



University Information  
Technology Services

# Microsoft Office Word 2016 for Windows

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## Accessibility

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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# University Information Technology Services

## Microsoft Office: Word 2016 for Windows Accessibility

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## **Introduction**

This document has been developed to provide you with information about accessibility and Microsoft Word 2016. In this document, you will learn about the tools available for accessibility. You will also learn how to control the visual appearance of your document. Additionally, best practices and document structure are also covered to help you when developing a document.


## **Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Understand the tools available in Word 2016.
- Apply keyboard shortcuts.
- Control the visual appearance of the document.
- Insert sound files.
- Enable and use the text-to-speech tool.
- Understand best practices when creating a document.
- Effectively structure the document.
- Use the accessibility checker.
- How to obtain additional assistance.

# Accessibility Checker

The *Accessibility Checker* will scan your document to check for potential accessibility problems, so that someone with a disability can read and get to your content. The following explains how to use the *Accessibility Checker*:

 **Note:** Accessibility Checkers *always* use the software's built-in Accessibility Checker (Word, Open Office, Adobe Acrobat, Excel, PowerPoint, etc.). Follow the Repair recommendations provided by the Accessibility Checker to fix errors.

1. Click the **File** tab.

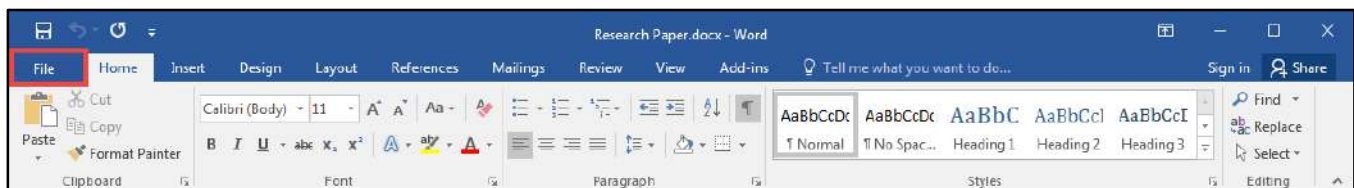


Figure 1 - File Tab

2. The *Backstage view* will appear, click on **Info** (See Figure 2).
3. Click the **Check for Issues** button (See Figure 2).
4. A drop-down menu will appear. Click on **Check Accessibility** (See Figure 2).

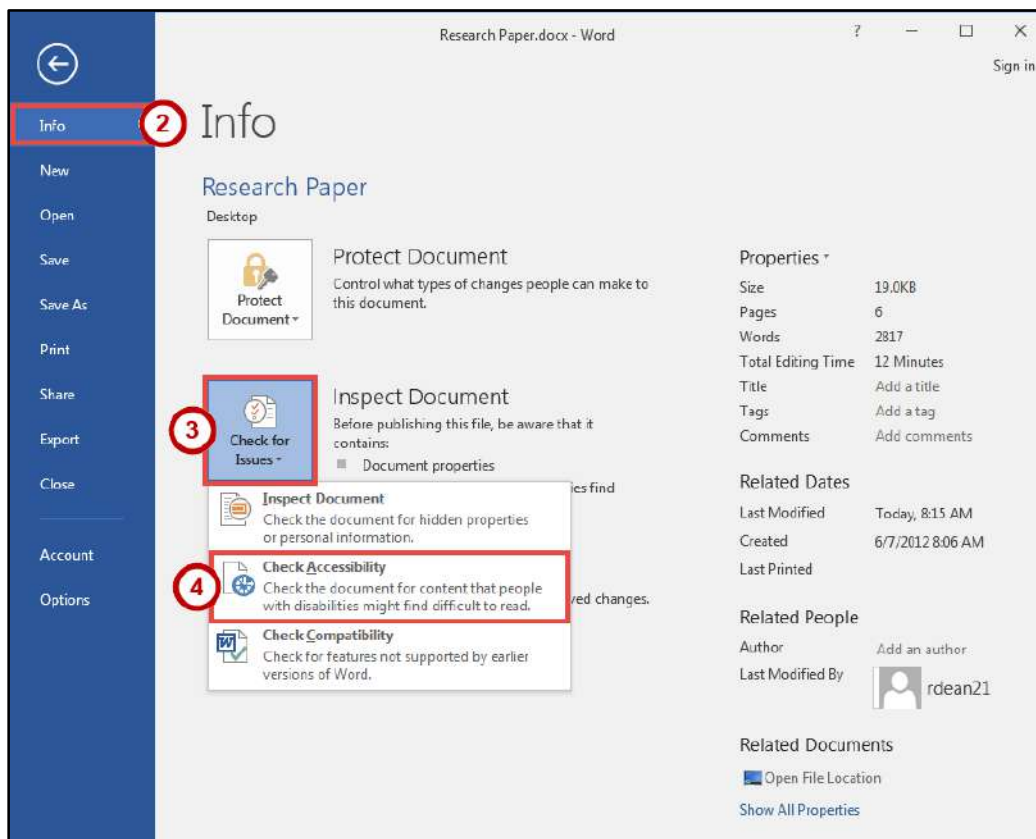


Figure 2 - Check for Issues

5. The *Accessibility Checker* will check your document and display the results to the right of your document in the *Accessibility Checker* pane.

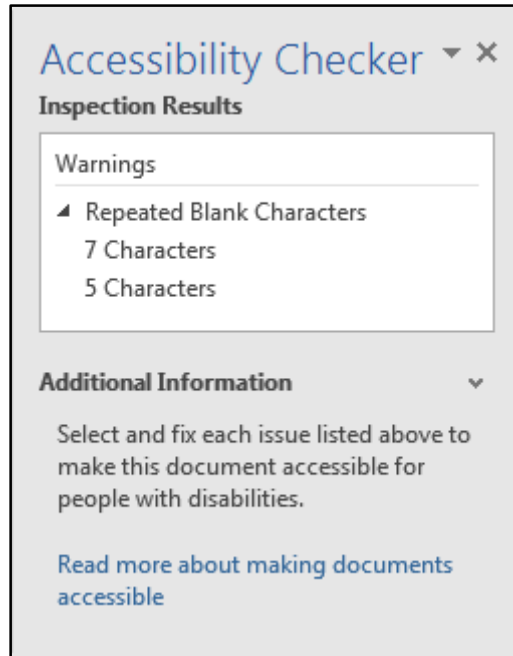


Figure 3 - Accessibility Checker Results

6. Click on one of the listed **accessibility issues** for additional information on where the issue takes place, and why the issue needs to be fixed.

