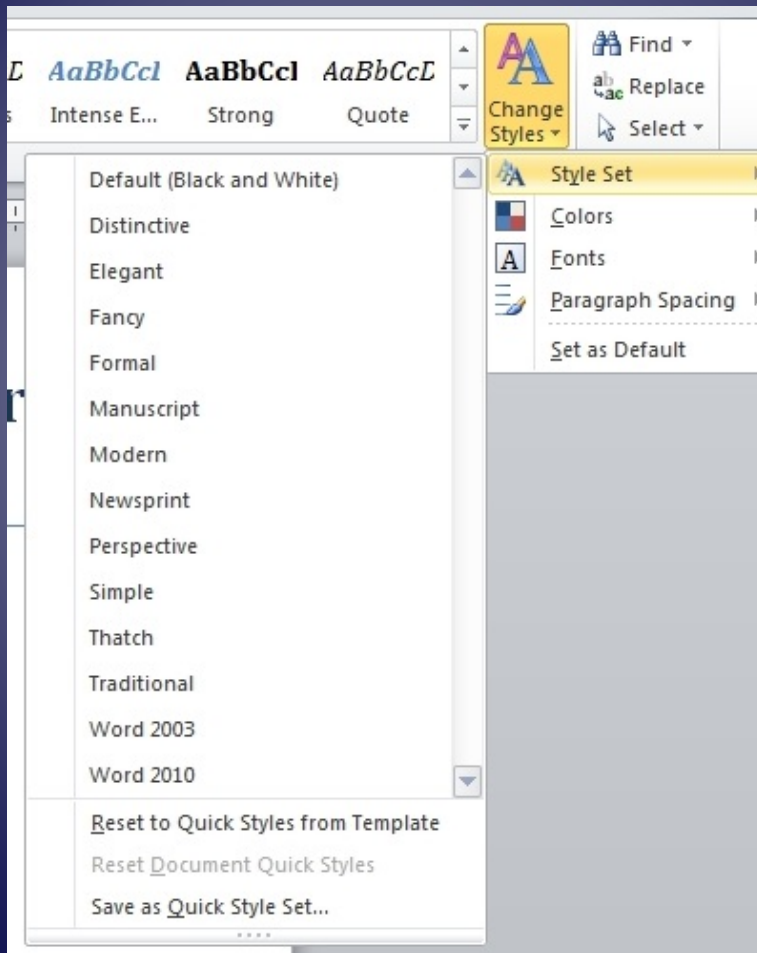


Universal Design for Learning



- When it comes to electronic materials, “ramps” need to be built in up front
- For students who
 - Listen to texts (visual)
 - Watch videos (aural)
 - Take notes verbally
 - Use Literacy Support Software

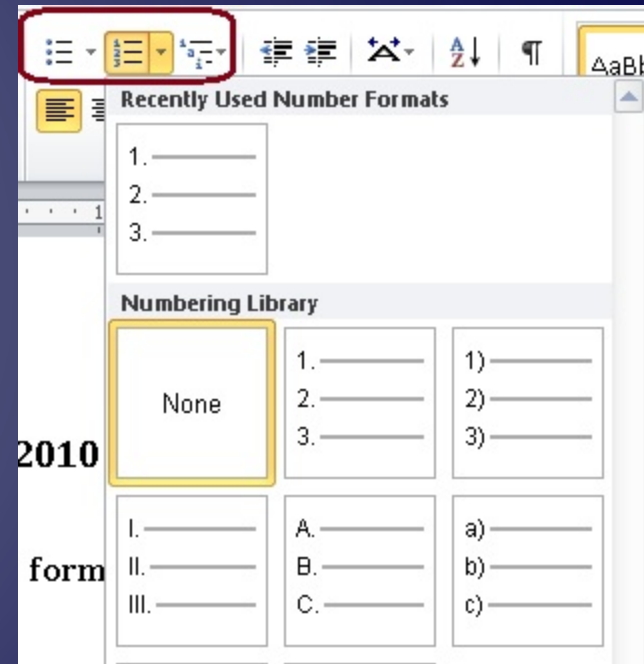
Change Style Set for Variety



- On the “Home” ribbon, click on “Change Styles”
- Click on “Style Set” to select from built-in styles.
- As you hover over a style, it shows you a preview of your document in the background

