



Creating an Accessible Text Version of a Web-based Training (WBT)

The following provides tips on how to create an accessible alternative text version of a WBT. They also apply to Word documents in general.

It's recommended to have an alternative version of a WBT available in the event an accommodation is requested.

This guide can be used as a starting point to create your alternative version. The style of this document provides acceptable margins and spacing for readability, however, **how accessible this document is depends on you, the developer**. Mostly, it requires knowing how to appropriately apply formatting.

The following pages contain the tips provided in the following WebAIM.org article, [Creating Accessible Documents](#).

This document concludes with an example of a text version with the basic formatting required.

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How to Format an Accessible Document

Header Structure

The most fundamental action to creating an accessible document is assigning header structure to your document. Screen readers can navigate a Word document if you apply **Word Styles** to your headers.

Instead of formatting text to look like a header, apply the appropriate **Word Style**:

1. Select the text you want to designate as your header.
2. Select the **Home** tab.
3. In the **Styles** group, select the appropriate heading level. For example, **Heading 1**, **Heading 2**, **Heading 3**, etc. (Figure 1)

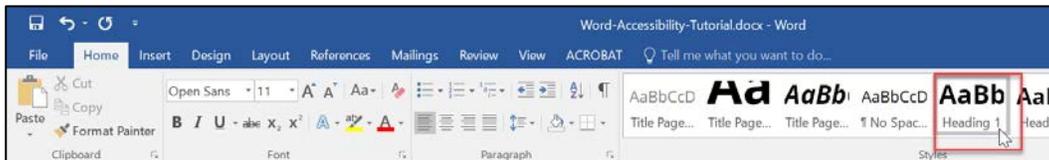


Figure 1. Word Styles

Tips:

- To determine what **Word Style** is designated for text, click on the word. The **Word Style** will be selected in the **Styles** group in the **Home** ribbon. If you don't see a selection, select the down arrow to expand the list.
- Avoid repeating headers.

Hierarchy

In addition to applying **Word Styles** to your headers, it's important to maintain proper hierarchy.

For your text version:

- **Heading 1** would be your course title. Typically, the Heading 1 is used only once in the document.
- **Heading 2** would be the title of the slide of your WBT.
- **Normal** is for body text.

Do not skip heading levels. For example, do not apply a Heading 1, and then apply a Heading 3 style to the subsequent header.

Readability

Margins, font size, and line spacing impact the readability of a document.

Below are some recommendations:

- Minimum font size for **Normal** body text should be 11pt, but this also depends on the font you choose.
- Line Spacing for **Normal** body text should start at 1.15.
- Left and Right Margins should range from 1.25-1.5 inches

Note: The **Normal** Word Style for this document adheres to the recommendations.

Formatting Word Styles

If you need to format headings or text, edit the **Word Style**. Not only is it faster to edit this way, it provides a consistent look, and maintains header structure.

Once you edit a **Word Style**, it applies the changes to all text designated with that particular style throughout the document.

To change the formatting of a Word Style:

