

# Accessible Document Compliance

## Word Documents

### General Overview

In this course, we will address accessibility of Microsoft Word documents. So much of what we have to consider for compliance in Word documents is foundational for other document formats such as PowerPoint and PDFs. As a result, this unit will take the longest to complete and is the most in-depth. In order to receive credit for the course you must complete all required assignments and assessments with a grade of 80% or higher.

### Course structure

This course consists of seven units and the Start Here unit you are currently viewing.

- Word's Accessibility Checker
- Using Headings in Word
- Alt-Text for Graphics
- Accessible Text and Image Hyperlinks
- Creating Accessible Tables
- Exporting Your Document to Accessible PDF
- Other Things to Consider (additional information, but no assessment in this unit)

Each unit will contain a variety of content ranging from an overview, a handout, a video, and website links. Each unit will also contain a hands-on assignment. For the purposes of this course, you will be working on making an Instructor Plan (syllabus) accessible. You can download the Instructor Plan from a link within this unit.

While this selection of videos may cover many features of Word that are familiar to you, it will tie them back to their usage for producing accessible documents. For the purposes of this assignment, you will be applying them to a downloaded copy of the Instructor Plan document.

### Getting Started

After you have downloaded a copy of Instructor Plan Document you can proceed.

1. Print out either the Word 2013 or 2016 Cheatsheet Handout to use as a reference depending on your version of Word. While not covering everything in the videos it is a good reference. *Note: Even if you are not using Word, you will find similar features in other word processors for meeting compliance.*
2. Work through the content within each unit. You should view the videos within each unit and take notes as necessary. Review/Print out the handouts contained in each unit.
3. After you have viewed each video you will be asked to make changes to the Instructor Plan related to the topic of the unit and then save those changes to the file. By the end of the course, the cumulative changes to the document will have all the issues corrected.
4. You will then upload the file into the assignment that is contained in that unit.