**To:**   North Dakota 21st CCLC Directors

From: Joe Kolosky, Deputy Director
             Office of School Approval & Opportunity

Date: January 4, 2018

Re: Guidance on ADA Compliance for Microsoft Word

The Department of Justice published the Americans with Disabilities Act (ADA) Standards for Accessible Design in September 2010. These standards state that all electronic and information technology must be accessible to people with disabilities. ADA compliance requires websites provide text alternatives for any non-text content, such as pictures or data tables, so it can be changed into other forms people need, such as large print, braille, speech, or symbols.

ADA compliance can be achieved through a simple process as you are creating documents in Microsoft Word. The following memo provides guidance on how to ensure documents posted to your program's website follow ADA compliance standards through accessibility.

- To check your Word or Excel document for accessibility:
  1. Click **File** > **Info**.
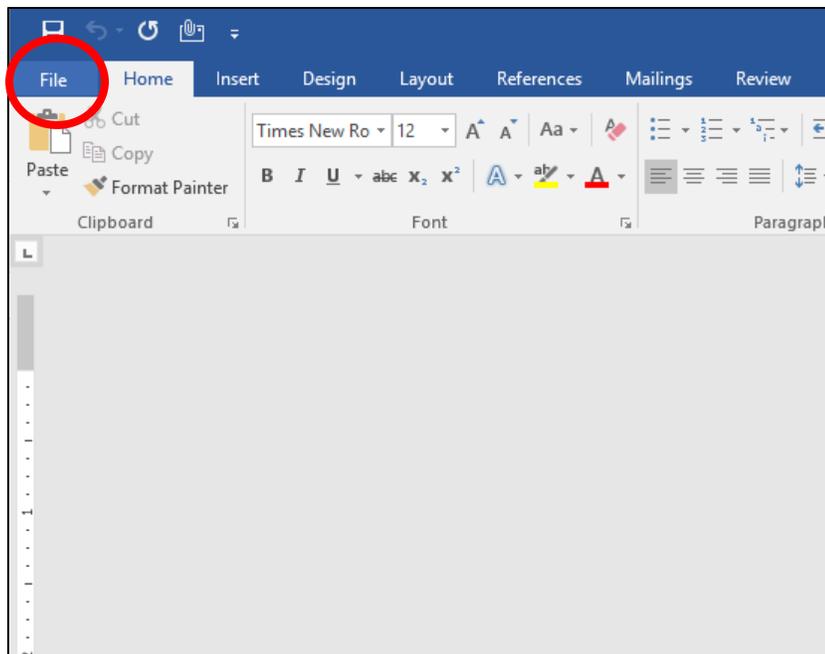
*Figure 1: Click **File** to find the **Info** button.*

- Select the **Check for Issues** button.
  1. In the **Check for Issues** drop-down menu, select **Check Accessibility**, as seen in *Figure 2*.
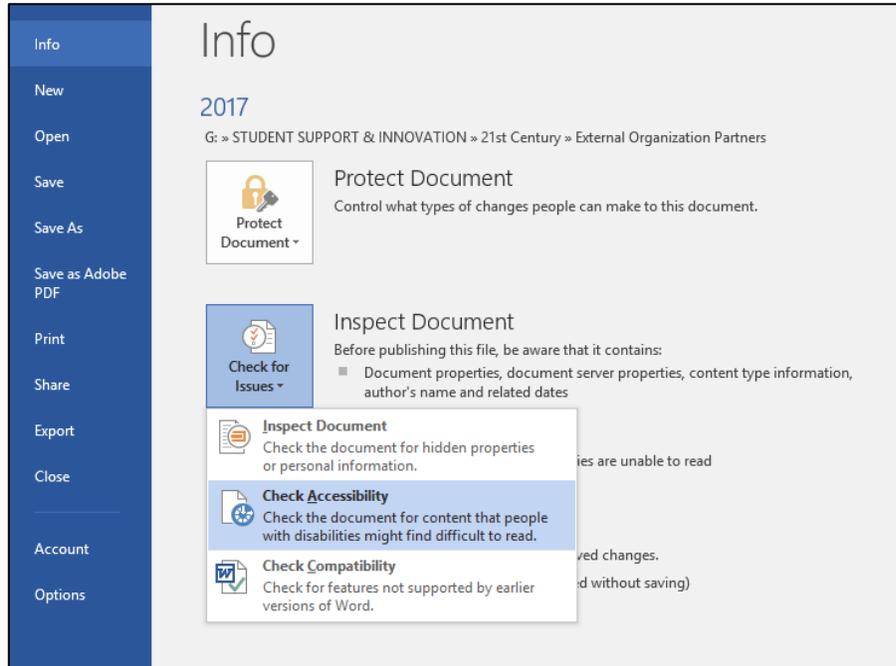
*Figure 2: **Check for Issues** drop-down menu*

  *Note: If you are using Office 365, the accessibility checker is located in the **Review Tab** on the top ribbon.