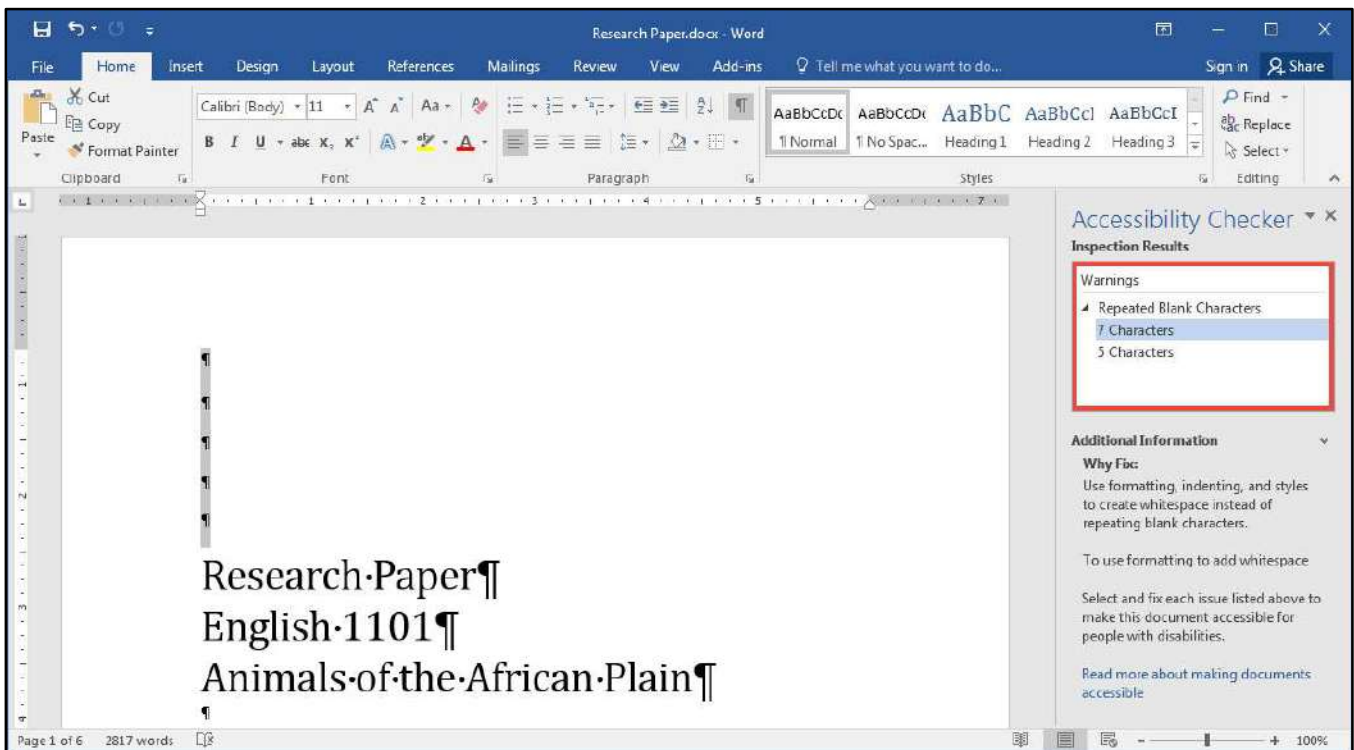



Figure 4 - Accessibility Checker Additional Information

## Inserting Sound Files

Inserting sound files can be very helpful for people who have difficulty reading and writing. The following explains how to insert a pre-existing sound file into your word document:

 **Note:** Multimedia a) Audio-only: provide Text Transcript; b) Video-only provide Video Description (text description of key visual elements); c) Audio+Video provide Closed Captions, Text Transcript, and Video Description.

**Note:** Combine Text Transcript and Video Description into one file.

1. Open the **file explorer** and **navigate to the location** that contains the sound file you wish to insert (See Figure 5).
2. **Resize and adjust** the window containing the Word 2016 document so you can see the file containing the sound on your computer (See Figure 6).



Figure 5 - File Explorer

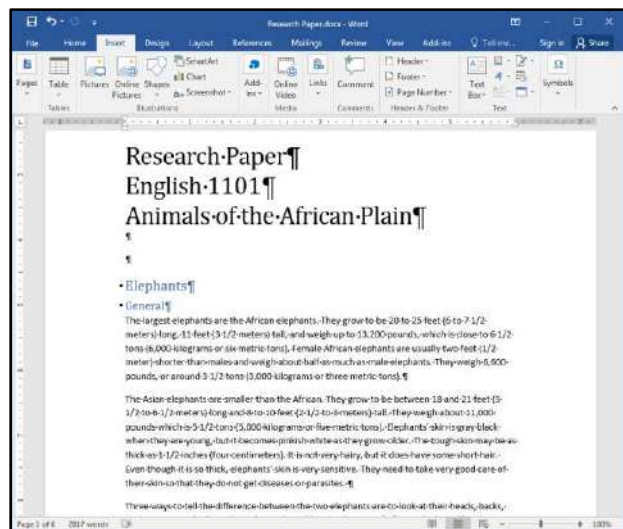


Figure 6 - Word Document

3. **Left-click and drag** the sound clip into the Word document.



Figure 7 - Drag Sound Clip to Word Document

4. The *sound clip* is now available in the Word document (See Figure 8).
5. To play the sound file, **double-click** the sound file icon (See Figure 8).



Figure 8 - Sound File Added

6. The *Open Package Contents* window will open, click the **Open** button.

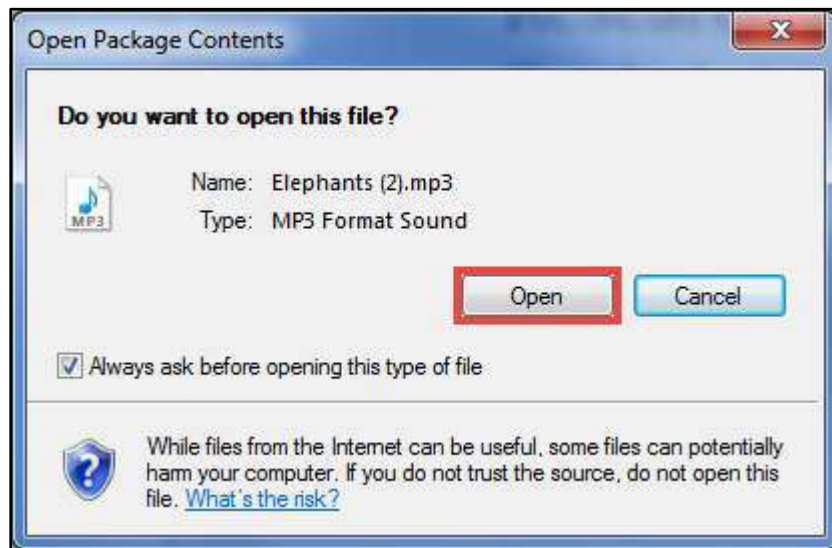


Figure 9 - Open Package Contents

7. The *sound file* will open and play in your default media player.



## Text to Speech

Word 2016 has a *Speak* text-to-speech tool that will read selected sections of a document out loud. This text-to-speech tool must first be added to your *Quick Access Toolbar* to be able to access.

The following explains how to add the *Speak* tool to the *Quick Access Toolbar*:

1. From the *Quick Access Toolbar*, click on the **drop-down arrow** (See Figure 10).
2. The *Customize Quick Access Toolbar* menu will appear, click **More Commands** (See Figure 10).

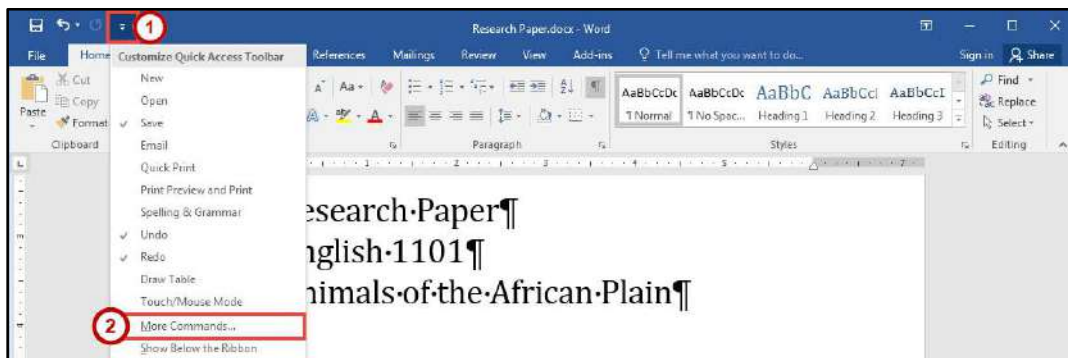


Figure 10 - Customize Quick Access Toolbar

3. The *Word Options - Quick Access Toolbar* window will appear. Under *Choose commands from* menu, click on the *drop-down arrow* and select **All Commands** (See Figure 11).
4. Search down through the *All Commands* list and select **Speak** (See Figure 11).
5. Click the **Add >>** button to add the *Speak* tool to your *Quick Access Toolbar* (See Figure 11).
6. Click the **OK** button (See Figure 11).

