

Document 1 – Enhancing accessibility of Word documents

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File Edit Format View Help

Cool New Font

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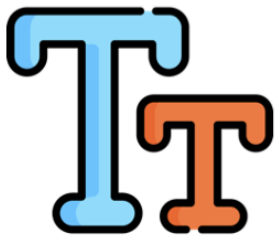
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#IDEAL_VLa11yToolkit

Text formatting



- **Sans-Serif** fonts are generally preferred to Serif fonts.

Sans-Serif fonts:
E.g., Arial, Calibri,
and Verdana



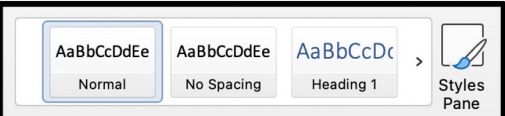
Serif fonts:
E.g., Times New
Roman, Courier

- Avoid all caps and small caps.

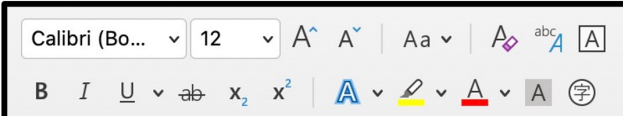
LOREM IPSUM

Lorem ipsum

- Avoid extreme font sizes within the text.
- Use **Styles Pane** instead of Font Pane for text formatting and conveying meanings.



Styles Pane

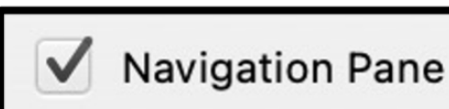


Font Pane

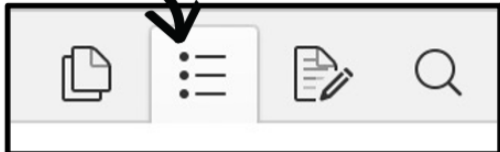
Document structure



- Set appropriate alignment and segments of text.
- Create lists using built-in numbered or bulleted lists.
- Format meaningful heading structure.
- Use Navigation Pane to check heading structure.



Navigation Pane



- Create table of contents.
- Do not put important information in headers, footers, or watermarks.

Use of colour



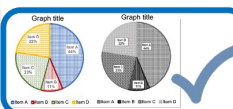
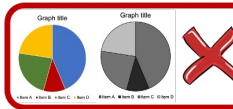
Poor contrast



Better contrast



- Ensure sufficient colour contrast.
- Do not use colour as the sole visual cue. Use multiple cues, such as line style, text, pattern fill, labels, and legend.



Spacing

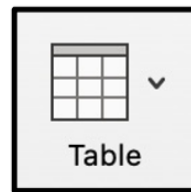


Page Break



- Set sufficient line spacing.
- Do not insert spacing by "Enter" key.
- Insert **page break** to create a new page.
- Do not insert indentation by "Spacebar" key.

Use of tables



Table



Header Row

- Do not use tables for layout formatting.
- Use Word's built-in functionality to insert and format tables.
- Always specify the **header row** of a table.
- Insert descriptive caption for table.



Insert Caption

Inclusive content



- Consider disability representation and diversity in mind.
- Use inclusive language. Avoid biased language.

Hyperlinks



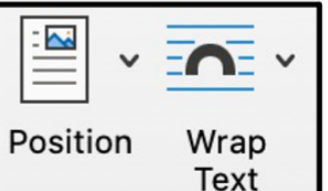
Links

- Use descriptive link text for hyperlinks.
- Avoid non-descriptive link text such as "Read more" or "Click here".
- Depending on the context, avoid using the full URL as the link text.
- Include hyperlinks in QR codes in the texts.

Graphics



Alt Text



Position

Wrap Text

- Provide alternative text ("Alt Text") for graphics.
- Avoid using text boxes or putting text over images.
- Position non-text elements as "In Line with Text".

Accessibility Check



Check Accessibility

- Use **built-in Accessibility Checker** to fix potential issues.

File sharing



- Set document languages.
- Edit file information and properties.
- Convert to PDF by "**Save As**" instead of "Print to PDF".