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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.

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



*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.

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- 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.

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Figure 5: Alt Text section under Layout & Properties in Format Picture North Dakota 21st CCLC Directors Page 4 January 4, 2018

- 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.

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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.

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- 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*.

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Figure 8: Title and description are required for alternate text in **Table Properties** North Dakota 21st CCLC Directors Page 6 January 4, 2018

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 <u>myself</u> at 701-328-2295 or <u>Kelsie Howes</u> at 701-328-4571.