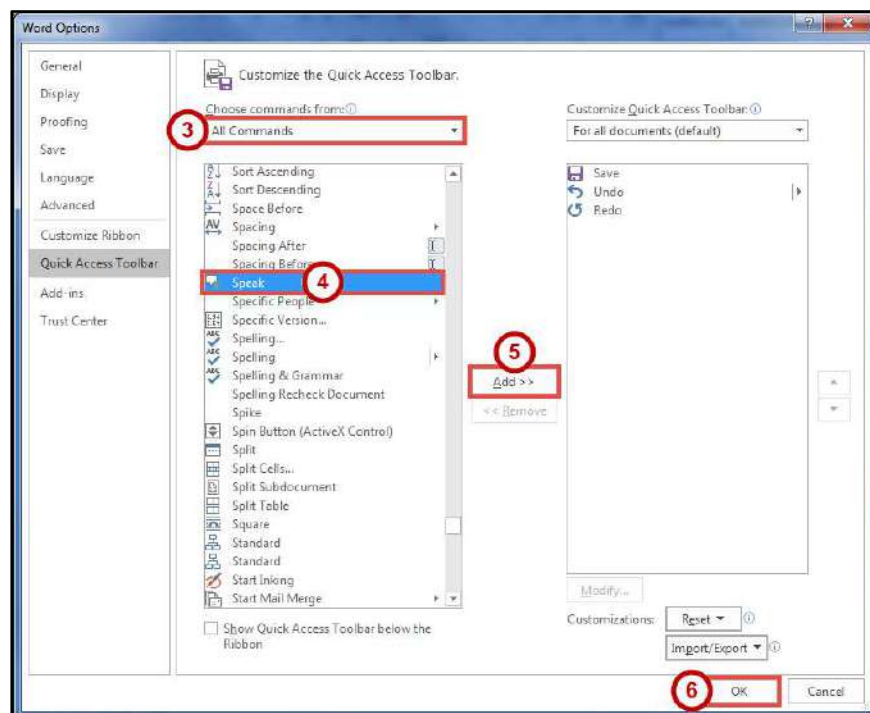


Figure 11 – Add Speak Tool

## Speak Tool

1. Select the **text** in your document that you want to be read out loud.
2. In the *Quick Access Toolbar*, click on the **Speak** tool.

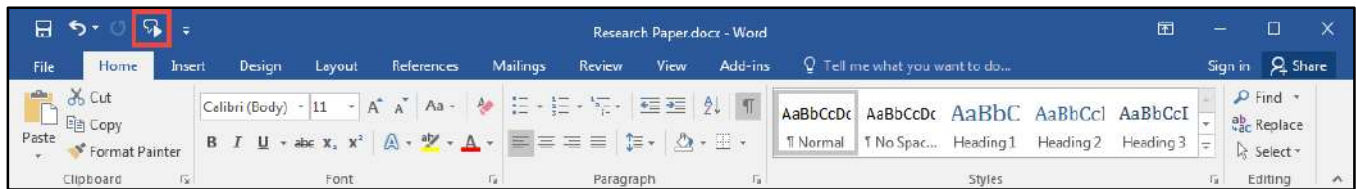


Figure 12 - Use Speak Tool

3. Your selected text will be read out loud.

## Keyboard Shortcuts

Keyboard shortcuts can be used to quickly select and execute tasks in Word 2016 (e.g. copying text and pasting elsewhere in the document). You can also create your own shortcuts to help improve efficiency. The following explains how to create a keyboard shortcut.

1. Click the **File** tab.
2. In the *Backstage View*, click **Options**.
3. The *Word Options* window will appear, click **Customize Ribbon** (See Figure 13).
4. Next to *Keyboard Shortcuts*, click the **Customize** button (See Figure 13).

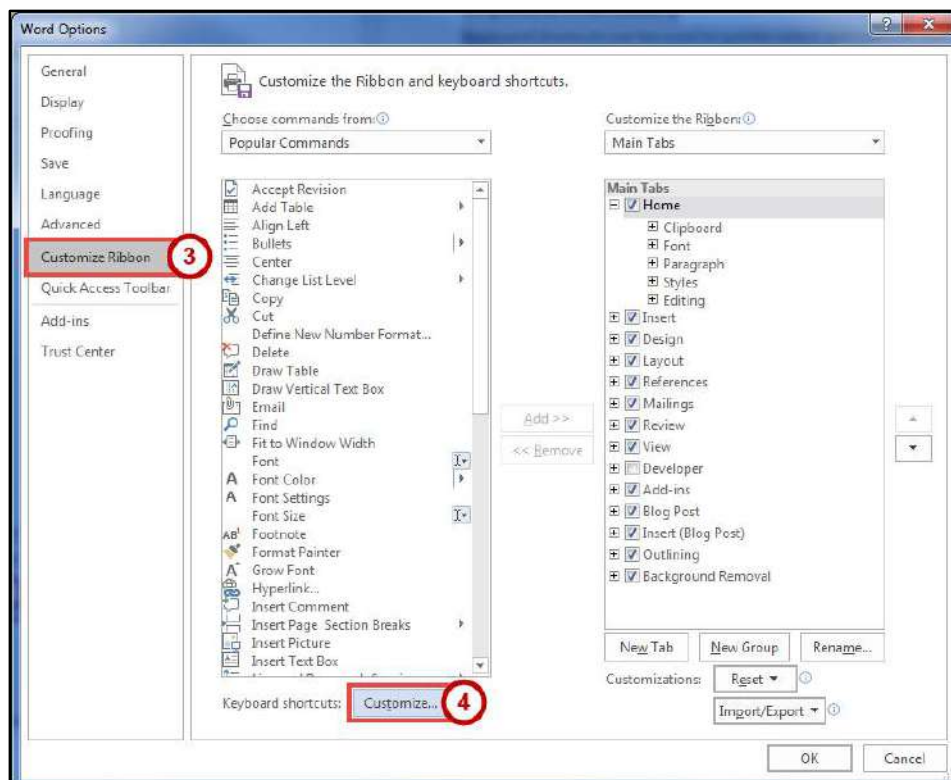


Figure 13 - Customize Keyboard Shortcuts

5. From the *Customize Keyboard* window you have following options.
  - a. **Categories** - Select the *category* that contains the command you wish to assign a keyboard shortcut to (e.g. the tab where you would find the desired command) (See Figure 14).
  - b. **Commands** - Select the *command* that you want to assign a keyboard shortcut to (See Figure 14).
  - c. **Current keys** - If a keyboard shortcut is already assigned to the command, it will appear in the *Current keys* box (See Figure 14).
  - d. **Press new shortcut key** - If there is no shortcut assigned to the command, place your cursor in the *Press new shortcut key* box. Press the key combination that you want to assign to this command (example: Alt + Ctrl + B). If you receive a message that the combination that you select is already assigned to another command, try a different combination (See Figure 14).
  - e. **Assign** - Click the *Assign* button to save the shortcut (See Figure 14).
6. Click the **Close** button (See Figure 14).

