In part one, we learned how to determine whether or not a course document was built with accessibility functions in mind. We looked at how the little blue box in the styles ribbon indicates whether or not headings were created properly, we looked at how the list icon will illuminate if a list was built using the list function, we discussed the criteria for an accessible hyperlink, we looked at the alt text for images, and we discussed the criteria for accessible data tables. Now we're going to look at an inaccessible document and make the appropriate changes.

Headings

First, I am going to click on what I determine should be a heading. Once I click on that line, I am going to look at the Styles ribbon. I see here at the blue box did NOT move to indicate a heading style was chosen. Instead, that blue box stayed on the "normal" option. This indicates that this document was not built using the appropriate headings, and is thus inaccessible. In order to fix this, all we have to do is click on the line that should be a heading, and then click the appropriate heading from the styles ribbon. This may change the way this line looks, but that's okay. The default for a heading one may vary from computer to computer and file to file. If you don't mind the changes to the font, then you can move on and change all of the headings to a heading one using the style ribbon. If you don't like the way it look, you can right-click on the heading one option, select Modify, and then adjust the font as desired. Now, all headings designated as Heading ones will have this safe font change.

We'll click through this entire document and designate all of the appropriate headings as Headings Ones. We're just clicking the line and then clicking "heading one" in the styles ribbon.

Lists

Next, we're going look at lists. Remember from Part One, we know that if we click on an item in a list, it SHOULD illuminate the list icon. In this case, we can see that because the list icon did not illuminate, we know that is NOT an accessible list. In order to make this list accessible, we're going to highlight the entire list, and then click that list icon. This will make the list accessible.

Do this to each list in your document.

Hyperlinks

We know that in order for hyperlinks to be considered accessible, they need to be clickable and have a displayed text that is descriptive of the external location to which students are being sent. In this example, our "prerequisite" wants students to visit a URL that is not clickable. We know this because it's not underlined and blue. Also, the displayed text is a long URL with lots of letters and numbers. In order to fix this, we're going to highlight the URL, and right-click. We'll select the "Hyperlink" option, which will open the "insert hyperlink" box. Here, you'll change the Text to Display from that long URL to a succinct description. In this case, we want to display "Level 2 placement in English and Reading." Then we'll click OK. Notice that this changed our long URL into a short, clickable one.

Images

To make an image accessible, right-click the image, select "format pictures," then select "Layout & Properties" in the Format Picture Pane. Open the "alt Text" option, and type a short description of the

image. If the image is solely decorate, type "decorative." Then, click the x. There is no OK or SUBMIT button.

Tables

Finally, to make a table accessible, we must add a header row. To do this, right-click on the first cell of the table, and click "Insert" and then "insert row above." Type your headers. Then, we need to add an alt-text to your table. Do this by right-clicking in the first cell, and selecting "table properties." In the alt-text tab, write a short description. Then, in the Row tab, UNCHECK "allow row to break across pages" and CHECK "repeat as header row at the top of each page."