

Microsoft Word®

Follow these best practices to help ensure your documents are accessible.

- **Use document styles**

Use heading and paragraph styles to structure the document.

- **Add alt text to images and objects**

This includes pictures, clip art, charts, shapes, SmartArt graphics and embedded objects. Use clear, concise terms. For example, "Person in wheelchair on ramp" may suffice rather than "Smiling woman in wheelchair posing on ramp."

- **Use short titles in headings**

Keep headings short (fewer than 20 words or one line long). This makes it easy for readers to quickly navigate your document.

- **Name your hyperlinks appropriately**

Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying "click here."

- **Use simple table structure**

Avoid using nested tables, merged or split cells, or blank cells for formatting.

- **Set column header rows in tables**

Clear column headings provide context and assist navigation of the table contents. Bookmarks are also a useful tool.

- **Avoid using repeated blank characters**

Extra spaces, tabs and empty paragraphs can cause people using screen readers to repeatedly hear the word "blank." Instead, use styles with formatting and indenting to create white space.

- **Avoid using floating objects**

Place objects in-line with text for easy navigation.

- **Avoid watermarks**

Watermarks and other background images may be hidden or confusing to people with vision or cognitive disabilities. Instead of using a watermark to identify a document as a "draft" or "confidential," include the text in the document title or heading.

- **Fill in document properties**

In advanced document properties, enter title, subject, and author.

- **Use the Accessibility Checker**

This built-in tool will tell you about some possible accessibility issues in your document and give suggestions on how to correct them.

Microsoft PowerPoint®

Follow these best practices to help ensure your presentations are accessible.

- **Add alt text to images and objects**

This includes pictures, clip art, charts, shapes, SmartArt graphics and embedded objects. Use clear, concise terms. For example, "Person in wheelchair on ramp" may suffice rather than "Smiling woman in wheelchair posing on ramp."

- **Use simple (not complex) tables**

These are easier for all to read, including people using screen readers and people sitting at the back of the room. Avoid using nested tables, merged or split cells, or blank cells for formatting.

- **Ensure each slide has a unique title**

Slide titles are used for navigation and selection by people who are not able to view the slide.

- **Check slide reading order**

People who cannot view the slide will hear slide text, shapes and content read back in a specific order. Items in the selection pane read from the bottom up.

- **Name your hyperlinks appropriately**

Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying "click here."

- **Include captions and audio descriptions**

If you use audio or video components, ensure that all audio is captioned and any visuals are audio-described.

- **Use color carefully**

High contrast color schemes and texture variations in graphs improve readability. Test your designs by printing in black & white.

- **Fill in document properties**

In advanced document properties, enter title, subject, and author.

- **Use content placeholders, not text boxes**

To check if you have done this correctly, open View – Outline View. All text (except tables and alt text) should display in this pane. This ensures all readers have access to the text in your slides.

- **Notes may not be read**

Some users of assistive technology cannot easily access your notes from your presentation. Consider adding them into a slide or sharing them in another format.

- **Sharing accessible presentations**

When sharing electronically with your audience or on the web, consider converting to an accessible PDF.

Information and resources from



mn.gov/mnit/accessibility



People experience the world in different ways

Accessible content is good for everyone

- It loads better and faster on mobile devices.
- Captioning allows individuals to watch video without disturbing co-workers.
- Navigating content without a mouse may be easier.
- Printing graphs in black and white helps those who are colorblind and saves money.

Keyboard Shortcuts

Try to perform your regular job for 15 minutes using only your keyboard.
The shortcuts below will help get you started.

Windows Keyboard Shortcuts

TAB	Advance to next link or field on a web page
SHIFT + TAB	Previous link or field
Up and Down Arrow keys	Move through list
Spacebar	Select/unselect check boxes and radio boxes
ALT+TAB	Move between open apps (Hold down ALT key, tap TAB key to cycle through options)
CTRL + SHIFT+ Arrow Keys	Select text
CTRL + W or CTRL + F4	Close window
ALT+F4	Close application
ALT	Hot-key mode to view ribbon key commands
CTRL + S	Save
CTRL + A	Select all
CTRL + Z	Undo
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + P	Print
Windows Key	Start menu
SHIFT + F10 or Menu Key	(Between Window and Ctrl key) Activates "right click" menu

Outlook Keyboard Shortcuts

CTRL + 1	Mail
CTRL + 2	Calendar
CTRL + 3	People
F6	Move between panes
Arrow Keys	Move up and down within a pane
CTRL + N	New email
ALT + S	Send
CTRL + R	Reply
CTRL + Shift + R	Reply all
CTRL + D or Del key	Delete
CTRL + Shift + V	Move to a folder
CTRL + Y	Go to a different folder

What is the "No Mouse Challenge?"

The challenge is trying to perform your regular job for 15 minutes using only your keyboard – the mouse is off-limits.

What is the takeaway?

If a document, application or system cannot support mouseless operation, it will not support assistive technology or accessibility tools.

For more information on accessibility, visit mn.gov/mnit/accessibility