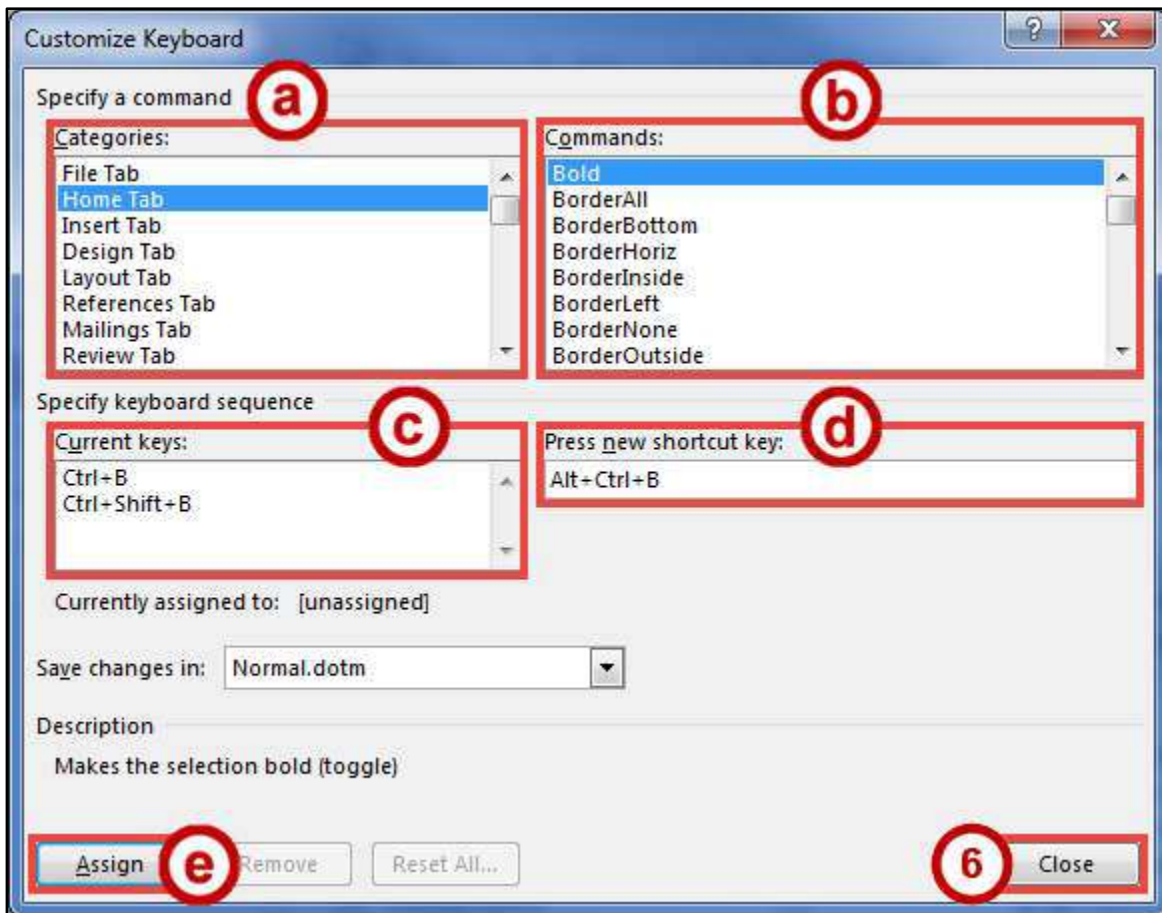


Figure 14 - Customize Keyboard

## Additional Keyboard Shortcuts

The following are some commonly used keyboard shortcuts in Word 2016:

Function	Shortcut	Description
Bold	CTRL + B	Makes the text bold.
Italic	CTRL + I	Italicizes the text.
Underline	CTRL + U	Underlines the text.
Copy	CTRL + C	Standard keyboard shortcut for copying anything. Applicable across Windows.
Cut	CTRL + X	Instead of making a copy, removes the text from the current location and copies it to the clipboard, from where it can be pasted into another location.
Paste	CTRL + V	Pastes anything from the clipboard into your current location.
Redo	CTRL + Y	Repeats the last action.
Undo	CTRL + Z	Undo the last action.
Select All	CTRL + A	Selects all text on the page. Useful for copy-pasting entire documents.
Save As	F12	Opens the 'Save As' dialog box.
Open	CTRL + O	Opens an existing document.
New	CTRL + N	Creates a new document.
Print	CTRL + P	Opens the Print dialog box.
Find/Replace	F5	Opens the find/replace/go-to dialog box.
Spell Check	F7	Opens the spell check.
Insert Link	CTRL + K	Inserts a link at the current location.
Move to Document End	CTRL + End	Moves cursor to the end of the document.
Move to Document Start	CTRL + Home	Moves cursor to the beginning of the document.
Single Line Spacing	CTRL + 1	Changes line-spacing to single space.
Double Line Spacing	CTRL + 2	Changes to double line spacing.

## Using the Keyboard to Navigate the Ribbon

Some users may prefer using the keyboard as they work with Microsoft Word. *Access Keys* allow you to control each button on the ribbon with the keyboard. The following instructions explain how to use *Access Keys*.

1. Press the **Alt** key on your keyboard.
2. You will see *letters* and *numbers* appear next to the tabs and commands on the ribbon.

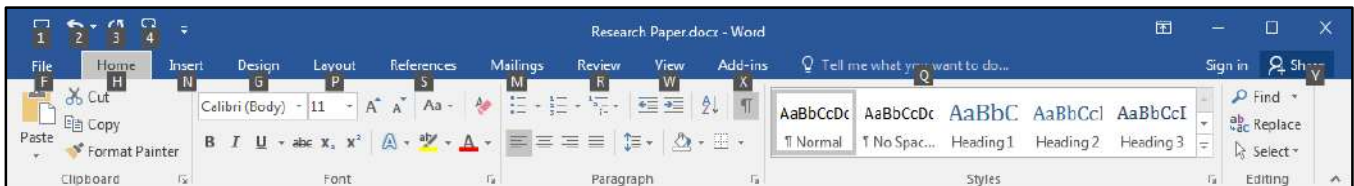


Figure 15 - Access Keys Displayed

3. Press the corresponding number/letter on your keyboard to select that option. For example, if you select the letter "H" for the *Home* tab, the tab will become selected and you will see additional letter and number options for each command on the selected tab.

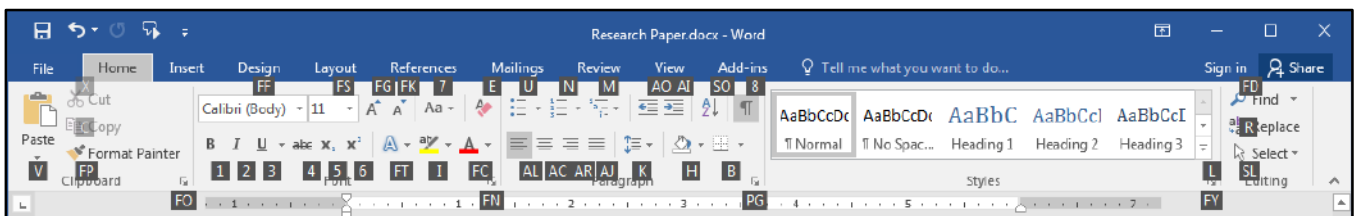



Figure 16 - Access Keys Displayed for Selected Tab

4. Continue to press letters or numbers to navigate and select your desired command.  
**Note:** If a separate window opens in Word, use the **tab** key to move the cursor throughout the window and **Shift + Tab** to move backwards. If checkboxes are available, the space bar will allow you to place a check-mark.

## Increasing Spaces between Words

Once a document is typed, it can sometimes make the document more accessible to increase the spaces between words by using the *Replace* tool. The following explains how to increase spaces between words using the *Replace* tool.

 **Note:** Ensure Readability by dividing large blocks of text into smaller more manageable sections, avoid complex sentences, use sans-serif font at approximately 12 points.

