Webinar: Word Document Accessibility - Part 2

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Full details about this webinar including links to related resources can be found on our website:

<https://daisy.org/news-events/articles/word-doc-accessibility-pt2-w/>

- [Erin] Hello, everyone.

A very warm welcome to you.

My name is Erin Williams,

and I'm your host for today's webinar,

"Word Document Accessibility - Part 2"

Alright, let's get started.

Last month, DAISY hosted the webinar

titled "Word Document Accessibility 101"

which covered the fundamentals of creating documents

that can be read by everyone.

This covered document structure, image descriptions,

basic tables, hyperlinks, and of course,

the Microsoft accessibility checker.

By popular demand, we're returning to the topic

of making accessible Word documents,

and we will continue our journey beyond the basics.

Through practical example, our presenters will share

how to use Word features so you can work smart

when creating accessible content.

And then we'll return to some topics that were featured

in the Q and A session for a deeper dive,

guiding us through how to resolve common challenges.

There's a lot for our speakers to sink their teeth into.

So let's turn it over to them

and I'll ask our panel to introduce themselves.

- [Prashant] Hello, everyone.

I am Prashant Verma, I'm working as accessibility specialist

with DAISY Consortium.

- [Richard] Hello, everyone.

My name is Richard Orme

and I too work at the DAISY Consortium.

Let's get going with an overview

of what we're going to cover in today's webinar.

We'll look at top tips for checking alt text on images,

magically applying the missing headings,

and using power search and replace

to improve your Word document.

Then we'll take a deeper dive into tables.

There were so many questions on tables in our last webinar

and also accessible text boxes.

We discussed some of the approaches,

today, we'll show you how to apply some of the features

that we were discussing

before finishing up with talking about charts,

file names, and templates,

and then we'd love to hear your questions.

Okay.

Let's start though with a reminder,

and as Erin just mentioned, we have previously done

the "Word Accessibility 101" webinar

and the slide deck and the video of that session

is available for you to rewatch

and share with your colleagues at daisy.org/webinars.

And so there's lots of great information in there.

We're going further in this webinar

and what we're going to first is top tips

for checking alt text.

- Yeah, thanks Richard.

So to make the document accessible

it is necessary to provide alt text to all the images,

and people often find this process very time taking

and tedious as this involves selecting the images one by one

and then opening its properties.

However, we have figured out that the search feature

of Microsoft Word can be used to make this process faster

and easier.

So Richard is displaying a document which has many images.

So the first thing you will need to do is

display the alt text of one of the images.

So just right click on any image

and then choose edit alt text.

So the task pane will open and on the right side,

you will see the alt text of the currently selected image.

Now what you can do is you can use the search feature

of Microsoft Word.

In the Home tab, in editing you'll find the search feature

or you can also just press ctrl F

to bring up the search pane.

Now here, you have to type the code for the image,

which is caret g

and then click on find next.

So what will happen then is it will select the next image

and display it's alt text.

Now to quickly move to the next image,

you can use the keyboard shortcut control page down

and control page up for the previous image.

Richard I think you have

in this document, you can maybe highlight

if the alt text needs to be improved for any any image.

- [Richard] Thanks Prashant.

Thank you for talking me through that.

So I've done ctrl F and then caret g as you indicated

and now I'm using ctrl page down

to move between the different images.

And on the right hand side, the edit area in the alt text

is being updated.

So this is a really quick way of moving through

and checking and whoa!

Here where I am, I've found an image here

which has just got the alt text image.

So at this point, I could now type some much better

alt text.

And then I can just continue with my searching through

checking the alt text, and indeed, when I get to an image

that is marked as decorative, this is shown with a checkbox

on the mark as decorative and the image area,

the area where the alt text would be typed is greyed out

as well.

So a really handy way of moving quickly between the images

in your document and checking both the alt text that's there

and whether or not it is marked as decorative.

- [Prashant] Yes, and this tip will work

with the older Office versions also.

The difference will be that the alt text will be displayed,

not in the task pane, but in a dialogue box.

But you can use the same search feature

and the same keystrokes there as well.

- [Richard] Great.

So let's move to the next tip then,

magically applying headings.

- [Prashant] Yes, so very often we find documents

in which the section names and sub section names

are made prominent through formatting,

like by using a larger font, by using an underline

or a different colour, but they don't actually have

a heading styles applied on them.