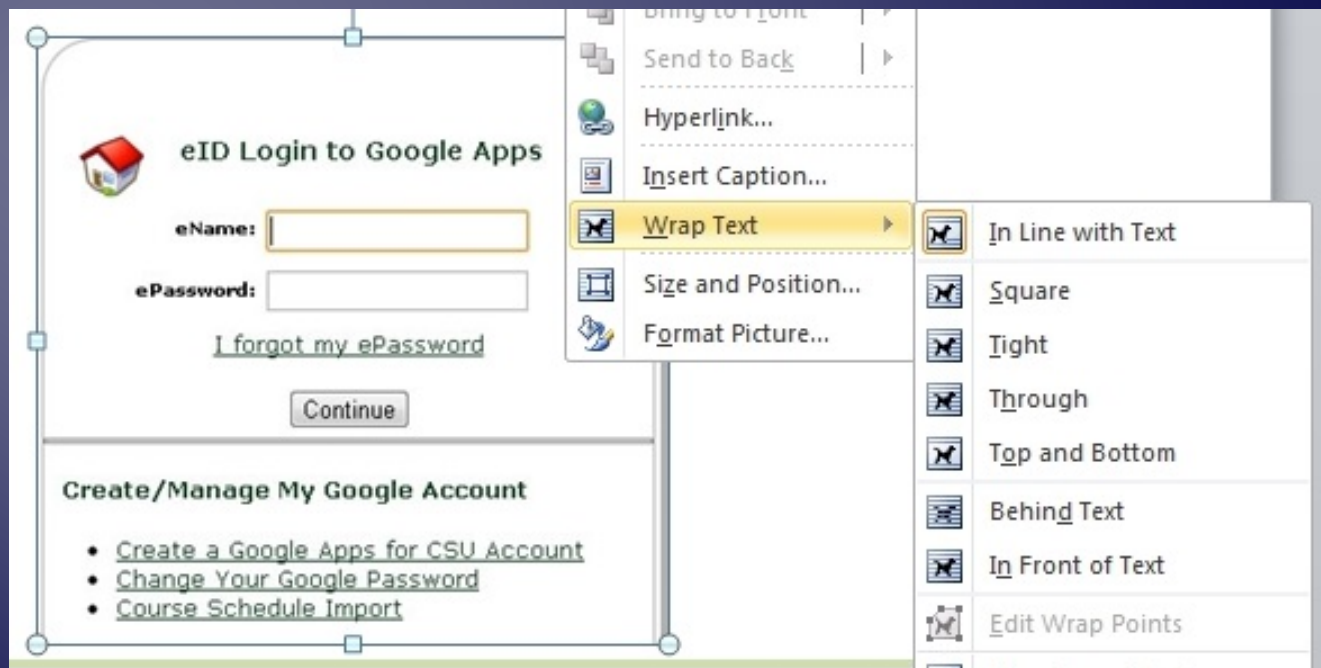
Format Lists

Use built-in styles and numbering



Images and Graphs

- Must be in line with text
- Right-click on the Image
- Select “Wrap Text” then “In Line with Text”



Add Alternate Text to Images

- Alt Text describes the purpose or meaning of the image in context.
- To write good alt text, ask yourself:

“What is the purpose of this image?”

- Write a short description of the meaning added by the image.

