

Lesson 4 Accessibility Page Layout & Alternative Text Font Size & Colour Schemes

There are certain practices need to be considered when working on a document.

Page Layout

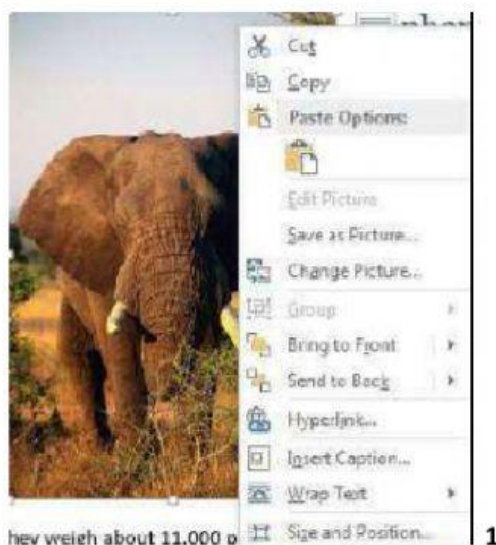
When developing a template, make certain that the document is not cluttered. To avoid a cluttered document, allow for an adequate amount of white space between paragraphs, graphics, tables etc. Also, use bullets and numbers whenever to improve readability.

Alternative Text

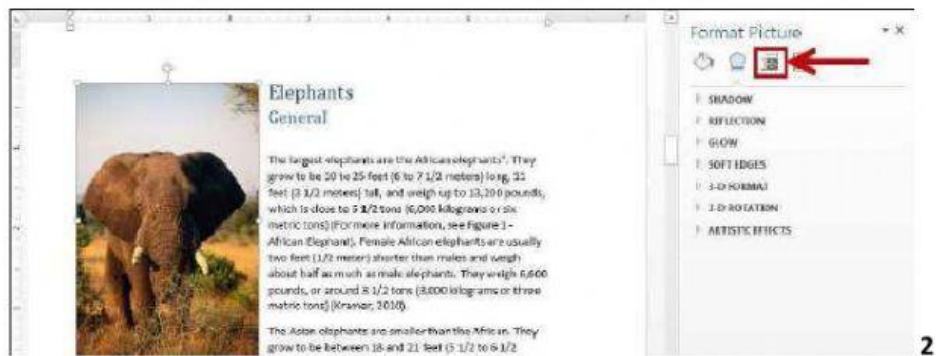
Alternative Text helps people with screen readers understand the content of the pictures. Be certain to use alternative text for your graphics so that those with visual impairments will be able to understand the purpose of the graphics in the document.

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

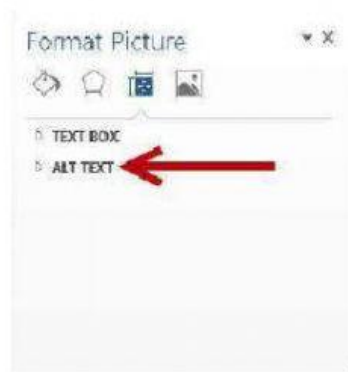
1. *Right-click* the graphic in your **document**.
2. A content sensitive menu will appear. *Click **Format Pictures (1)***



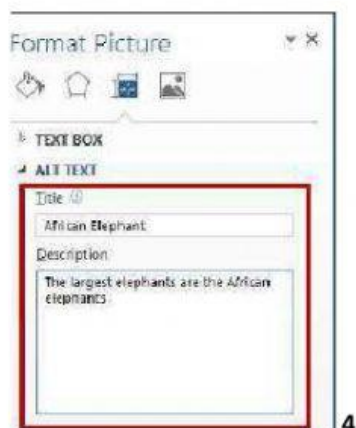
3. The **Format Picture** options will appear to the **right** of the document. *Click on the **Layout Properties** icon. (2)*



4. Click on All Text. (3)



5. A dropdown will appear. Complete the Title and Description fields.(4)



6. Click on your document when done adding your **Alternative Text**.

Note: Remember the following when developing alt text to use concise wording ,e.g. About the characters in a story),capitalize the first letter,and avoid punctuation,sentences,or special formatting (bold,capitals).

Font Size and Colour Schemes

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

- Make all font sizes at least ten (10) points.
- Avoid using light or pale font colours with light background.
- Limit the use of the following font variations: bold italics and capital letters.

Headings

When developing the document, be certain to use headings for each section (e.g. This document 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 with the document.

The **Styles** group on the **Home** tab is an effective way to structure a document. Consider using the headings elements (**Heading1** **Heading2**) and the normal paragraph element. (1)



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.(2)



2. In the **Show** group, click the *checkbox* next to **Navigation Pane**.(3)

Navigation

Search the document

HEADINGS | PAGES | RESULTS

- Elephants
 - General
 - What do they eat?
- Kratt's
 - General
 - What do they eat?
- Kratt's
 - General
 - What do they eat?
- Hyenas
 - General
 - What do they eat?
- Bibliography

Elephants

General



The largest elephants in the African savanna. They grow to be 30 to 35 feet (9 to 11 meters) long, 11 feet (3.1 meters) tall, and weigh up to 14,000 pounds, which is close to 6 1/2 tons (6,000 kilograms or six metric tons). (For more information, see Figure 1 - African Elephant). Female African elephants are usually two feet (1/2 meter) shorter than males and weigh about half as much as male elephants. They weigh 6,000 pounds, or about 3 1/2 tons (3,000 kilograms or three metric tons) (Kramer, 2010).

The Asian elephants are smaller than the African. They grow to be between 10 and 21 feet (3 1/2 to 6 1/2 meters) long and 8 to 10 feet (2 1/2 to 3 meters) tall. They weigh about 11,000 pounds, which is 1 1/2 tons (1,000 kilograms or five metric tons). Elephants' skin is gray black when they are young, but it becomes pinkish white as they grow older. The tusk is made of bone and is 1/2 inch (four centimeters) thick. It is not very hard, but

3

4. Click on a **Heading** under the **Headings** tab to jump to that section within the document.

Questions

1. What is good practice when developing a document?
2. Give the steps for alternative text?
3. What must you take into consideration when using font size and colour schemes?