  2. The **Accessibility Checker Task Pane** appears next to your content and shows the inspection results, *Figure 3*.
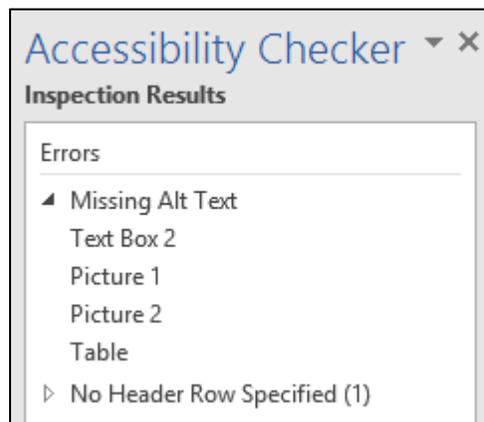
*Figure 3: **Accessibility Checker** Inspection Results*

  3. To see information on why and how to fix an issue, under **Inspection Results**, select an issue. Results appear under **Additional Information**, and you're directed to the inaccessible content in your file.

- To add alternate text to pictures:
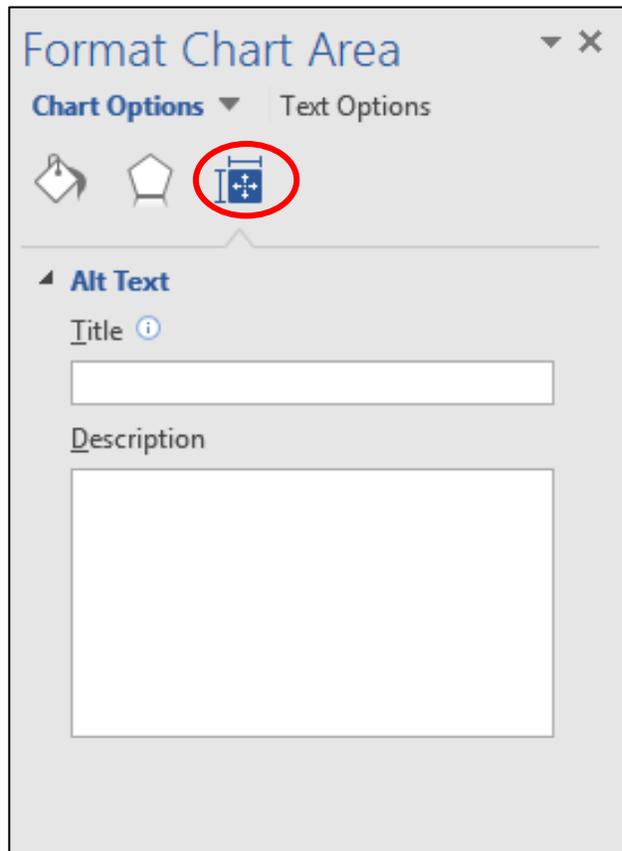   1. Right-click the image.
    2. Select **Format Picture**.
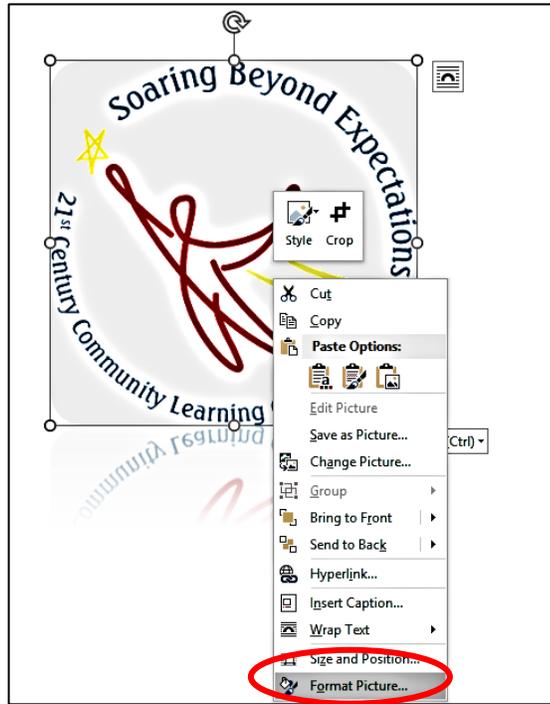
*Figure 4: Select **Format Picture***

3. Click on the **Layout & Properties** icon (third option from the left under the **Format Picture** header).
4. Select **Alt Text**.
5. Type a title and description for the picture. Be as concise as possible.
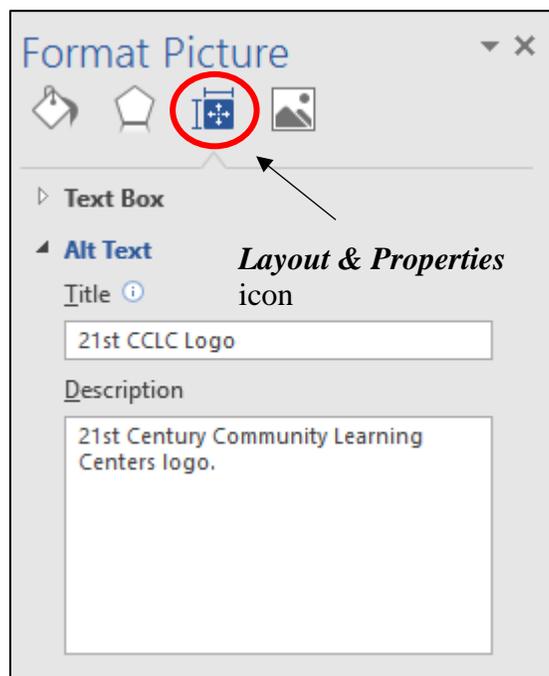
*Figure 5: **Alt Text** section under **Layout & Properties** in **Format Picture***

- Adding alternate text to charts is exactly the same as the above process for pictures.
    1. Right click the chart.
    2. Select **Format Chart Area**.
    3. Make sure **Chart Options** is selected.