1. Click the **Home** tab (See Figure 17).
2. In the *Editing* group, click **Replace** (See Figure 17).

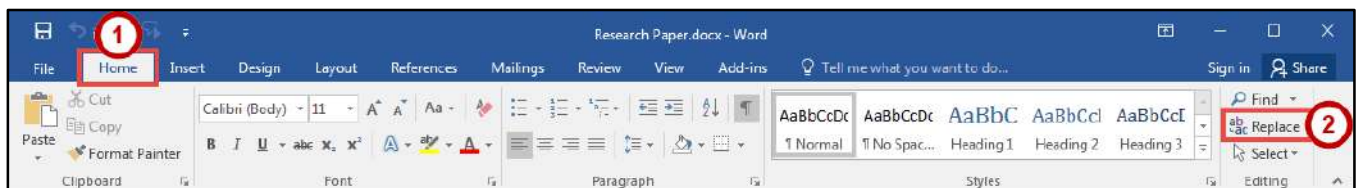


Figure 17 - Home Tab

3. The *Find and Replace* window will appear. In the *Find what:* field, press the **spacebar** once (See Figure 18).
4. In the *Replace with:* field, press the **spacebar** to equal the number of spaces that you want to insert between each word (See Figure 18).
5. Click the **Replace All** button (See Figure 18).

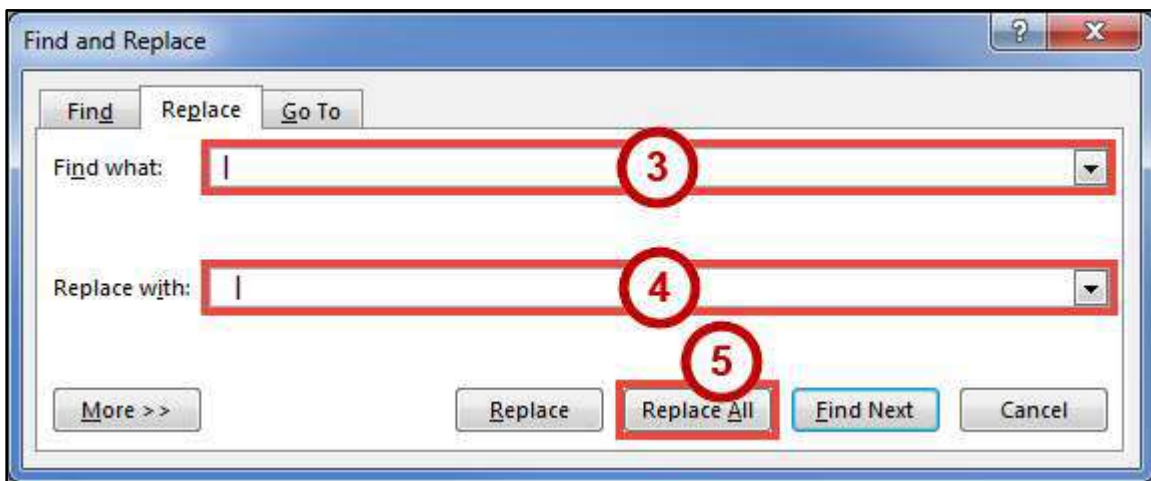


Figure 18 - Find and Replace

6. The space between words in your document will be increased.

## Zoom

The *zoom* tool magnifies the document on the screen, making text larger (or smaller). Note that using the *zoom* tool will not change the appearance of the document when it is printed. The *Zoom* tool can be found on the *View* tab in the *Zoom* grouping or on the right-side of the *Status Bar* at the bottom of the document.

### Zoom Tool via View Tab

1. Click on the **View** tab (See Figure 19).
2. In the *Zoom* grouping, click on **Zoom** (See Figure 19).

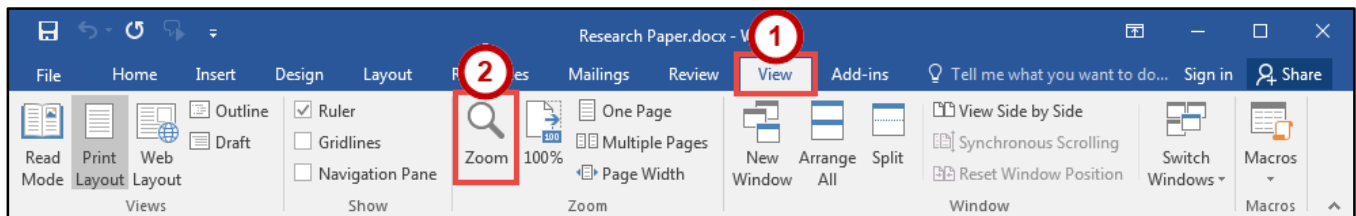


Figure 19 - Zoom Tool via View Tab

3. The *Zoom* window will appear. In the *Percent* field, adjust the **number** relative to how much you want to zoom in/out (See Figure 20).
4. Click the **OK** button (See Figure 20).

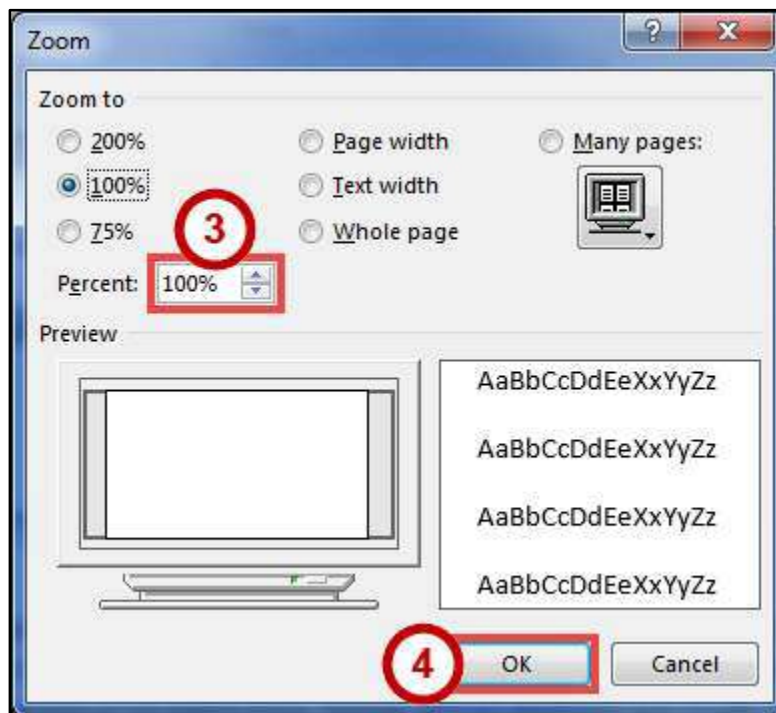


Figure 20 - Zoom Window

## Zoom Tool via Status Bar

1. On the right-side of the *Status Bar* at the bottom of the document, click the **minus** or **plus** button to zoom your document in/out (See Figure 21).
2. You can also drag the **slider** to the left or right to zoom in or out (See Figure 21).



Figure 21 - Zoom Tool via Status Bar

## Read Mode

When *Read Mode* is activated, Word will hide the ribbon and menus. *Read Mode* will automatically fit the pages to your computer, use columns and larger font sizes to improve readability (or if you are using a tablet, resize the page to fit your device). While in read mode, you can also change these options to suit your needs. The following explains how to enter *Read Mode*.