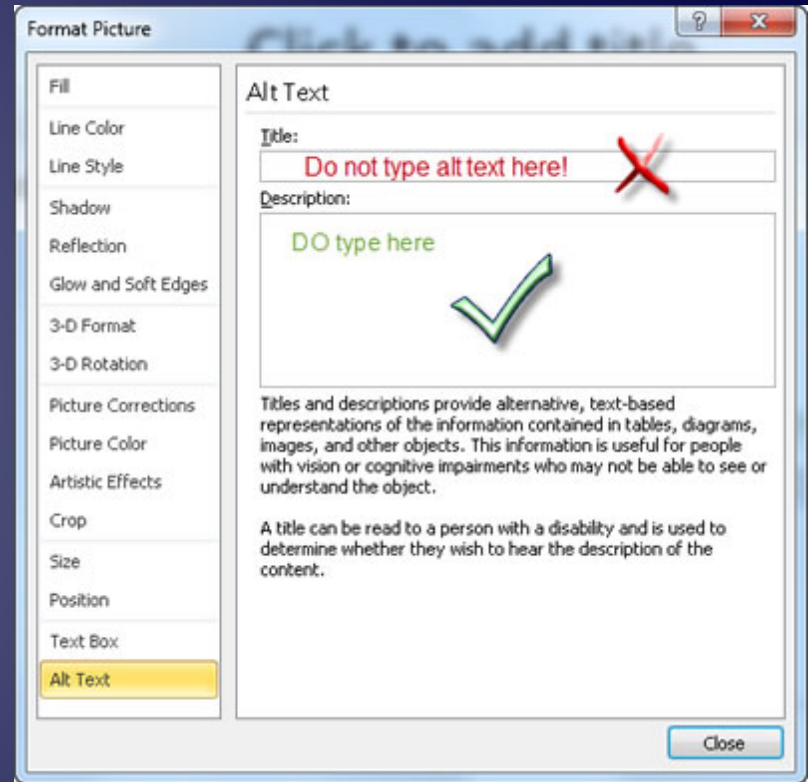
Context is Key



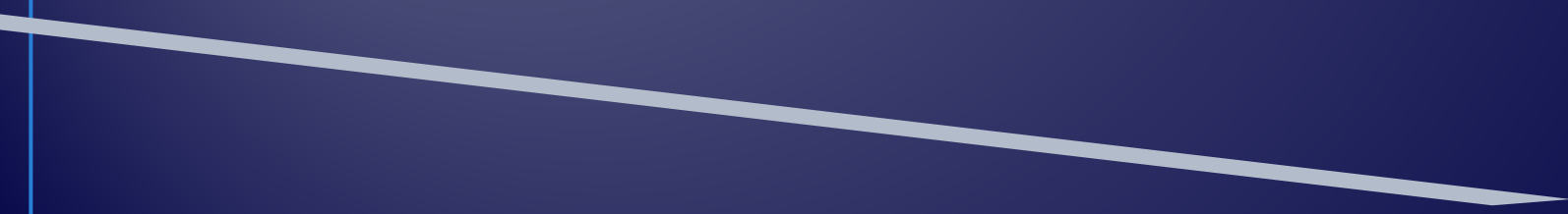
- Ice Cream Manufacturer
- Girl Scouts of America
- A Food Blog
- Diversity Website

How to Add Alt Text to Images

1. Right-click on the image and select 'Format Picture'
2. Select the 'Alt Text' option at the bottom
3. Type the alt text in the 'Description' box on the right
4. **Do not use the 'Title' field,** as a screenreader will not read it!

