

Word 2007 Accessibility Guidance

Version 1.2
November 8, 2011



**Prepared by the Accessible Solutions Branch
Office of Systems
Social Security Administration**

[An accessible electronic copy of this document is available at
www.ssa.gov/accessibility/checklists/word2007/default.htm](http://www.ssa.gov/accessibility/checklists/word2007/default.htm)

Table of Contents

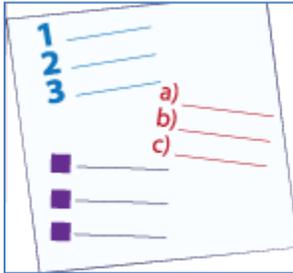
Word 2007 Section 508 Accessibility Checklist.....	3
List Formatting	8
Complex Tables (Merged/Split Cells)	14
Language Settings	17
Document Properties.....	22
Color and Contrast	28
Unclear Hyperlink Text	39
Unstructured Document	45
Skipped Heading Level	50
Repeated Blank Characters	56
Object Not Inline.....	65
No Header Row Specified	72
Blank Table Rows or Columns	78
Missing Alt Text (Picture, Text Box, Other elements)	86
All Word Requirements	93

Word 2007 Section 508 Accessibility Checklist

Perform manual tests

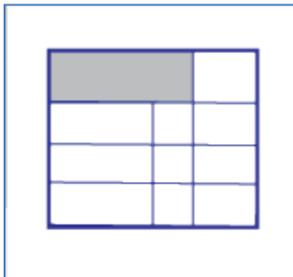
Use the checklist below to look for potential accessibility issues with your document that cannot be detected automatically.

List Formatting



Format lists so assistive technology users can easily navigate to a list, know what type of list they are reading, and the level of an item within a list. Read more about [List Formatting, on page 8](#).

Complex Tables



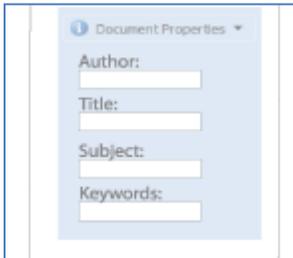
Format data cells so they are associated with the correct table header. In Word, screen readers cannot identify the column header of merged or split cells. Therefore, convert the document to an accessible format. Read more about [Complex Tables \(Merged/Split Cells\), on page 14](#).

Language Settings



Set the correct language for passages of text. Screen readers pronounce words based on language setting and if passages of text are set to a different language than intended, screen readers will speak the passage with the incorrect pronunciation. Read more about [Language Settings, on page 17](#).

Document Properties



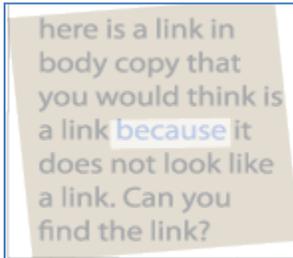
Include the document title and other information including author, subject, and keywords in the document properties. Screen readers speak the file name rather than title of the document if the title attribute is empty. Read more about [Document Properties, on page 22](#).

Color and Contrast



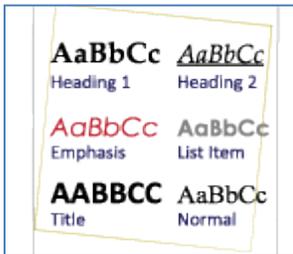
Make text readable and distinguishable from background colors, watermarks, and background images. Also, ensure the content is readable when viewed in High Contrast mode. Read more about [Color and Contrast, on page 28](#).

Unclear Hyperlink Text



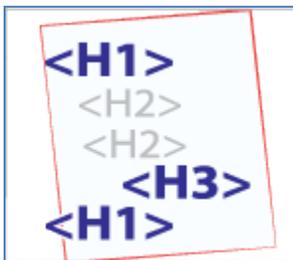
Make hyperlink text meaningful, descriptive, and unique. Screen reader users often call up a list of links in a document, and a long list of links called “[click here](#)” does not provide enough information for them to know the link’s destination or purpose. Read more about [Unclear Hyperlink Text, on page 39](#).

Unstructured Document



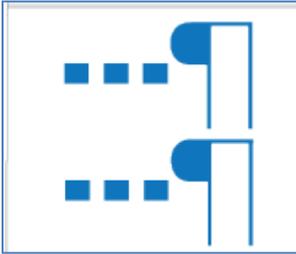
Logically structure documents using heading styles so assistive technology users can easily navigate the document. Read more about [Unstructured Document, on page 45](#).

Skipped Heading Level



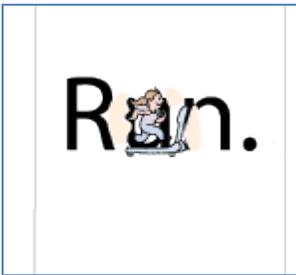
Skipped heading levels give assistive technology users misleading document structure. Skipped Heading Levels make navigation of the document more difficult for screen reader users. Read more about [Skipped Heading Level, on page 50](#).