So here we have the document about sinking of the Titanic

and you can see that the section names

are visually prominent.

But if we open the navigation pane from the View tab,

we find that there are no heading styles actually.

This document doesn't have any headings,

there is no structure,

and creation of a structure is like the most important thing

for making a document accessible.

One can go through the document and apply the heading styles

on each section and subsection, but there is an easier way.

If the sections have somewhat similar text formatting,

then we can select all of them at one go.

So Richard here is selecting one of them, like starting out,

and then in the Home ribbon,

we can choose the option Select.

Yeah, Richard maybe you can just highlight and you can just-

- [Richard] Sure.

- [Prashant] Take us through, yes.

- [Richard] So my ribbon is a little bit different

because I've reduced the screen resolution

so that things are easier to see through the screen sharing.

But it's in the editing group, and then I've got select

and then I've got select text with similar formatting.

So if I select that, what's that doing for me then Prashant?

- [Prashant] Yes, if you'll select all text

with similar formatting throughout the document,

you can maybe just scroll through and you will see that

even blank lines like

which are technically blank paragraphs,

even those will be selected.

And now what we can do is

we can apply a suitable heading style on them.

I think these should be heading two

as far as I understand this document.

So you can just select heading two in the home tab

and all of them will then have heading two style.

- [Richard] So now Prashant, if I go back to that navigation

bar, now I'm seeing that I've got some headings here.

- [Prashant] Yes, you have got all the headings,

heading twos,

looks like there are a few blank lines as well,

we will deal with them soon.

And you can also use the same trick to apply styles

on the main sections like heading ones and heading threes

and so on.

- [Richard] So that was a very fast way of applying

giving my document heading structure.

Clearly I would need, as you just said, to

if there were different heading levels

like one, two, three, four, I need to do it for each one.

But each time I do it,

I'm hopefully creating a whole number of different headings

and it's much faster than going through manually.

- Yes, and- - What if I don't like the way

that the heading is actually looking?

I actually preferred how the heading was before,

what can I do about that Prashant?

- [Prashant] Yes, so if you don't like the look and feel

of the headings, then you can modify the style.

So in the home tab, you just right click

on the heading style, like maybe heading two,

and then choose modify

and here you can now select a desired font and size

and make it look the way you want it to.

- [Richard] Okay, that sounds fine.

So before, for example, it was underlined.

So I'll be able to underline this particular

item here, for example.

Okay, that sounds good.

- [Prashant] Yes.

And all the headings across the document will be updated.

- [Richard] There we go.

So sometimes people kind of don't like adding styles

even though it adds to structure

because they say they don't like the way the styles look.

This is to address that comment, which is,

you can adjust the styles however you like,

you don't have to stick with the ones that come

out of the can as it were.

Great.

So what's next then Prashant?

- [Prashant] Okay, I think now we can demonstrate

how we can use the the search feature

to correct the document.

We can actually remove empty paragraphs like blank lines,

some of them could be empty headings as well

and we can also use the same feature to remove extra spaces

and also when necessary, tab stops, manual line breaks,

page breaks et cetera.

So let's now demonstrate this starting with blank lines.

In this document, there are many blank lines.

So,

(indistinct)

to remove all of them, what we can do is

we can use the search feature.

So in the Home tab, in the editing group,

you can open the Replace tool.

Now, in the Find What field,

you will need to type caret g, caret g, twice

to indicate that we are looking

for two consecutive paragraph breaks.

Richard has actually also

highlighted the marks, the paragraph marks.

You can actually see that in this document.

Just below the image, there is one blank line

or you can say a paragraph

and then there are two more consecutive paragraph breaks

towards the bottom of the page.

So all these things we can remove

at once very quickly using this Find and Replace tool.

In the Replace With, you will need to type caret p.

So we want to say to Microsoft Word that find instances

of two consecutive paragraph breaks and replace it with one.

Now click on replace all.

You will get a message that so many replacements were made,

in this case 72 replacements.

Click okay and then repeat the process.

Click on Replace All again.

Again, it will say that so many replacements were made.

So depending on how your document is,

you may need to click on replace all again and again

till it says that zero replacements were made.

Sometimes it will stick to one replacement.

In such a case, you can click on Find Next

and then it will show you where that

you can say the culprit is,

where there is one more paragraph break

which is not getting removed.