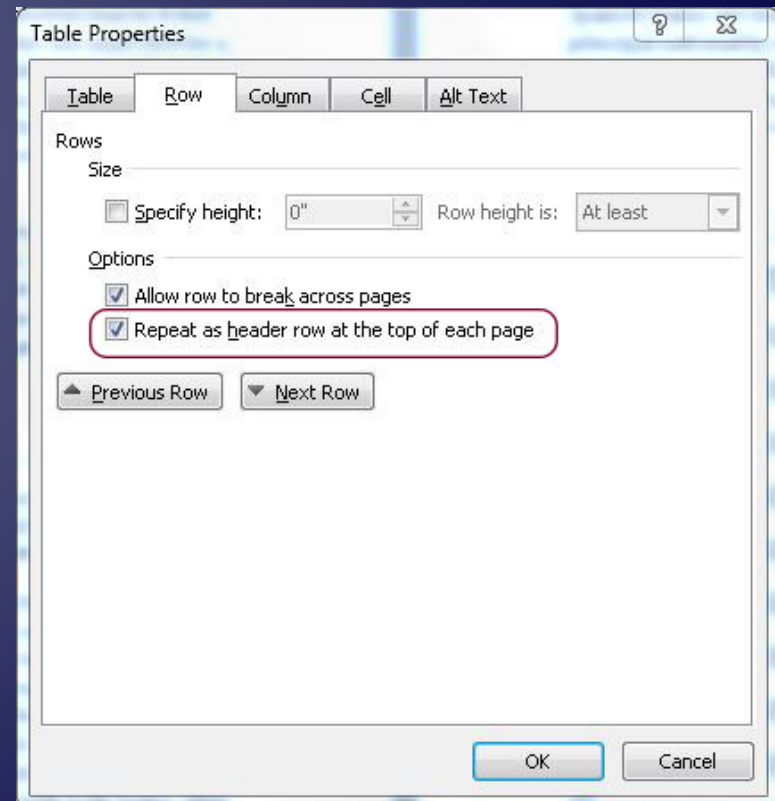
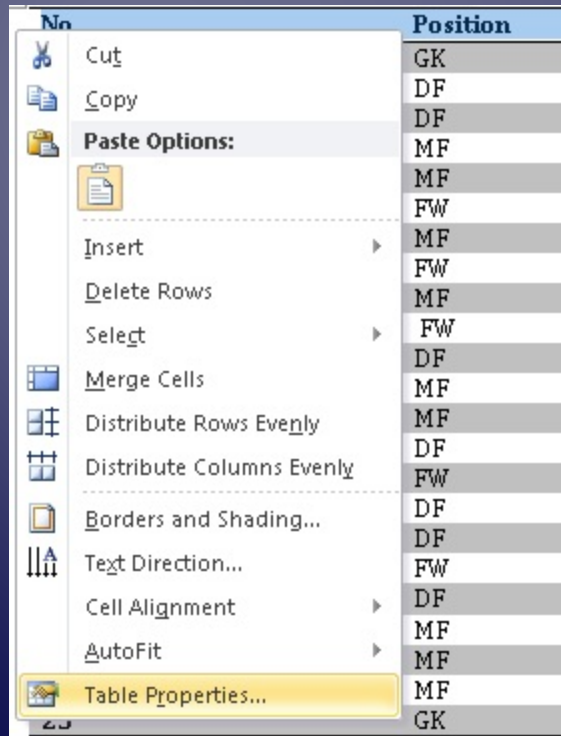


Tables: Be Wary

- A listener must remember the column headings and count columns!
 - Listen to how a table sounds with a screen reader
 - Designate a header row
 - Keep tables small (max 3-4 columns)
 - If small is not possible, provide adequate alternate text. The same information presented in list format works well.
- 

