

# Microsoft Office Suite Best Practices

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This document is an example document with errors that are demonstrated to show how to make Word accessible.

Left blank intentionally (References for TOC)

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## Page layout

- Header styles – Header 1, header 2 – check to see if you have to modify your headers
- How your document or page will look
- Use built-in styles and templates, with fonts and colors that are easy to see
- Check your margin

Note: you can get accessible templates by going to office.com and searching for them or within the application when you go to new and search for accessible templates (File – New – Search)

I recommend playing around with the accessible template sampler to create accessible templates

## Fonts

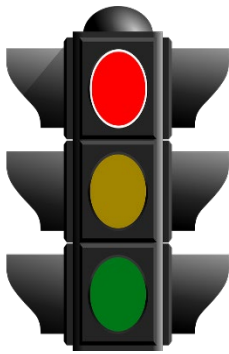
- Use system fonts when creating or modifying documents. Assistive Technology is not typically developed to recognize other fonts downloaded from the internet.
- Avoid using scripting and handwriting type fonts.
- Fonts similar to Times New Roman and Arial are acceptable. (they don't have that extended line on the end of the letter which makes it hard to read or assistive technology to read it).
- Select a font size no smaller than 12pt. This also applies to headers and footers.

Monday (12 Font)      *Monday (11 font)*

## Color and Contrast

- Use color only as an enhancement, not as the sole means of conveying information. Persons who are blind, have low vision, or are colorblind will not be able to interpret this information.

Figure 1 Stop Light



red symbolizing stop

yellow symbolizing caution

green symbolizing go

*Warning !!!*

- Ensure your contrast is sufficient. Rule of Thumb: if it hurts the eyes to read then the contrast may not be great enough.

Stop what you are doing!

- Do not use excessive red and green in your text. Persons with colorblindness may not be able to see the information.
- Do not use fluorescent colors. Fluorescent colors can trigger seizures for those that are light sensitive.

• Red

Green

<https://webaim.org/resources/contrastchecker/>

(check for color contrast)

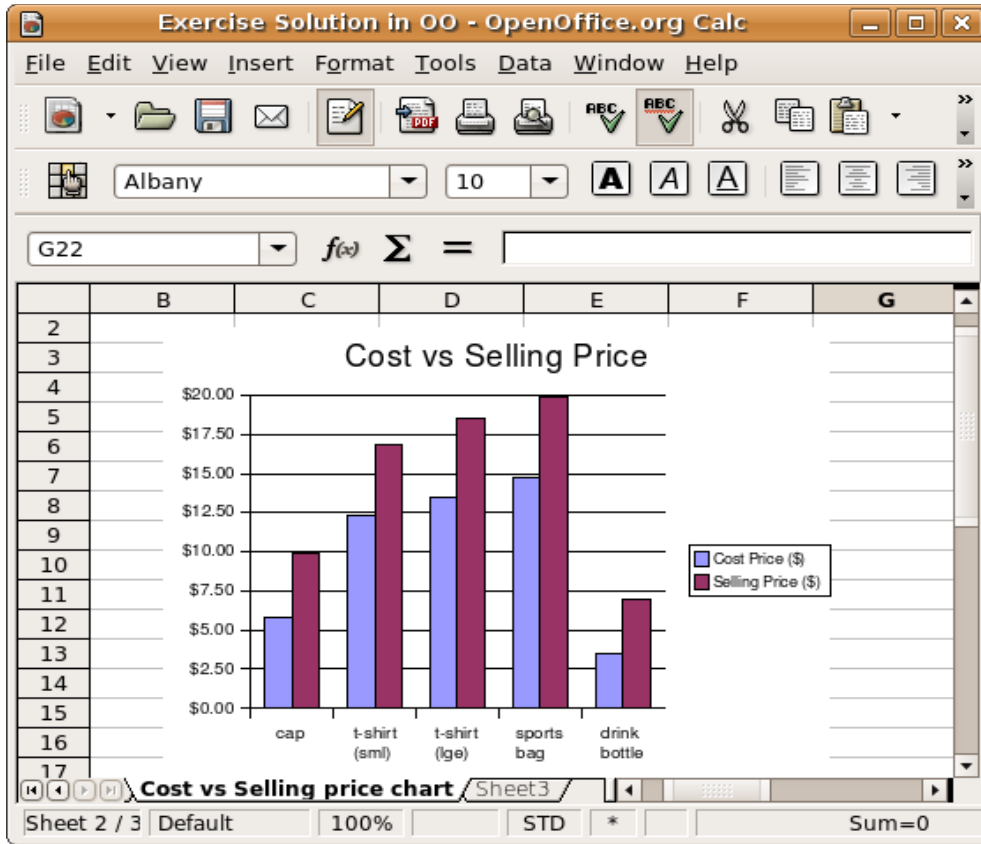
## Images

- Add alternative text to all non-text elements and images.



- Complex tables and /or charts can be made accessible by tagging them as images and writing the table/chart data or information as alternative text.

Figure 2 Cost vs Selling



- Group complex images as one image.



- Ensure images are inserted “in line with text” instead of as a “floating image.” Images inserted through the Picture functionality on the ribbon default to “in line with text,” however please check this setting when dragging and dropping images from other documents or from the internet. Floating images sit on top of text and prevent Assistive Technology from interpreting the information.

## Formatting

- Use a simple and clear design layout.
- Do not use all capital letters except in the case of an acronym. Using all capital letters translates as showing aggression to screen readers.

**YOU NEED TO DO YOUR HOMEWORK!**

- All acronyms should be explained the first time they are used or in a table near the front of the document.

### **ICT - Information and Communication Technology (ICT)**

- Do not allow hyphens at the end of a line: compound words where the second half falls to the next line should have the entire word pushed down.

#### Example:

In the mist of letting everyone know who has the opportunity to setup programs or re-engineer the pilot is great!

- Left justify all text except for titles.

The name of the book is ....

- Format your document using a block style: do not indent unless creating bulleted/numbered items. Pressing Tab instead of using the spacebar to indent (pressing spacebar can signal Assistive Technology to pause reading or cause it to read every keystroke).
- When creating bulleted/numbered items, use the bullet and numbering system provided.
- Section titles, headers, and sub-headers should be labeled as such using the Style functionality in the ribbon.
- Create headers and footers using the Microsoft Office Suite’s header and footer feature.
- Use page numbering codes to number pages within a document. (Do not manually type page numbers at the bottom of the page).



## Table of Contents and page numbers

- All URLs must be linked to active websites and must be hyperlinked with the fully qualified URL (i.e. <http://www.usda.gov/>). For hyperlinks that are particularly long, it is acceptable to have the fully qualified URL placed as alternative text instead of text on the page.

Long version:

[https://www.nfc.usda.gov/EPPS/index.aspx?ReturnUrl=%2fEPPS%2fepmain.aspx%3freq%3duc\\_TSP.ascx&req=uc\\_TSP.ascx](https://www.nfc.usda.gov/EPPS/index.aspx?ReturnUrl=%2fEPPS%2fepmain.aspx%3freq%3duc_TSP.ascx&req=uc_TSP.ascx)

Short version:

[Employee Personal Page](#)

Note: make sure all links are active

## Accessibility checker

Use the accessibility checker every time you create a word document or alter your document

- tells you what's wrong
- provides guidelines on how to fix it.

Accessibility checker panel layout

- Errors – when a user with a disability is unable to read the content it is classified as an error
- Warning – if is difficult for the user to read then it gives a warning
- Tips – are provided to help you make your document accessible.
  - Better organization
  - Better reading flow