Now here it is in between tables,

and that can be removed manually.

Yes.

So Richard, I think now your document

it doesn't have any blank lines or empty headings.

- [Richard] Yeah, looks like we've sorted that out.

However, people are often putting in two paragraph breaks

because they want to make more space between the paragraphs.

So we've improved the accessibility

by not having these kind of blank lines

between the paragraphs, but actually,

this isn't looking visually how I want it to.

How can I resolve that?

- [Prashant] Yes, so Microsoft Word provides

the paragraph spacing and line spacing features.

We can make use of that.

So for example, if you want more white space

before and after the headings,

so we can select the heading, one of those heading styles,

and then we will need to go into the paragraph dialogue

which is also in the Home ribbon,

and then there is a before and after field.

So there we can mention the spacing we want in points.

So maybe say 18 points before certain headings

and maybe you can say 12 points after certain headings.

So

and then if you click okay and go back to the document

so you will see that now that that spacing has been applied.

So visually it is looking better now

and technically also it is correct.

So same thing can be done for paragraphs.

So headings, paragraphs, lists, wherever you want

you can change the spacing before and after.

- [Richard] Okay, so while you've been talking Prashant,

I've done that,

I've gone back to having the space between the paragraphs.

But if I do that reveal codes keystroke,

so that's shift control eight, or control asterisk, however,

we can see that there is just the one paragraph break.

But after the paragraph, we've now got this space.

So visually, this is more like what I'm after now.

So I'm happy again with that.

So you mentioned also the possibility of removing

spaces and tabs, would you want to just tell us

about why that is a good idea?

- [Prashant] Yes, so

I mean, we want to create a document

which is good from every point of view

so that even the Accessibility Checker will point out

if there are empty spaces, additional spaces.

So not just blank lines,

sometimes people put more than one space between words

or after sentences.

If that is the case, you can use the Find and Replace tool

and there you can type,

put two spaces, like press the space bar twice in Find What

and in Replace With you can put one space

and repeat replace all button,

you click on it several times

till your document no longer has additional spaces.

Similarly, when you copy text from webpages or PDF files,

they may sometimes have like tab stops

or they may have many section breaks, manual line breaks.

All of those can be removed using the Find and Replace tool.

But you have to be careful, not all documents require that

and sometimes you can actually disturb the layout

or the formatting.

So but yes, if required, you can use it

and you can correct the whole document very quickly.

- [Richard] Great.

Thanks then.

So let's move to the next topic.

So that's power search and replace,

using the features of Word

to quickly give yourself a better document.

We wanted to turn and spend a little bit more time

on tables because we had so many questions on tables

last time and we talked about the approaches,

but we didn't have a chance to demonstrate them.

And we got questions around merged cells

and also alt text and tables.

So back to this document then, and towards the end of it

in this demo document, we have some tables here.

And here's a table that, Prashant you've explained you see

quite a few times when you're giving your trainings

or providing technical support.

It looks like an okay table to me.

The table starts, the first row is

impact, rights for persons with disabilities,

and then we've got a pretty straightforward four columns

and a number of rows to it.

What's the problem with this table here Prashant?

- [Prashant] Yes, so the accessibility guidelines say that

we should create simple tables,

avoid merging cells as far as possible.

This is because people who use assistive technology

like screen readers, they can use the various commands

to read out the column headings.

Here in this table, what will happen is that

they will hear the table name or the table heading

as the column heading for all the columns.

So that is the problem and we can easily fix it.

In this case, we can take out the heading of the table

and put it just outside and just delete now the blank row.

So now the first row of the table contains column headings.

So it is easy to navigate and understand

for many people with disabilities,

and it doesn't make a difference

because the the table heading is just above it

and there's no problem, I think, visually as well.

- [Richard] Okay, so I think I've fixed that.

I just copied the text out of that first row,

I paste it above, of course I could format it how I like

and then I deleted that row.

So now we've got a regular table here

and someone who's using a screen reader,

when they land in a cell and they use a keystroke

in their screen reader to hear the

or indeed it may automatically read out the column heading,

it'll read out, in this case in the third column, target

as the row heading rather than the title of the whole table.

I get it, that works.

Here's a second example Prashant.

This is, again, not the most complicated table.

We've got one, two, three, four, five columns here

with a number and different columns,

and then on the right hand side, I see this too.

