Campaign Meeting – Community Action’s Latest Campaign

Report on organizing effort

Recent Action – Lupe

Reflection – Jack

New idea – Josephine

Communications report back

Video – Casey

Report back – Nadia

Fundraising efforts so far

Amount raised – Quentin

New strategy – Alex

SAMPLE TEXT

## Accessibility

A good heading structure is probably the most important accessibility consideration in most Word documents. Headings will allow screen reader users to navigate through the page easily and will make the page more usable for everyone. Many people do not use true styles in Word. For example, when creating a heading, they simply change the font, enlarge the font size, make it bold, etc. If this is done, the document has no real structure that can be discerned by a screen reader. In Word, the correct way to provide structure is to use Word styles. This section will outline how to add and edit headings in all common versions of Word. You can also add 1st, 2nd, or 3rd level headings.

There are a couple of advantages of having true structure in Word documents. First, when the file is exported to HTML, it will retain the structure, making it accessible to screen readers. Second, the structure will also be retained when exported to PDF. In both cases, the added structure increases the readability of the document for people using screen readers.

Word 2007 and later does a good job of encouraging the use of proper styles. About half of the default toolbar is devoted to styles. To change a block of text, select the text and click on the appropriate style.

## Alternative text for images

Images can be give appropriate alterative text in Word. This alt text will be read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.

Note:

* Embedded charts should be given a text description within the context of the document itself. The data that is used to create the chart will be accessible in the original file (it is basically a simple spreadsheet), but will not be included in a PDF or HTML version.
* "Word art" is actually converted to an image in Office 2003-2007 and must be given alt text. It remains text in Office 2010.
* There is **no way** to add alt text to images in Word 2004 or 2008 for Mac.

## Other principles

In addition to the principles addressed above, most web accessibility principles can also be applied to files created in Word. The following is a list of a few other important accessibility principles:

* Use true numbered and bulleted lists.
* Ensure that font size is sufficient, usually around 12 points or more.
* Provide sufficient contrast.
* Don't use color as the only way to convey content.
* Use true columns, not tables or columns created by hand with the Tab key.
* Provide a table of contents, especially for long documents. If you have a good heading structure, creating a table of contents is easy.
* Use simple language.

## Word 2010 Accessibility Checker

Word 2010 includes a new accessibility checker that allows you to check for accessibility problems. This is an excellent resource and one of the best accessibility features to come along in a long time. The accessibility checker makes it much easier to identify and repair accessibility issues. This is an excellent resource.

To run the accessibility checker, select File > Info > Check for Issues > Check Accessibility.