1. Right-click the **Word Style**.
2. Select **Modify**. (Figure 2)

5. If you need to update the line spacing, Select **Format > Paragraph**. (Figure 4)

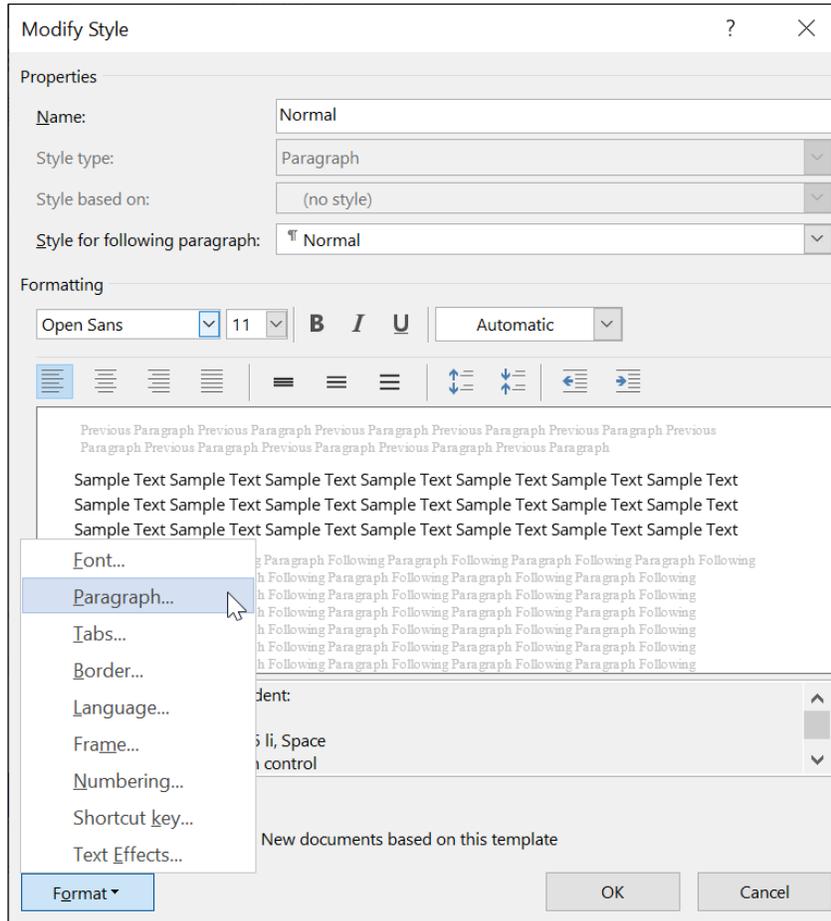


Figure 4. Format Options

6. Figure 5 shows the recommended spacing (Multiple at 1.15) as mentioned previously in the Readability section. Select **OK** to update accordingly.

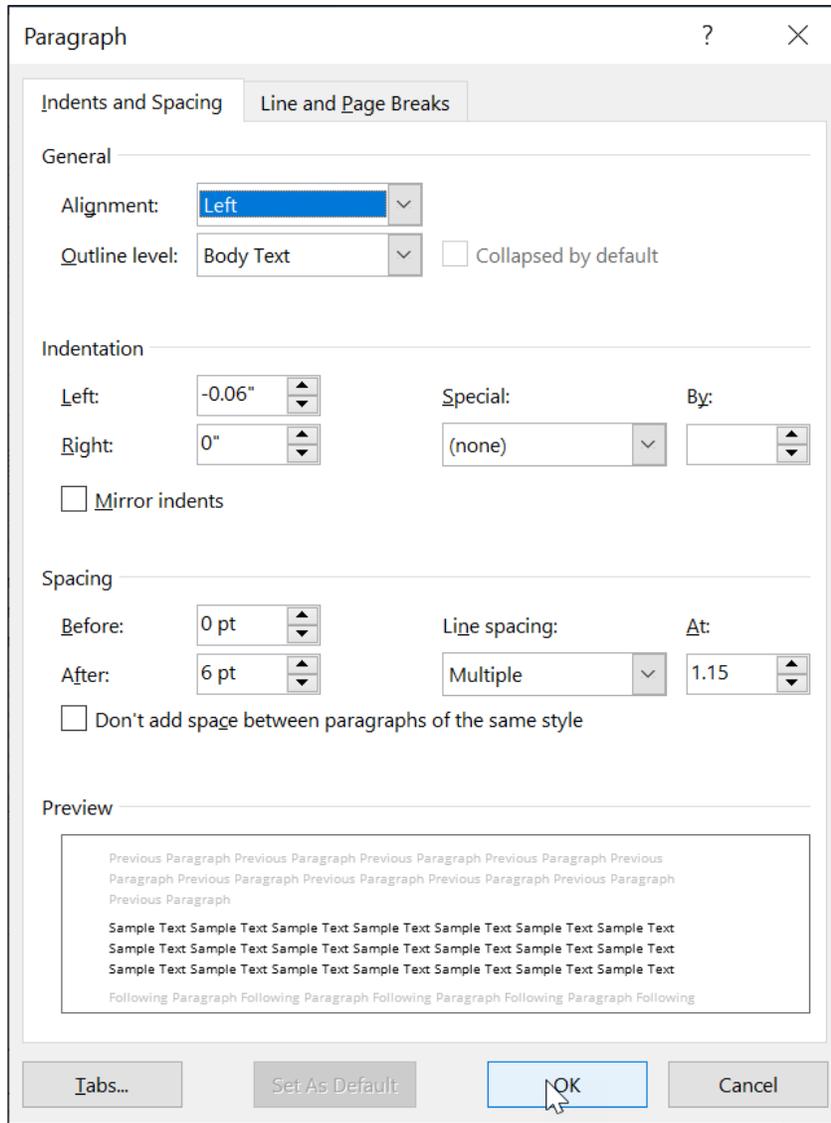


Figure 5. Line Spacing Settings

Images

All images must have alternative text to provide another means of information for people who use screen readers.