We've got an estimated rate and a quoted rate

in two different columns,

and rate is set as a kind of heading for those two columns.

So what's the challenge here that's presented

for someone who's using assistive technology?

- [Prashant] Yes, so for both the estimated

and quoted columns, they will hear the heading as rate.

So that is a problem,

and I think Richard you can easily fix it

by removing rate as the heading of these two columns

and changing the headings to rate estimated and rate quoted.

- [Richard] Okay, so what I've done is

I've clicked into that cell that was merged

and Word gave me the option to split the cell.

So it's now splited.

What I'm now going to do is I'm going to now

merge these cells.

So I'll click the buttons

and then have another go at explaining this.

Can't do two things at once.

So I had effectively two rows in that right hand top corner

and I've merged it so that we've just got the one cell

that's the same height as it were

as the other cells along here.

And so the first cell reads rate estimated.

Hmm, okay, maybe that's good enough,

maybe I would change it to estimated rate.

On the right hand side it says quoted.

Well actually, so it's missing the heading

that was there before.

So now I've added that in.

So I've now got a regular simplified table structure,

I don't know that anything's particularly been lost

from this table as a result.

We've got a slight bit of repetition

in that the column heading for the last two columns

are rate estimated and rate quoted.

But someone who's using assistive technology,

when they land on the value five can check

what that actually means,

and before they just got told rate,

but they didn't know if it was estimated or quoted.

Now they'll get that information correctly.

This is showing the principle of this.

Clearly there are tables that are more or less complicated,

but the notion is that you demerge, sorry,

yeah, you demerge the cells

so that you have a regular kind of layout

because you understand the way that the screen reader

would work and then you just have to kind of think about

what's the most sensible heading

for that particular row or column.

Okay, that seems to work.

What about alt text and tables then?

So here I am in a table, I can do right click

and I can go Table Properties,

and one of the property sheets here is alt texts

and it's telling me that titles and descriptions

can be useful for people with vision

or cognitive impairments.

So I could put a lot of effort into typing a description

of this table.

What should I put and should I put anything Prashant?

- [Prashant] So the table alt text is not like

readily discovered by screen readers

and I think some similar technologies,

but there may be some use cases.

So one can provide alt text, I will say this is optional

because the current screen readers, they inform the readers

as to how many columns the table has, how many rows it has.

As they go through the table,

they are able to read out the column headings.

So despite this

if there is some other additional information,

or some helpful information that can be inserted

as alt text.

- [Richard] So don't rely on the alt text

in order to make your inaccessible table accessible,

you need to format it correctly.

But also, don't feel you have to spend a lot of time

describing the layout of the table if it is a simple table

because the screen reader will do that for someone.

But if there's a particular reason,

there's no harm in putting it here.

We're just not sure how discoverable it is.

Maybe it's a bit like adding some properties in

maybe at a future date

or if you're creating Braille or something like that

it may be useful, but at the moment,

that would be the kind of recommended approach on tables.

If your practise is different, if you know different,

then please chime in on the Q and A channel.

Okay.

We also talked last time about textboxes and we said that

if textboxes are used using the kind of regular

features of word, they go in as a shape,

they're really hard to discover with assistive technology

and they're also floating images.

So we're not even sure where they would appear

in the reading order.

So we've put a textbox into this Titanic document.

Let's have a look for that.

And here's the text box.

Well, it's been put in there because it's a quote

from the captain of the Titanic.

So the author of this document wanted it

to kind of be visually, to stand out,

and to distinguish it from the surrounding text.

Why don't we have a little go with the screen reader.

So we'll start narrator here.

- [Narrator] Demo document.docx, compatibility mode,

Word window, demo document.docx,

compatibility mode, editing.

Grief and outrage.

Carpathia arrived at Pier 34 in New York

on the evening of the 18th of April

after a difficult voyage through pack ice

to the disaster, communications difficulties-

- [Richard] Reading through a little bit more quickly.

- [Narrator] Sinking that the full,

textbox two, textbox, text wrapping square,

the prevailing public reaction to the disaster was one-

- [Richard] So after reading the heading

and then the first paragraph of this part of the document,

it then told me I had a textbox

and there was textbox wrapping.

It didn't read me the contents of it

and then it went on to read the next paragraph,

except the next paragraph is actually still before

the textbox in the document,

and this is because these text boxes are floating items

within your Word document.