1. Click the **View** tab (See Figure 22).
2. In the *Views* grouping, click **Read Mode** (See Figure 22).

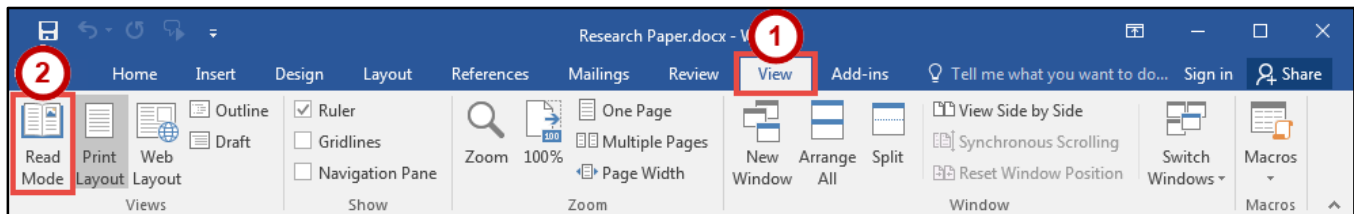


Figure 22 - Read Mode

3. Your document will now display in *Read Mode*. To navigate through the document, click the **arrows** within the left/right margins.

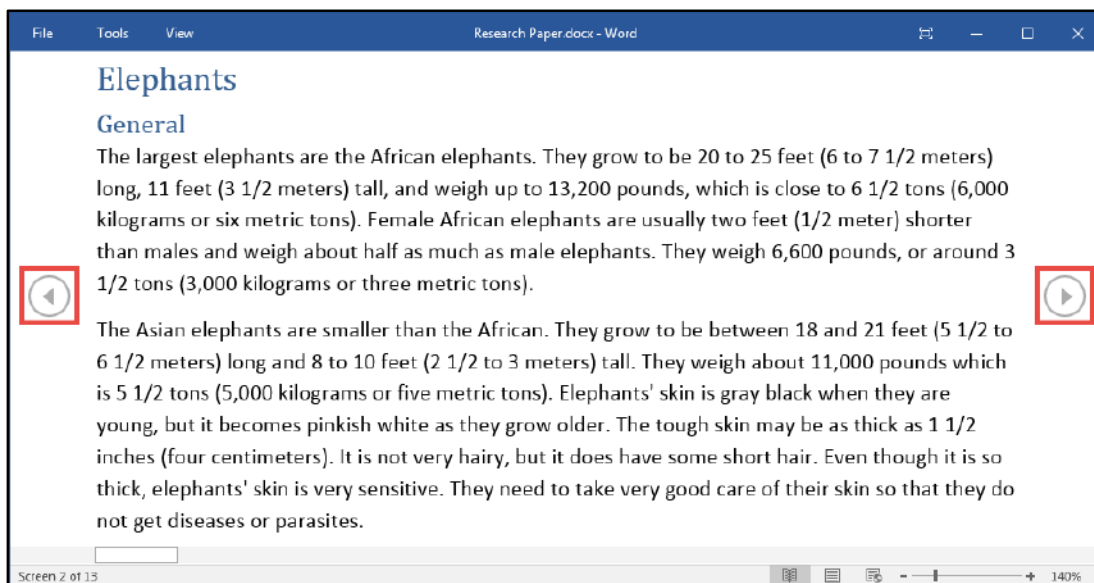


Figure 23 - Document in Read Mode



4. To return to editing your document, click the **View** tab (See Figure 24).
5. Click on **Edit Document** to return to the *Print Layout* view (See Figure 24).

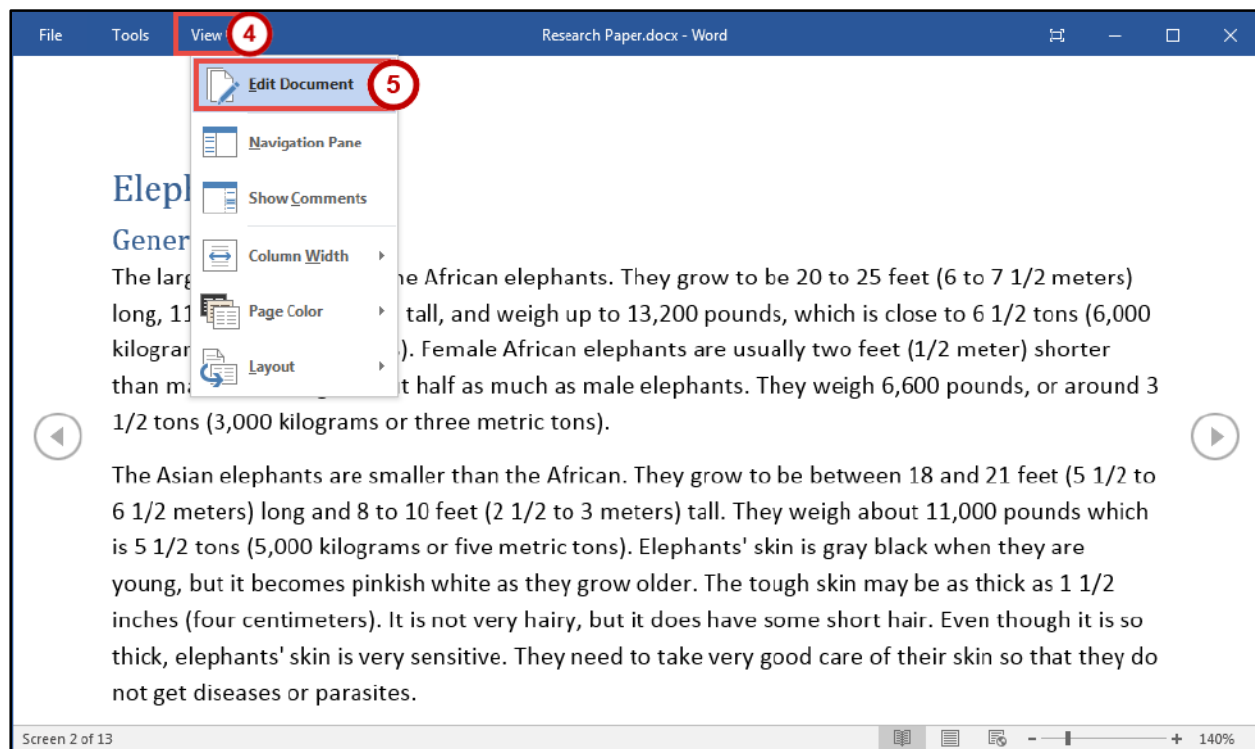



Figure 24 - Edit Document


## Best Practices


The following should be considered when developing a document to make it accessible to everyone.

### Page Layout

When developing a template, make certain that the document is not cluttered. To avoid a cluttered document, allow for an adequate amount of white space between paragraphs, graphics, tables, etc. Also, use bullets and numbers whenever possible to improve readability.


 **Note:** Semantic Structure (or Styles) *always use* to create structure in Word, Open Office, HTML, etc. Heading 1 for Document Title; Heading 2 for all Section Titles; Heading 3 for all Sub-section Titles. Also, Strong (structural equivalent of bold); Emphasis (structural equivalent of italics). Other Style types are available, as needed. Table of Contents should be provided based on the Heading structure; Table of Figures, if needed.

 **Note:** True Bulleted or Numbered Lists, True Columns, True Tables always created instead of using spacebar or tab to create faux structure.

 **Note:** Ensure Readability by dividing large blocks of text into smaller more manageable sections, avoid complex sentences, use sans-serif font at approximately 12 points.

## Alternative Text

Alternative Text helps people with screen readers understand the content of the pictures. Be certain to use alternative text for your graphics so that those with visual impairments will be able to understand the purpose of the graphic in the document.

 **Note:** Text Equivalents (ALT Text) for every non-text element such as image, chart or graph. A clear, concise description 100 characters or less that is provided via Format Picture. If ALT text *alone* is insufficient, provide Long Description in surrounding text or as separate document.

The following explains how to add alternate text to a graphic in Word.

1. Right-click the **graphic** in your document.
2. A *context-sensitive* menu will appear. Click on **Format Picture** (See Figure 25).