*Figure 6: **Alt Text** section under **Layout & Properties** in **Format Chart Area***

4. Click the **Layout & Properties** icon.
5. Select **Alt Text**.
6. Type a title and description for the chart.

- To add alternate text to tables:
    1. Right-click the table.
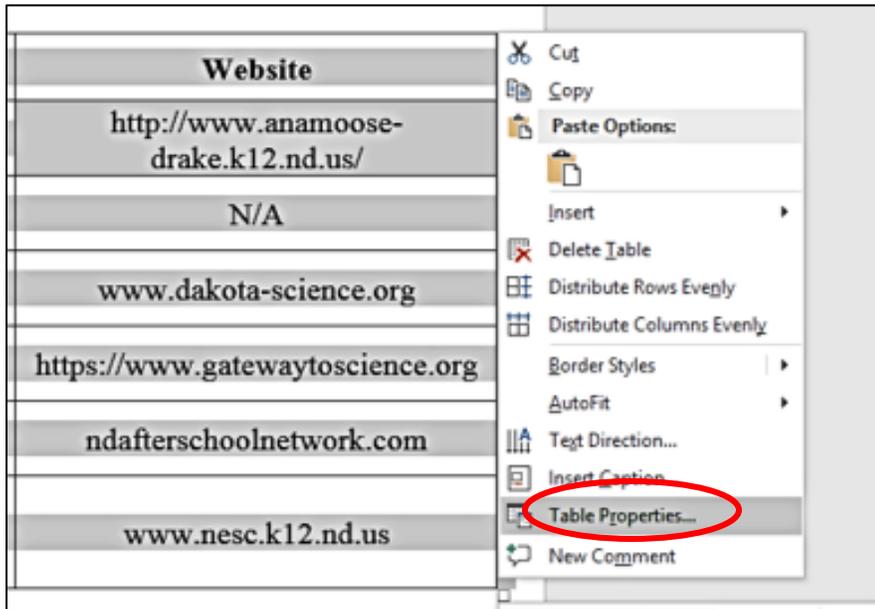   2. Select **Table Properties**.

*Figure 7: Select **Table Properties***

3. Select the **Alt Text** tab.
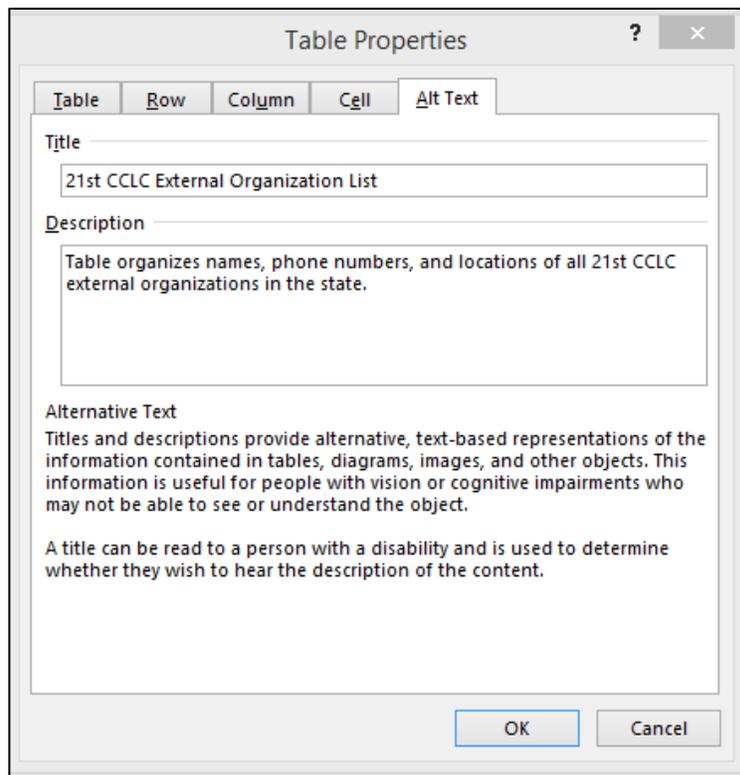4. Type a title and description for the table, *Figure 8*.

*Figure 8: Title and description are required for alternate text in **Table Properties***

Making our 21st CCLC websites user friendly is very important. Thank you for your attention to this matter.

If you experience technical difficulties, need further assistance with ADA compliance guidelines, or have questions on this guidance, please feel free to contact either myself at 701-328-2295 or Kelsie Howes at 701-328-4571.