To add alt text to images:

1. Select the image.
2. Right-click and choose **Format Picture**.
3. Click the **Layout & Properties** option (third from left).
4. Click **Alt Text**.
5. Add descriptive alt text to the **Description** field (not Title).

Tip: Avoid, "Image of.." or "graphic of..."

For best practices regarding alt text, review the [Alt Text](#) article from WebAIM.org.

Tables

If including a table in your text version, designate the header row. This eases navigation for people using screen readers.

To add a table:

1. Locate the **Insert** tab, and select **Table**.
2. Select desired grid layout.

To designate a header row:

3. Select the table. The **Table Tools** tab will appear.
4. Select **Layout**.
5. Select **Repeat Header Rows**.

Hyperlinks

Word automatically creates a hyperlink after inserting a URL, and pressing the spacebar. However, when a screen reader comes across a link formatted this way, it reads the entire URL.

Similarly, providing links that are labeled with "click here" or "see more," are not helpful either as it doesn't indicate what information to expect.

For example, instead of the extremely long URL, https://www.amazon.com/Inclusive-Design-Digital-World-Accessibility/dp/148425015X/ref=pd_vtp_14_1/147-9114181-2794410?encoding=UTF8&pd_rd_i=148425015X&pd_rd_r=0182ed1d-0c32-4294-ba23-aa965d7fef6f&pd_rd_w=AiVxn&pd_rd_wg=FV5bl&pf_rd_p=9f0d957d-c466-420a-817f-4adcb2657c85&pf_rd_r=BG1JCGFS9MGPKW1FIRK6&pvc=1&refRID=BG1JCGFS9MGPKW1FIRK6, a better description would be, [Inclusive Design for a Digital World](#).

To edit an existing hyperlink:

1. Right-click the link. Select **Edit Hyperlink**.
2. In the **Text to display** field, enter descriptive text. (Figure 6)
3. Select **OK**.

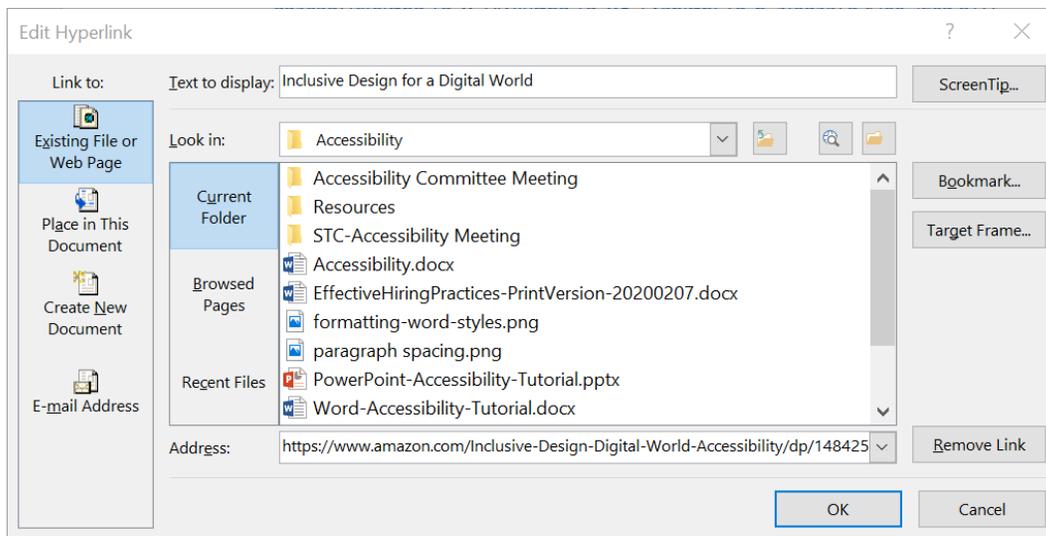


Figure 6. Edit Hyperlink Menu

Lists

When inserting a bulleted or numbered list, apply the bullet or numbered list formatting provided in Word. This will provide the proper mark up so a screen reader will render the list as intended.

