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

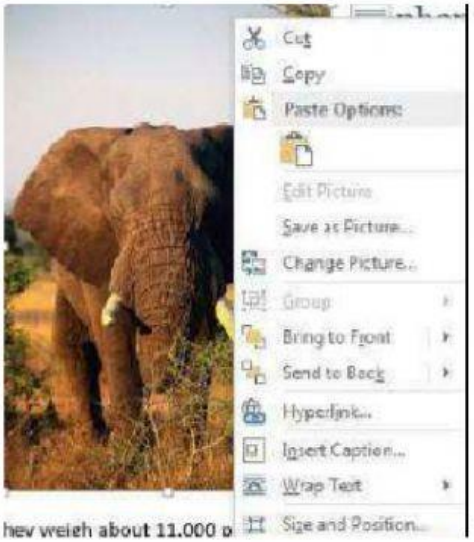
When developing a template, make certain that the document is not cluttered. To avoid a cluttered document, allow for an adequate amount of white space between paragraphs, graphics, tables etc. Also, use bullets and numbers whenever to improve readability.

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)**



1

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

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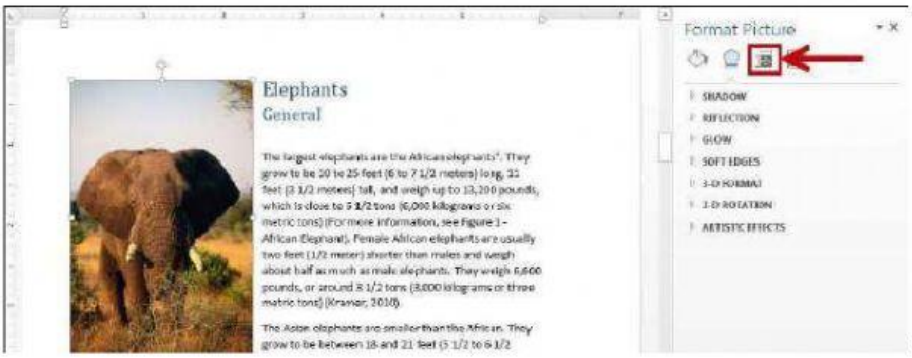
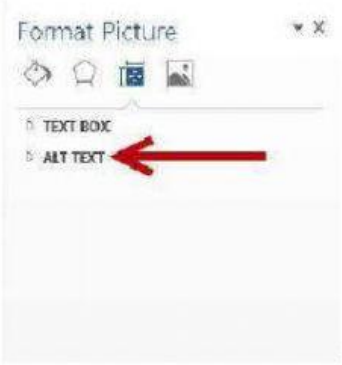


2

4. ***Click*** on **All Text. (3)**



3

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

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).

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Font Size and Colour Schemes

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

a. Make all font sizes at least ten (10) points.

b. Avoid using light or pale font colours with light background.

c. 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)**

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)**

Figure 41 - View Tab

2

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

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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 s c schemes?**

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