And as people edit their document and move things around

they want this to be particularly on one page or whatever,

the textbox can kind of come adrift

from its original position within the document.

They're just really not a safe way of including content.

And also, if you then go to export this to another format

such as Braille or I don't know, maybe PDF,

the contents of this textbox can just be lost

depending on the conversion technique you're doing.

So what we said last time, Prashant, is there are other ways

of creating a textbox in a way that visually still works,

but is better for someone who's using assistive technologies

such as ReadAloud or a screen reader or whatever.

So how would I do that with this one here?

- [Prashant] So you can use the borders and shading tool

to achieve more or less the same visual presentations-

- [Narrator] Exiting narrator.

- [Prashant] So in this case,

you will need to copy the text, which is inside the textbox

and then delete the textbox, okay?

And now paste the contents of the textbox at a logical place

in this document after a certain paragraph,

and now select this paragraph and give it a suitable border

and maybe shading as well,

and if somebody wants maybe a little bit of indenting also

to further highlight it, that will do.

- [Richard] Okay.

So I'm never actually too sure where to find that

in the Word menu system.

So I'm using the Tell me feature here,

that little search box on the title bar of Word,

which means I don't have to remember where it is.

So here we are, I've typed border into that,

the shortcut key to go up there is alt Q,

and then I'm choosing borders and shading.

No doubt there's a way of finding it through the menus

really easily as well.

So what do you reckon?

First of all we're going to play with what?

Putting a box around it?

- [Prashant] Yes, yeah (indistinct)

- [Richard] And let's make it a little bit thicker.

So one point wide.

Okay, that's fine,

and then the one we had before had a kind of blue shading

to it so maybe I can complete that

with choosing a nice blue colour for it.

Click on okay

and well, to me that looks like a textbox,

and now I would expect the reading order to be correct.

I'll just try that out now.

So starting up narrator.

- [Narrator] Demo.

When so many others died.

Why did Titanic proceed into the icefield at full speed?

Ismay himself later said, "What do you think I am?

Do you believe that" exiting narrator.

- Okay. - Yeah.

- [Richard] So that appeared to work.

Visually, so in the textbox itself,

I had maybe the option of having a graduated tint

and stuff like that, so it's not as advanced.

But clearly what we win on the accessibility side

far outweighs, I think, the fact that it's not got a

like a tint to the background shading.

Okay, so that's creating textboxes that work for everyone.

Sometimes we see textboxes, and Prashant,

they're kind of on the side of the text

and there's kind of wrapping going on the

maybe on the left hand side, and there's maybe a quote

or an exercise on the right hand side of things.

What's the approach to that in a format such as Word?

- [Prashant] We should actually keep these things

in line with text.

The reading order should be very simple and predictable

because, yeah, I mean, they may not be accessible at all,

they may not be discovered at all.

So because of that reason,

we need to change that kind of layout.

- [Richard] Great.

Thank you for that.

Okay, so let's move on then on our agenda

and we're going to look at charts.

So I'm not sure we got into this last time.

We talked about images and image descriptions

and we demonstrated how to do that,

but we've had some messages through from people saying,

"What about charts?"

And we're not quite sure what they mean by that

in terms of do they mean images that contain charts

or charts themselves?

So we've decided to kind of cover the whole thing

in this little section.

So in our document here,

we have a chart,

and this is one that has been created in Microsoft Excel

and then included within Microsoft Word,

that's the whole beauty of this suite,

that you've got these different applications

that play together.

And I know it's a chart

because when I start clicking inside it,

I can actually move objects around.

But to all intents and purposes,

the work's been done in Excel, this is the result,

it's a visual representation of the data,

in this case around first quarter visitors to some websites,

and there's some information there about January, February,

March and the total.

Okay.

Well, let's see what the experience of this is like

with screen reader.

- [Narrator] Demo document.docx, compatibility mode,

Word window, demo document.docx.

- [Richard] Okay, so I'm going to move to the chart.

- [Narrator] Chart area.

- [Richard] Okay.

- [Narrator] Blank.

- [Richard] Alright, so I heard there was a chart there

but I didn't get anything about it.

Now a chart within Word- - Chart area.

- [Richard] You can

add alt text to it. - Exiting narrator.

- [Richard] But actually, the alt text is not read

by many screen readers.