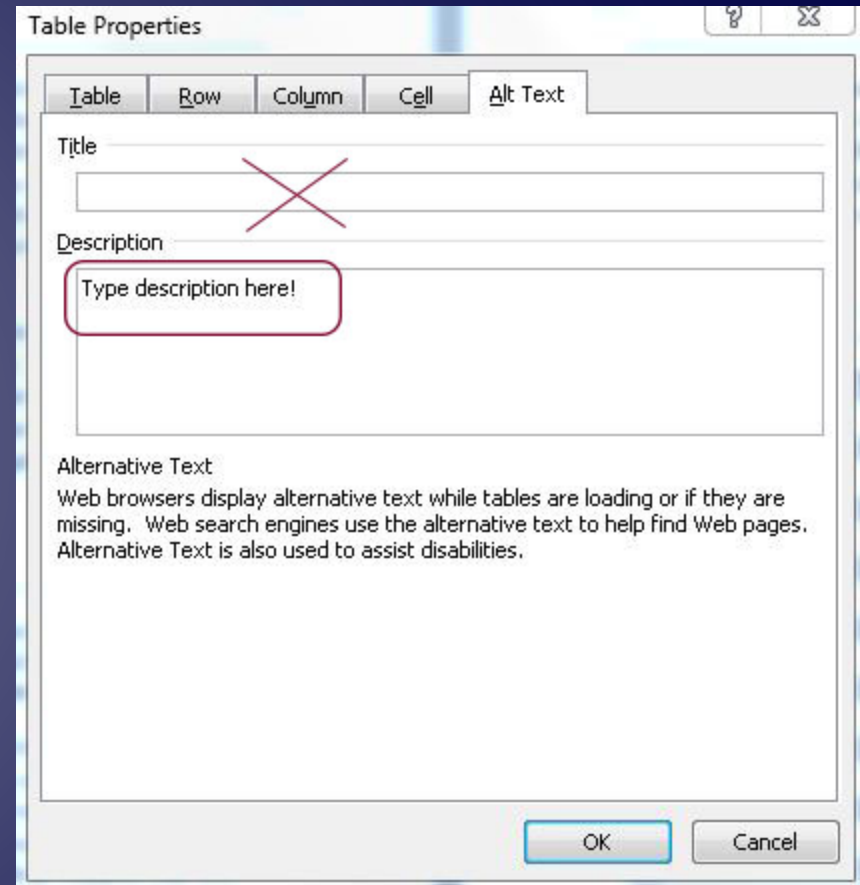
Add Header Row to Tables

1. Right-click on the top row of the table.
2. Click on 'Table Properties'
3. Check the box 'Repeat as header row at the top of each page'



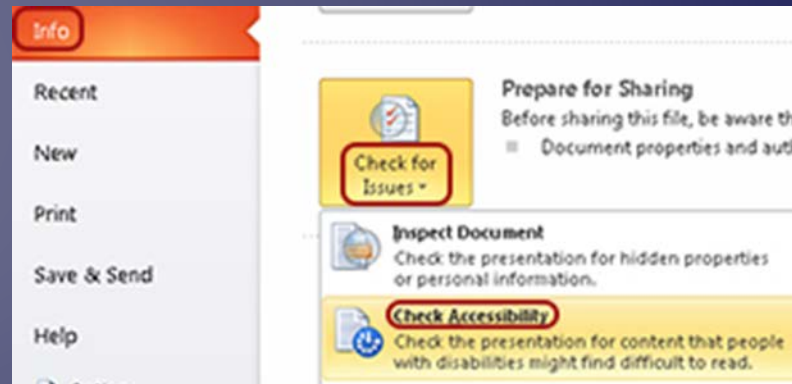
How to Add Alt Text to Tables

1. In the same 'Table Properties' screen, select the last tab on the right, 'Alt Text.'
2. Type in the 'Description' box
3. Just as with images, **ignore the 'Title' field.** Screenreaders won't read it.



Microsoft's Accessibility Checker

- Use the Built-in Accessibility Checker
 - File > Info > Check for Issues > Check Accessibility



Screen Reader Demo

Documents – Structure vs. No Structure

Questions? Need Help?

DIY Help

CSU's Access Project (Step-by-Step Tutorials)

<http://accessproject.colostate.edu/udl>

CSU's Accessibility Website

<http://www.accessibility.colostate.edu>

Or Contact Me

Allison.Kidd@ColoState.Edu

This presentation will be available on the Accessibility Website:

<http://accessibility.colostate.edu/trainings.cfm>

Sources

Microsoft Word, Universally Designed - ACCESS Project:

http://accessproject.colostate.edu/udl/modules/word/mod_word.php

Universal Design for Learning:

<http://www.cast.org/udl/index.html>

VARK Learning Styles:

<http://www.vark-learn.com>

Word 2010 Accessibility Tutorial by Microsoft:

<http://office.microsoft.com/en-us/support/create-accessible-word-documents-RZ102644124.aspx>

Word 2010 Tutorial by WebAIM:

<http://webaim.org/techniques/word/>