the two pictures of the LEJA/Health Sciences Classroom section. You should see a text string that reads “**Select Here to visit the College of Education and Human Services website.**”
 2. Select and delete that line of text.
 3. Type **Visit the College of Education and Human Services Website. (<http://www.wiu.edu/coehs>)**
 4. Highlight the whole text string that you just typed.
 5. Choose **Insert>Hyperlink.**
 6. Choose **Existing File or Web Page.**
 7. In the address field type <http://www.wiu.edu/coehs>
 8. It is likely that the text you originally typed will be deleted. So, in the Text to display field type **Visit the College of Education and Human Services Website. (<http://www.wiu.edu/coehs>)** again.
 9. Select **OK.**

Online Tutorials for Creating Hyperlinks:

Creating a hyperlink

(<http://office.microsoft.com/en-us/word/HA101659291033.aspx?pid=CH101027971033>)

Adding Headers and Footers:

Header and Footer Suggestions:

- Always put header and footer information in the MS Word supplied header and footer areas.
 - Do not put it in manually at the top or bottom of the page.
 - Never use font that is under 10pts. Even in footers, footnotes, and disclaimers.
 - When necessary use footnotes instead of endnotes.
1. Choose **Insert>Header>Blank**.
 2. The header will appear. Type in *Dialogue with the Dean* in the **Text** area provided.
 3. Select **Go to Footer**.
 4. Select **Footer>Blank (Three Column)**.
 5. Place your cursor in the **[Type Text]** box at the right.
 6. Choose **Page Number>Current Position>Plain Number 1**.
 7. Select the **[Type Text]** box in the center and press delete on your keyboard.
 8. Select the **[Type Text]** box at the left and type *Volume 2, February 2007*.
 9. Choose **Close Header and Footer** button.

Online Tutorials for Headers and Footers:

Inserting Headers and Footers

<http://office.microsoft.com/en-us/word/HP012264861033.aspx?pid=CH100626181033>)

Inserting Page Numbers

<http://office.microsoft.com/en-us/word/HP012265131033.aspx?pid=CH100626191033#1>)

Adding Charts and Graphs:

1. Place your cursor at the end of the Lorem Ipsum content, under the section labeled *Working with Charts*.
2. Choose **Insert>Chart**.
3. Choose the type of chart you would like to insert. For our example we choose a bar chart. Select **OK**.
4. The data table will appear.
5. Enter your data. **Category 1: \$60,000, Category 2: \$50,000, Category 3: \$40,000, Category 4: \$30,000. Series 1: 2003, Series 2: 2004, Series 3: 2005.**

6. Close the **Chart in Microsoft Office Word Microsoft Excel** window.
7. Select and drag to resize your chart as needed.
8. Click on the chart one time to select it.
9. Choose the **Layout** tab under **Chart Tools**.
10. Choose **Data Table>Show Data Table with Legend Keys**.
11. Choose **Layout** under the **Chart Tools**. Choose **Chart Title>Above Chart**.
12. In the Chart Title area type **Annual Fundraising**.
13. Right-click on the chart and choose **Insert Caption**.
14. In the **Caption** field type **This bar chart displays Annual Fundraising totals for 2003, 2004, and 2005**.

Online Tutorials for Charts and Graphs:

Presenting Data with a Chart or Graph

(<http://office.microsoft.com/en-us/word/HA100997391033.aspx?pid=CH100626251033>)

Adding a Table of Contents

- For long documents include a Table of Contents.
1. Assuming you have already applied styles to the various areas of your document, do the following.
 2. In your document, select where you want to create your table of contents. Go to the very beginning of the document.
 3. Place your cursor before the first string of text.
 4. Choose **Insert>Pages>Page Break**.
 5. Select the **References** tab and choose **Table of Contents**.
 6. Select **Table of Contents**.
 7. Choose **Automatic Table 2**.
 8. If at some point you need to update your Table of contents, select **Update Table in the Table of Contents** group on the **References** tab.
 9. Choose **View>Web Layout**. You will now see that you have a table of contents that can be used as a navigational menu to move users through long documents.

Online Tutorials for Table of Contents:

Create a Table of Contents

(<http://office.microsoft.com/en-us/word/HP012253721033.aspx?pid=CH100626361033>)

Saving your Word Document as an HTML Document

- Converting your document to HTML format will allow you to reach a wider audience.
 - It will offer your current audience a more efficient way to get information across without requiring them to have the MS Word program.
 - It will make your content more accessible to people with disabilities.
1. Select the **(Office button)** and choose **Save As>Other Formats**.
 2. From the **Save as Type** drop-down menu, choose **Web Page, Filtered**.
 3. Select **Save**.
 4. When a message appears about saving your document in web format, select **yes**.

Online Tutorials for Saving as Filtered HTML:

Saving as Another Format

<http://office.microsoft.com/en-us/word/HA100445041033.aspx?pid=CH100626291033>)

Saving as Filtered HTML

http://www.tech-recipes.com/rx/1764/word_save_html_without_markup)