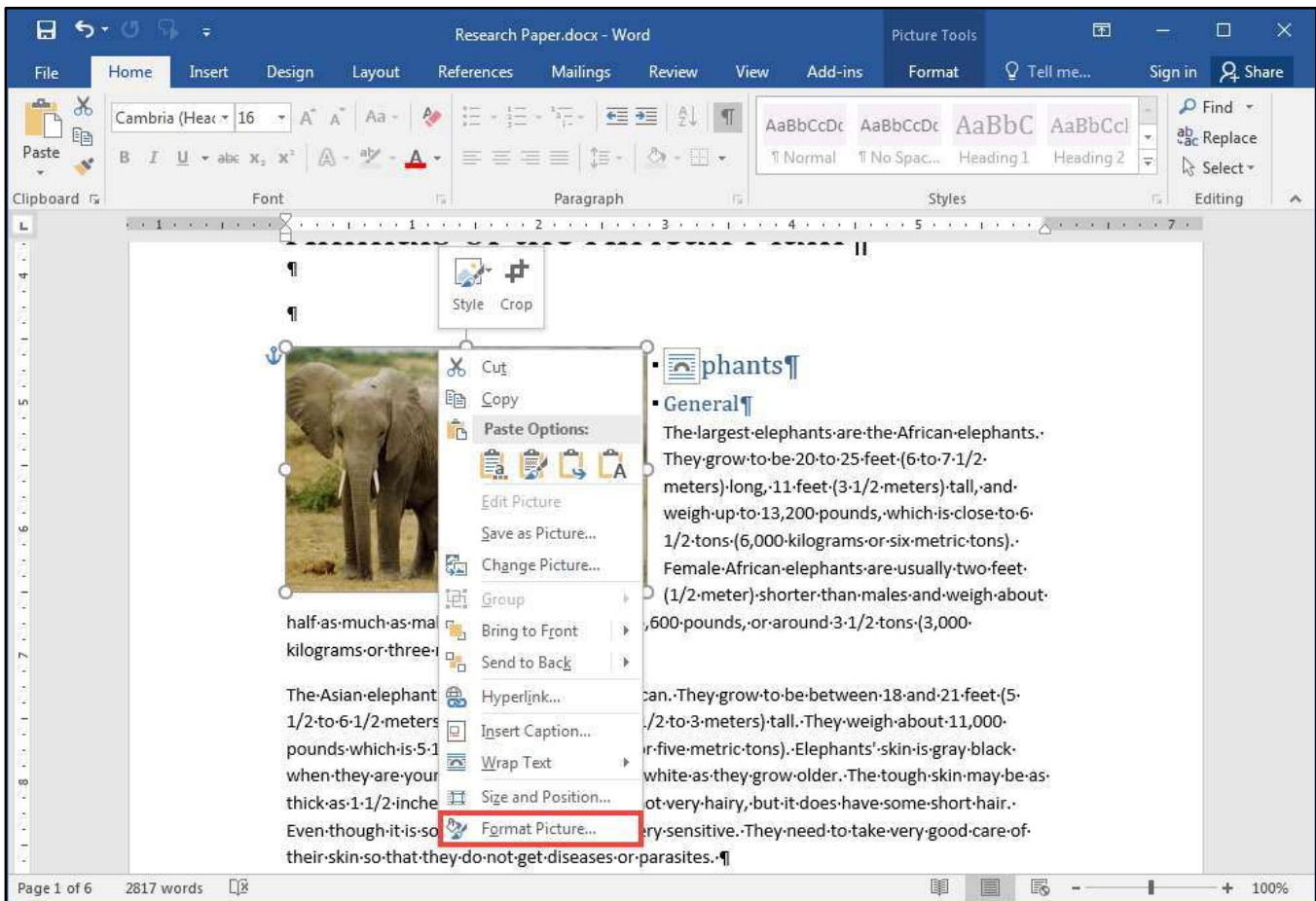


Figure 25 - Format Picture

3. The *Format Picture* pane will appear to the right side of the document window.
    - a. Click on the **Layout & Properties** icon (See Figure 26).
    - b. Click on **Alt Text** (See Figure 26).
    - c. A drop-down will appear. Complete the **Title** and **Description** fields (See Figure 26).
    - d. Close the *Format Picture* pane when done adding your *Alternate Text* (See Figure 26).
- Note:** Use concise wording (e.g. about 100 characters), capitalize only the first letter, and avoid punctuation, sentences, or special formatting (e.g. bold, italics) when adding Alternative Text.

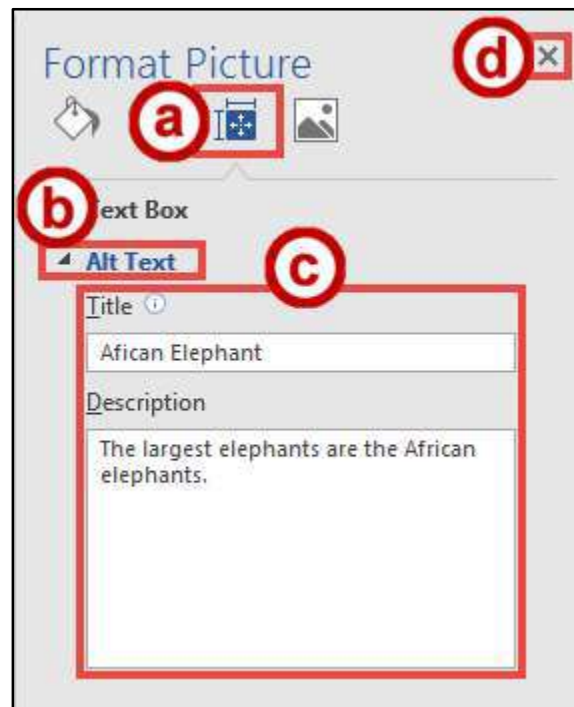




Figure 26 - Alt Text


## Font Size and Color Schemes

Remember the following when developing documents so that they will be easy to read:

- Make all font sizes at least ten points.
- Avoid using light or pale font colors with light backgrounds.
- Limit the use of the following font variations: bold, italics, and capital letters.


 **Note:** Ensure Readability by dividing large blocks of text into smaller more manageable sections, avoid complex sentences, use sans-serif font at approximately 12 points.

 **Note:** Avoid Color Coding color alone is not sole means of conveying important information.

 **Note:** Sufficient Color Contrast between foreground and background elements. Also, background does not overpower text (e.g. PowerPoint, Web page, etc.)

## Headings

When developing the document, be certain to use headings for each section (e.g. this booklet uses headings for sections and sub-sections). This will help people with screen readers to quickly and easily understand each section of the document without having to read the details in each section. Headings can also be used to quickly navigate to sections within the document.

 **Note:** Semantic Structure (or Styles) *always use* to create structure in Word, Open Office, HTML, etc. Heading 1 for Document Title; Heading 2 for all Section Titles; Heading 3 for all Sub-section Titles. Also, Strong (structural equivalent of bold); Emphasis (structural equivalent of italics). Other Style types are available, as needed. Table of Contents should be provided based on the Heading structure; Table of Figures, if needed.

The *Styles* group on the *Home* tab is an effective way to structure a document. Consider using the heading elements (e.g. Heading 1 and Heading 2) and the normal paragraph element.

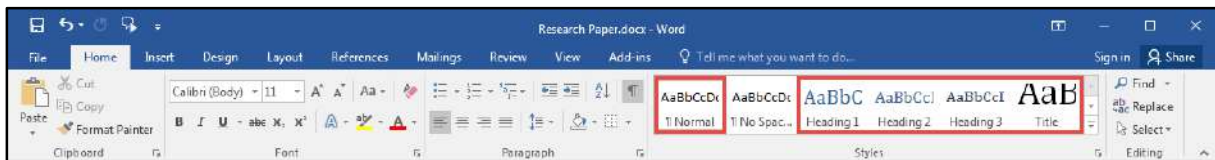


Figure 27 - Styles

## Navigation Pane

The following instructions explain how to display the Navigation Pane, which is a list of the headings within the document.