To edit a list:

1. Select the desired lines of text.
2. Select the **Home** tab.
3. Select either the **Bullets** or **Numbering** icons located in the **Paragraph** group. (Figure 7)

Note that bullets indicate an unordered list. A numbered list is used for items where order is important.

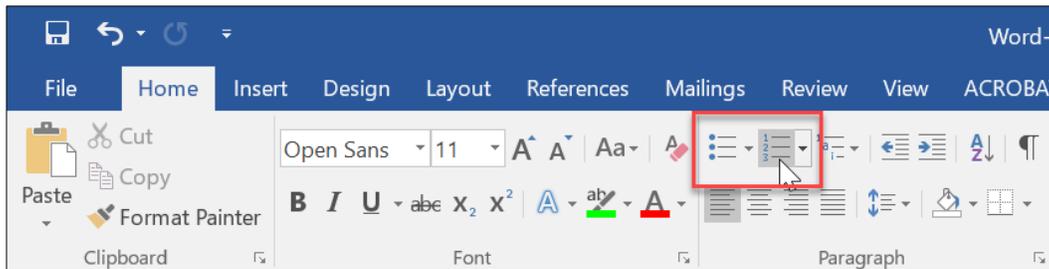


Figure 7. Formatting Lists

Accessibility Checker

After completing your text version, the last action to take is to run the Accessibility Checker. It'll identify issues and provide instructions on how to fix them.

To run the Accessibility Checker:

1. Select **File**.
2. Select **Info**.
3. Select **Check for Issues**.
4. Select **Check Accessibility**. (Figure 8)

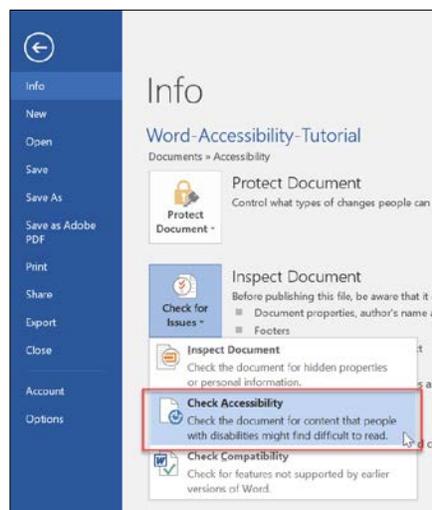


Figure 8. Accessibility Checker

Other Considerations

- Make sure all content has a proper [contrast value](#)
- Don't use color alone as a mechanism to convey meaning
- Create a proper table of contents for any long documents
- The use of watermarks can impact readability

Resources

- [Microsoft Word: Creating Accessible Documents by WebAIM.org](#)
- [WebAIM.org Contrast Checker](#)
- [Free online training on Access University by Level Access](#)

Example Text Version – Heading 1

This page provides an outline of what a text version of a WBT may look like. The title of the course is a **Heading 1 Word Style**. Generally, a Heading 1 should be used once in a document.

Example Title Slide – Heading 2

The title of each slide in your WBT, would be a **Heading 2**. The text on your slide would follow. This text is following the **Normal** Word Style.

If you have several slides that cover the same topic, you can consolidate all of the text under the same heading.

Example of a Quiz – Heading 2

The following is an example of a two-question quiz.

1. Question one text. An example of how to format a quiz question. Notice this question is formatted using the **Numbering** list under **Paragraph** in the **Home** tab.
 - a. Answer choice 1-these are formatted using the **Multilevel List** formatting option in the **Paragraph** group on the **Home** tab.
 - b. Answer choice 2
 - c. Answer choice 3

Feedback: If this quiz question is for practice, include the feedback one would receive in the WBT. This should be done in order to provide a similar experience.

2. Question two text.
 - a. Answer choice 1
 - b. Answer choice 2

Feedback: This is an example feedback sentence.

Mastery Tests – Heading 2

If including a mastery test in your WBT, include it in the text version. If it requires a particular score in order for a person to obtain credit for completing the course, you can include the questions and omit the feedback. Require the person to submit their answer to you to grade.

End of example.