So the first thing would be to provide, I think,

a reliable way where the alt text works

and you're kind of faced with something that

is not confusing.

The experience with some screen readers

when you come across a chart in Word

and as you're cursoring through,

it actually starts kind of navigating you

through some of the menus that pop up,

such as the flow and editing the colours

and this kind of stuff, we see these visually

on the right hand side of the chart when we get to it.

So it can be a confusing experience

for someone who was just wanting to read a document

and not expecting to get into editing a chart.

So the approach to start with with this

would be to select the chart itself,

not something within it.

So by selecting the chart itself and then doing right click,

and one of the options we have is save as picture.

So what we're talking about here is saving the chart

as an image in order for us to then include

into the document.

So I've done this already, I'll overwrite that one there,

and then what I'm going to do is delete the chart

and then insert a picture from my device.

There's my chart and it's back in again.

Looks just the same, but unlike before,

if I try to click on the elements within the chart,

they don't work, this is now a kind of flat image.

And now I have the option of being able

to put some text in here.

And I might want to describe this chart,

there's actually quite a lot to it.

What can be done, Prashant, with alt text

and some more complex images like a chart?

So I could say this is a chart,

maybe that's what I should do.

This is a chart showing the first quarter visitors in 2021

to example.com websites.

But that's not really an equivalent experience,

is it Prashant?

What's the approach one should take?

- [Prashant] Yes, this kind of chart

requires a much longer description.

Actually, it requires a lot of numerical data,

like almost this chart can be converted to a table even.

So that kind of description can be put just below the chart

or it can be put somewhere at the end of the document

and we can provide a link just below this chart

to be able to just jump to the description.

So there are different approaches.

But yes, it requires a longer description.

Sometimes the description can itself include a table also.

- [Richard] Okay, so I've actually got some text

already prepared, here we are.

So I'm going to grab the description of the bar chart

and a table

and then paste it below this image here.

Now what I might,

this is now visually

kind of interfering with my document Prashant.

So actually, I'm not so happy with this.

It's fine if it's a special document I'm creating

for a student, maybe it's an adaptation

of a particular textbook or course module,

but this is my company report that I want to put out

and I don't want to put all this blurb underneath it.

So what's the approach I should do

to make sure my document is both accessible

and also really kind of presentable and professional

and so on?

You talked about linking to something?

- [Prashant] Yes, yes,

so you can cut and paste this description,

maybe in the appendix somewhere at the end.

And then just below the chart, you can create a link,

like a same page link, that kind of link,

same document link, so that people who need it,

who need to read the description

can just go ahead and jump to the description.

- [Richard] Something like this, I won't make the link now.

But I could do something like that.

So I've written link to extend the description

underneath it,

and then someone with assistive technology,

as they move through, would hear that.

If they wanted, if they were interested in that chart,

they could then jump and it would take them to that appendix

later on in the document, read it,

and then one would put a link back to the chart here

and they could continue to read.

And so then visually and for printed copies,

that's then not so disruptive to the text.

Well, that would make a very accessible version

of this document then and this chart

because the way that this extended description it works

is that there's an overview that's been written

that describes it and then the data is presented

actually, as a table,

which means that the source data, if you like,

for this table can be explored.

So someone can work through the numbers

for a particular site or across a particular date

or something like this.

Very nice.

- [Prashant] Yeah, excellent.

- [Richard] Okay.

All right, back to our agenda then.

So just to remind us on this one,

the approach would be first of all

to convert your chart to an image, then add alt text,

and if your alt text is not sufficient,

which would be the case if it's anything other than

a really simple chart,

then consider adding an extended description

and maybe even an alternative presentation

such as the table data that you saw there.

Okay.

So next then, we've got our last topic,

which is around file names and templates.

So if one reads about making Word documents accessible,

one of the things that gets mentioned,

maybe on the Microsoft site and on other sites,

the 508 site,

they talk about file names.

So that's not actually part of the document itself,

but what why do file names matter Prashant?

What's that got to do with accessibility?

- [Prashant] Yeah, there are two things.

So the file name should be descriptive

so that people before opening the file,

they can get to know like what is inside the file.

It helps them in classifying the files

and arranging those files.

Secondly, the file name itself

should not be containing spaces.

