



Fact Sheet Accessibility Word

Microsoft Office 365
E-Accessibility Solutions for Everyone

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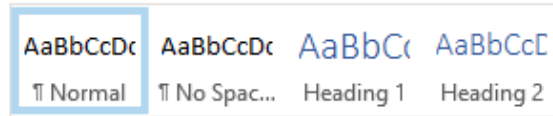


Orange Recommendations:

<https://a11y-guidelines.orange.com/en/>

Headings

- Use title styles from « Home » menu: Heading 1, Heading 2... if mail is long.



- Define explicit and relevant title names.

Language

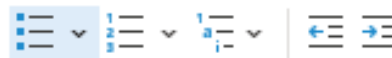
Specify the used language when it is not the default or indicate any language change (by selecting the concerned group of words): **Menu Review > Language > Set proofing language.**

Writing content

- Use a simple character police, without serif (Arial, Calibri, Helvetica...).
- Don't write phrase with only upper letters and avoid italic style.
- Check option « **Enforce accented uppercases in French** » in **menu File > Options > Proofing** (then unaccented uppercases will be underlined as errors).
- Explain at their first occurrence, abbreviations which are not in the current language.

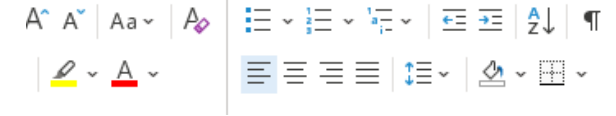
Lists

For lists, uses bullet or numbering lists from menu « Message », Basic Text.

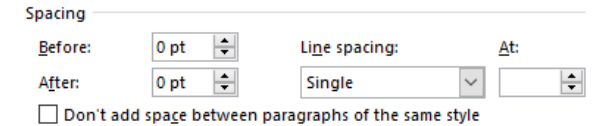


Formatting Content

- Align text to the left, avoid justifying it, centering it, or aligning it to the right.



- Use functions «indents and spacing» instead of carriage return, space bar or tabulations to format paragraphs: **right click, paragraph > indents and spacing.**



- Use predefined styles to format text (Normal for text body, ...).
- Use layout options to create a page layout. Example: **menu Layout > Columns**
- Use page break instead of inserting empty rows to go to the next page

Colors and contrasts

- Ensure a sufficient contrast between text color and background color. Test contrasts with « Color Contrast Analyzer » software
- Avoid writing text on a background image or a background texture.
- Ensure that the color is not the only way to give information.

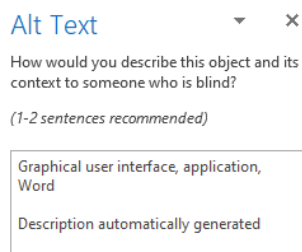


Links

- Provide explicit names for links. For instance: prefer « discover offers » to « click here » or « know more ».
- For each upload file, mention name, format, weight, and file language (if different from those of the document).

Images

- Image carrying information: write an alternative text that explains the informative content of the image. Select the image, **right click then edit Alt text**.



- Decorative Image: select the image, **right click then edit Alt text and check « mark as decorative »**.
- Image used as a link: write an alternative text that describes link function or link destination.
- Image carrying complex information: write an alternative text that indicates where is the detailed description of the image content. This one must be equivalent to the information carried by the image et must be closed to the image or accessible through a link.
- Image disposition: if you use a disposition option other than « Aligned on text », the image and text located in the description will be ignored by several screen readers. To align, select the image, **right click > wrap text > in line with text**.

Tables

- Don't use tables for information layout purpose.
- Don't insert a screen capture or image of a table.
- Avoid nesting tables, merging cells, inserting images and empty cells. From Excel, select a clearly identified table as such, copy it and paste it in Word choosing keep source formatting option
- Define column headers: select table, **menu Table Design, check header row**.
- Add a description that gives the table goal. Select the table then **right click: Table properties > Alt text > Description**.

Audio and video

Three elements can be mandatory to describe an audio/video content:

- Sub-titles: content text synchronized with the video and describing all audio information (dialogue, noise, music...),
- Audio description: narration added to describe the essential details useful to understand the video (actions, characters, sceneries...)
- Transcription: text version of the total content information

Requirements depending of the content:

Content type	Sub-titles	Audio description	Transcription
Audio	Not mandatory	Not mandatory	Mandatory
Video	Mandatory	Mandatory if some information is only provided in a visual way	Mandatory if the video contains interactive elements

Accessibility checking

Use the integrated accessibility checker: **Menu Review > Check accessibility** and fix detected problems using proposed solutions. Check **« Keep accessibility checker running while I work »**.

Accessibility problems detection

Errors automatically detected by the spelling and grammar option (File > Options > Proofing) or accessibility checker:

Problem	Detected
Titles and subtitles	No
Police without serif	No
Accentuation, language	Yes
Text formatting	No
Color contrasts	Yes
Hypertext link name	No
Non-aligned image or lack of alternative text	Yes
Image with irrelevant alternative text	No
Table without header	Yes

Conversion in PDF

Save the Word document in PDF format:

1. Menu File > save as
2. Select PDF
3. Click on « Other options »
4. Click on « Options »; check « document structure tags for accessibility »