

Making Accessible Content

ADA Compliance



Introduction

This training will provide an overview of creating accessible documents for everyone, including those with disabilities.

Why Accessibility Matters:

- **Inclusion:** Ensures everyone can access and understand information.
- **Legal Compliance:** Adheres to accessibility standards and laws.
- **Improved User Experience:** Creates a better experience for all users.

Key Principles of Accessible Design

- **Perceivable:** Information and user interface components must be presentable to users in ways they can perceive.
- **Operable:** User interface components and navigation must be operable.
- **Understandable:** Information and the user interface must be understandable.
- **Robust:** Content must be robust enough to be interpreted by a wide range of user agents including assistive technologies.

Creating Accessible Documents

Word Documents and Emails

- **User headings:** Employ built-in heading styles to structure content.
- **Consistent formatting:** Maintain consistent font styles, sizes and colors.
- **Color contrast:** Ensure sufficient contrast between text and background for readability.
- **Alternative text:** Provide descriptive alt text for images.
- **Tables:** Use clear table headers and avoid complex table structures.
- **Hyperlinks:** Use descriptive link text that accurately reflects the destination.

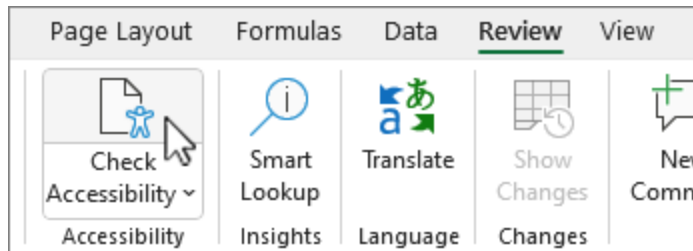
Creating Accessible Documents

PowerPoint Presentations

- **Slide titles:** Include clear and concise titles on each slide.
- **Consistent design:** Maintain a consistent visual style throughout the presentation.
- **Color contrast:** Use high contrast color combinations for text and background.
- **Alternative text:** Add alt text to images and other visuals.
- **Video and audio:** Provide captions and transcripts for multimedia content.
- **Slide order:** Ensure the reading order of slide elements is logical.

Accessibility Checker

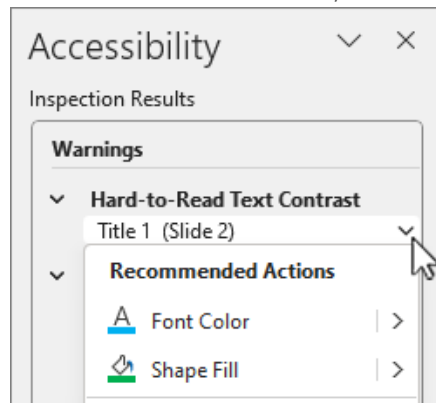
- Use the Accessibility Checker
- Select the Review tab. In Outlook, you'll only see the Review tab when writing or replying to messages.
- Select Check accessibility button Check Accessibility to open the Accessibility pane on the right.



- Accessibility checker button on ribbon
- Tip: For Word, Excel, and PowerPoint desktop, select the lower half of the Check Accessibility button for more options.
- In the Accessibility pane, review and address the findings under Inspection Results.

Apply Recommended Actions

- In the Accessibility pane, select an issue under Warnings or Errors. The list expands and shows the items and objects affected by the issue.
- To address the issue, select the down arrow button next to it and open Recommended Actions list.



- Recommended action dialog
- To apply a fix, select an action from the Recommended Actions list. To view more options, select the right arrow button next to an action (if available).
- Go through and resolve each issue under Warnings and Errors.

Find more tools on creating
accessible content in the
Learning Center on HIX Connect



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