1. Click the **View** tab (See Figure 28).
2. In the *Show* group, click the **checkbox** next to *Navigation Pane* (See Figure 28).
3. The *Navigation Pane* will appear to the left side of your document (See Figure 28).
4. Click on a **heading** under the *Headings* tab to jump to that section (See Figure 28).

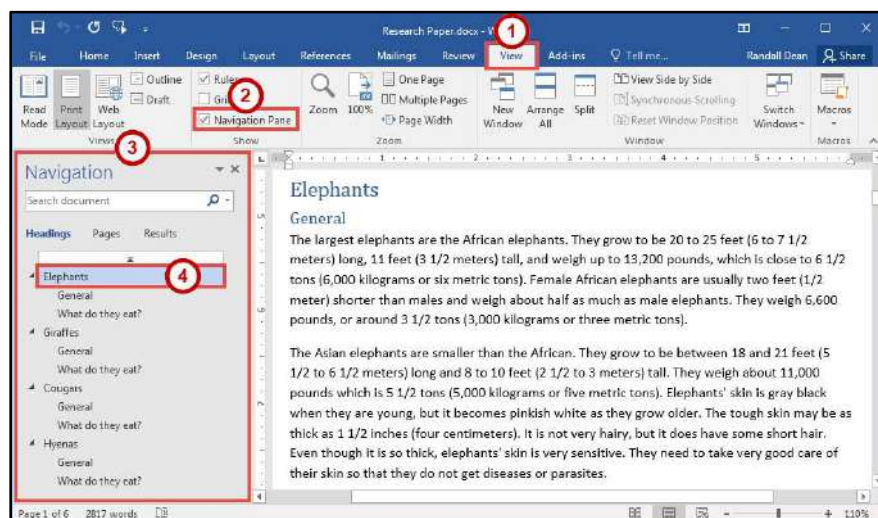


Figure 28 - Navigation Pane

## Tables

The use of tables in documents help to make large amounts of data easy to understand for everyone. The reader can make sense of the data when the tables include effective headings. If the table stretches over several pages, it is important to include headings on each page.

**Note:** Screen reading software has difficulty reading tables that have rows with different heights, and have a varying number of columns in the various rows. Avoid creating tables with the tab key.

FirstName	LastName	Address1	City	State	Postal Code	Salary
Norman	Cronwith	11678 Parker Rd.	Suforde Falls	WA	98817	\$75,000
Janet	Sindole	123 Century Plaza	Bellevue	WA	98170	\$87,000
Theo	Ygarre	123 Main	Paris	ID	83348	\$27,000
Brent	Gorton	1552 NW Technical	Bellevue	WA	98172	\$44,000
Ursala	Fontaine	1928 Broad St.	Greenston	OR	97204	\$92,000
Hazel	Kourios	1982 Paperwhite	Bellevue	WA	98177	\$55,000
Frank	Sammler	22 South Main.	Suforde Falls	OR	97558	\$50,000
Gail	Dixon-Waite	29 Harborview	Renton	WA	98571	\$37,000
Linda	Szczynek	323 NE Parson	Midtown	OR	97723	\$30,000


FirstName	LastName	Address1	City	State	Postal Code	Salary
Howard	Bankler	722 Alder Lane	Pepticonda	WA	99212	\$47,000
Pete	Cooper	8818 NE 15th	Pecos	OR	97100	\$35,000
Sherrie	Wu	9019 Salamander NW	Paddington	WA	99442	\$42,000

Figure 29 - Table with Headings on Each Page

## Hyperlinks

When inserting a hyperlink in a document, the hyperlink will be more effective if the user sees a descriptive title for the URL.

For example, if you have a link to Kennesaw State University in your document, it would be more effective to use [Kennesaw State University](#) instead of non-descriptive text such as, [Click Here](#).

 **Note:** Descriptive Hyperlinks must make sense out of context; avoid vague descriptions like Click Here or Email Me. Avoid using the URL. Instead, hyperlink text should describe the destination: website name, document name, or other resource.

To insert a *Hyperlink* into your document:

1. Click on the **Insert** tab (See Figure 30).
2. In the *Links* grouping, click on **Hyperlink** (See Figure 30).

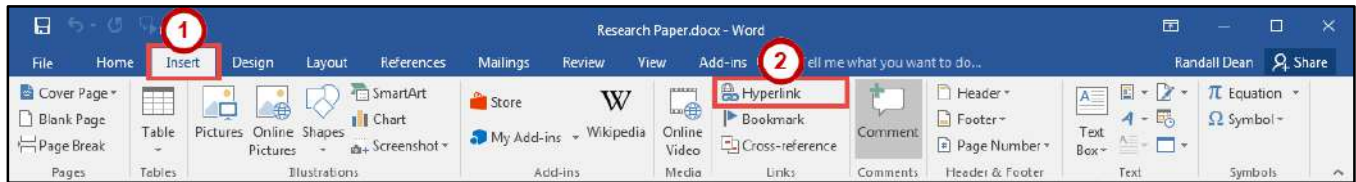


Figure 30 - Hyperlink

3. The *Insert Hyperlink* window will appear. In the *Text to display* field, type the **Descriptive title** for the URL (See Figure 31).
4. In the *Address* field, type the **URL** for the webpage (See Figure 31).
5. Click the **OK** button (See Figure 31).

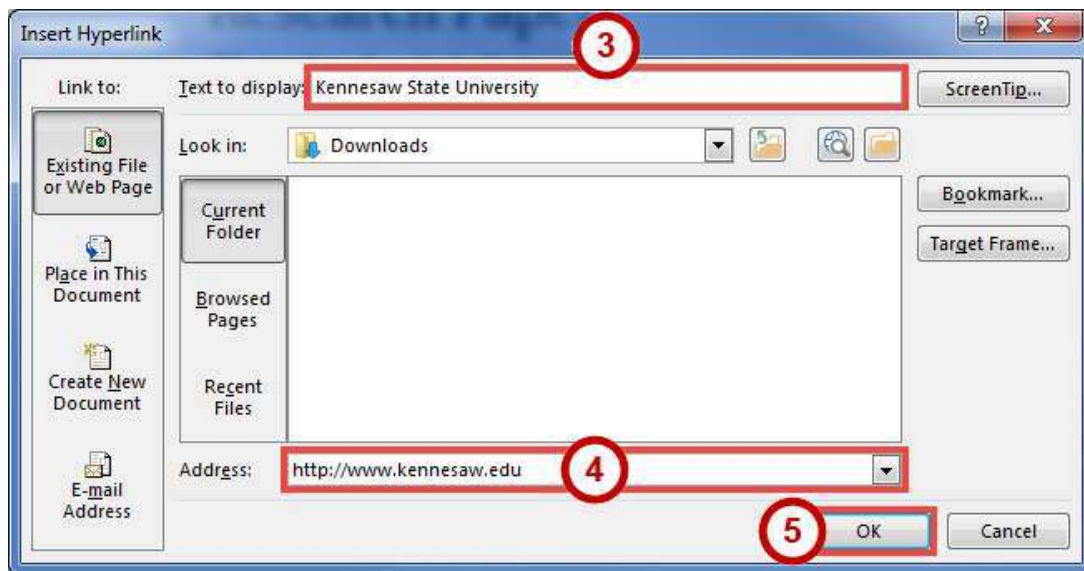


Figure 31 - Insert Hyperlink

## Additional Help

For additional support, please contact the KSU Service Desk:

### KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>

### KSU Student Helpdesk

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>