As a Word document, it doesn't matter,

but when the Word document is converted

to some other formats,

then some of the conversion tools do not work well

with spaces inside the filenames

and the resulting formats may have missing pictures

or some other issues.

So because of that, we have to take care of the filenames,

write very descriptive filenames, and instead of spaces,

we can use the underline, sometimes the dash,

or even sometimes the camel case

where we put the first letter of each word in uppercase.

- [Richard] So I sometimes use spaces

in the filenames that I create.

As you say, if it's just something within Word,

that probably doesn't cause a problem.

But if I'm looking then to share that document

with other folk, I could go and rename those files

and changing each space for an underline.

I actually use a tool from Microsoft,

a free tool called PowerToys,

and this has a renaming feature as part of it,

which means I would just go into the Windows File Explorer,

I would right click on the file name that I want to rename

and PowerToys will have added in an extra feature,

which is the renamer, and I can just tell it

that I want these spaces to be replaced with an underline

and it makes it really easy to do that little change.

Underline or dash, as you say Prashant, that works fine.

Okay, also in the training that you do Prashant,

you sometimes come across organisations

that are using templates.

So templates, these are kind of pre set up Word documents

with headers and footers and fonts

and all those sorts of things.

So templates, are they good or bad for accessibility?

- [Richard] So the templates,

if they are tested for accessibility beforehand,

then they are good because when people use templates,

they tend to create similar documents

as far as the structure and the look and feel is concerned.

But if the template itself has some accessibility issues,

then yeah, then all documents based on that template

will unfortunately be not accessible

or will have the same issues.

- [Richard] And you see that in the wild, do you Prashant?

- [Prashant] Yeah, very often.

So sometimes like people use the the tables

to lay out their logos and some other things,

which is not accessible,

which is not the right way a table should be used.

Then people also tend to make use of certain font size

and colours for the sections and subsections

and don't really promote the use of the heading styles.

So that is also an accessibility issue.

- [Richard] So I guess if an organisation

has picked a bad template,

they're effectively forcing their employees

to create inaccessible documents

because they don't have the power to change that maybe.

But if you create an accessible template,

then you're forcing or helping your colleagues

to create accessible document,

it works that way around too, surely.

- [Prashant] Yeah, of course, yes.

- [Richard] Well, where then could you get

some accessible templates?

Well actually, Microsoft themselves have created

some accessible templates

as part of the Office Templates Store.

You can get them actually from within Office applications.

So within Word, you can go to File, New,

and then you can look for accessible templates

and pull up some online templates that you can then download

to your computer and use.

So you would go file,

and then you'd type accessible templates

into the search for online templates box.

Now, what's interesting is that some of these templates

actually are set up with a little kind of guide

at the end of them.

So another route you can go

is if you go to Templates.Office.com

and search for accessibility, there are some templates there

which are set up with accessibility in mind,

which means that they're using the accessibility features

of Word, and then they've been improved

with better colour contrast, they've used larger fonts,

they've used described images, simple table structure,

headings structure, meaningful link text, and so on.

But after the template itself,

there's a kind of guide to creating

your own accessible template

or modifying the one that's there.

So take a look at the templates

on the Microsoft Store there at Templates.Office.com

for some really good resources to guide you

on how to make accessible templates.

So then, we'll just move to questions in a moment

if there are some, but let's just do a quick recap.

So Prashant showed us how there are some top tips

for some really efficient accessibility improvements

to your Word documents,

turning what would otherwise be quite menial

and repetitive tasks into things that really mean

that you can change lots of things in your document at once.

We had a look at how you can move through the images

and review the alt text

and whether the images are marked as decorative,

we showed how you could instantly apply styles

to similarly formatted paragraphs,

and then you can adjust the styles

to make sure that they meet your

or your customers' preferences

for how that should look within the document.

And Prashant also told us about the caret technique,

that little up pointy arrow thing

and combined with G, we can look for graphics,

put P, we can search and replace for multiple paragraphs

and tabs and other features too.

Then we had a look at tables,

we went back to some of the table questions

that came up last time, and we showed you what we meant

by how to deal with merge cell issues

and we also showed you how you can make boxes

in your Word document using borders and shading,

which means that the text then is in the reading order.

We then looked at charts

and had a discussion around file names and templates,

and that's what we squeezed into 45 minutes of us talking.

And that pretty much winds up our presentation.

So Erin, I guess it's back to you

to see if there are any questions for us.

- [Erin] Thank you Prashant and Richard,

that was very informative.

I do you have a couple of questions.

The first one is,

the comment I struggled to convey to others

who aren't accessibility or 508 savvy,

how to provide captions for everyone

versus alt text for screen readers, and the question is,

do you have a strategy for teaching this distinction?

I had a potential answer.

To me, alt text is provided

to include those who can't see an image

and alt text will give textual description

of what's on the screen.

- Yes- - Where a caption

would provide general information

or perhaps give credit to the source of an image,

and it's meant to be consumed by everyone.

- [Richard] I think you nailed it there Erin.

We saw this a little bit in the Titanic example

where the first image is a painting

and it gives the name of the painting and the painter,

but what it doesn't do is describe

how it shows lifeboats being lowered,

it's a black and white and so on.

These things, for someone who's accessing the document

and the image non visually,

that's what would go in the alt text.

And if actually, the information that you need to convey

is already in the caption,

then you don't need to provide the alt text, of course.

So it's there once you've reviewed what's in the document

to see whether you need to go further with the alt text.

- [Erin] I was going to say- - Yeah,

I don't know if that was a strategy

or it was really a kind of the explanation of the difference

between them, so I don't know if that helps.

Probably the questioner already knew that but-

- [Prashant] Yeah, sometimes people tend to copy the caption

and put it inside the alt text.

So that should not be done at all

because it becomes a repetition.

Screen readers will read the caption kind of twice.

One says alt text and one says caption.

- [Erin] Thank you.

Another question is, how many words exactly

can someone put in the alt text in order to be read

and not be a problem in DAISY or EPUB Books?

So is there a character limitation they should be targeting?

- [Prashant] I think there is a limitation within Word.

I'm not sure how much that is,

but what we have to remember is that

when the document is converted to the EPUB or DAISY

or even within the Word document itself,

people cannot navigate the alt text word by word

or sentence by sentence.

So they will read it at one go with their tools.

So it should not be too long,

otherwise, people will not really be able to understand it.

- [Richard] What we've heard

on our image description webinars as a good way of thinking

about the length of your alt texts

or the maximum length of your alt text is to think about it

in terms of it being a tweet.

Now I know that tweets have got longer, I think,

but really should be

I think the guidance that's given in Microsoft Word itself

is where it talks about one or two sentences.

That feels about right to me

and I think that's what was echoed by our experts

in the "Describing Images" webinars.

- [Erin] And to add to that, the w3.org

has a recommendation not to go more than 200 characters.

So if you wanted a character limit,

but just go in the guidance of it should be a tweet.

Now I've seen people go longer if they're describing

images of graphics.

But I guess that-

- [Richard] I've seen different-

- [Erin] The limit exactly is 1024 characters

if you really want to be precise.

- [Richard] Oh is it really?

Okay.

Within Word?

- [Erin] Correct.

- [Richard] Is that right?

Yeah, I've seen numbers used in the past,

I'm sure you have as well Prashant,

that were based around what a particular screen reader

was able to handle,

and that information is out there on the web now.

So people kind of repeat it, understandably.

But actually, the screen reader's been updated

and made more powerful so that isn't a limit anymore.

It's really around, what is it you're trying to achieve

rather than the technical issue of it,

and you don't want to just give someone a wall of text,

a long, long load of text to have to wade through

because it's not navigable.

Great. - Yeah.

- [Erin] Wonderful, all right.

Well, thank you guys, and thank you Richard and Prashant

for sharing this great information.

Just for everyone's edification,

our next webinar will be on April 21st

and is titled, "Exploring Reading App Accessibility."

There are many different apps

for reading digital publications.

How do you know which offer the accessibility features

you need and which to avoid?

Well, the good news is that reading apps

are regularly evaluated for accessibility features

and the results are made public.

The session exploring reading app accessibility

will explain the basics of reading apps

and describe the most important features different users

will be interested in.

Our presenters will reveal the latest results

and recommendations

and also point you toward a growing set of resources

to help users and support staff

in getting started with these apps.

You can register for this webinar at daisy.org/webinars,

where you can also sign up for the announcement mailing list

and review previous webinar recordings and resources.

I hope you'll join us again soon.

In the meantime, thank you for your time,

stay safe and well, and have a wonderful rest of your day.

Goodbye!