Repeated Blank Characters



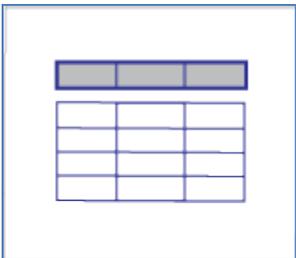
Screen readers speak “blank” for carriage-return characters. Hearing the word “blank” multiple times in a row disrupts reading flow. Read more about [Repeated Blank Characters, on page 56](#).

Objects Not Inline



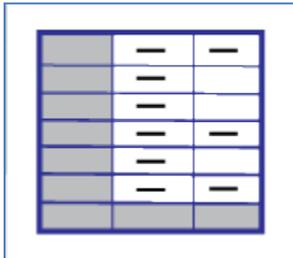
Objects that are not ‘inline’ with text, also called floating objects, are impossible to access with the keyboard, and therefore cannot be read by screen reader users. Read more about [Object Not Inline, on page 65](#).

No Header Row Specified



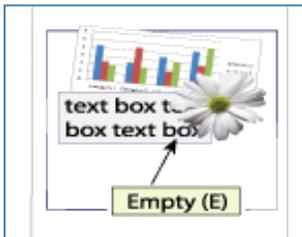
Define table column headers so users of assistive technologies can associate data cells with the proper header. Read more about [No Header Row Specified, on page 72](#).

Blank Table Rows or Columns



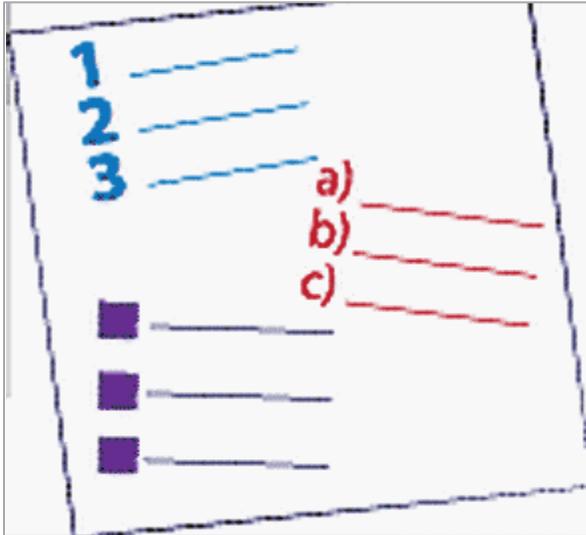
Remove blank table rows or columns. Formatting the look of a table by using blank rows or columns make tables more difficult to understand and navigate by screen reader users. Read more about [Blank Table Rows or Columns, on page 78](#).

Missing Alt Text: Picture, Text Box, Other Elements



Add alternative text to all non-decorative images and other objects in the document. Alternative text conveys information to readers who are unable to see. Read more about [Missing Alt Text \(Picture, Text Box, Other elements\), on page 86](#).

List Formatting



Requirements for 508 Compliance

Programmatically identify bulleted, numbered, outline, and multi-level lists.

How to test

Have lists been programmatically identified?

To check whether lists are programmatically identified:

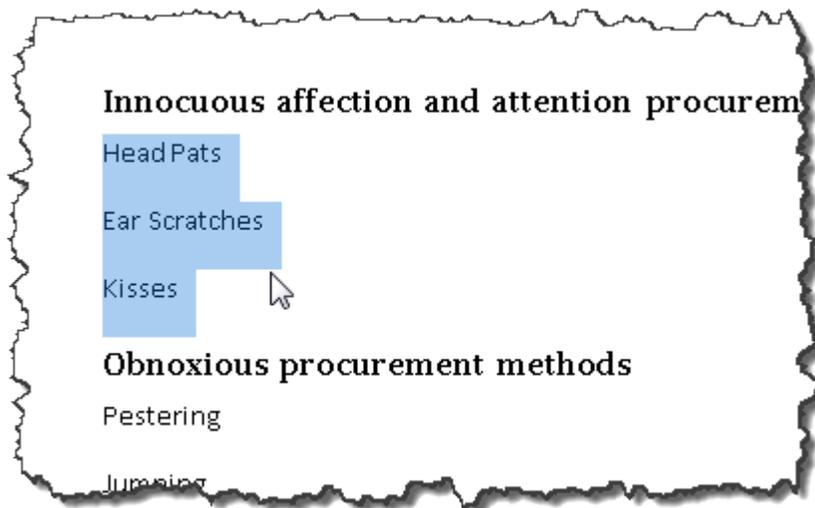
- Open the Reveal Formatting pane: **SHIFT+F1**..
- Select various list items in the document.
 - Bulleted items
 - Numbered items
 - Outlined items (i.e., items with a hierarchy, such as 2.a.iv)
- If the list is programmatically set, the Reveal Formatting Pane will contain information under the Bullets and Numbering heading.

Note: The setting may be Numbered, Bulleted, or Outline

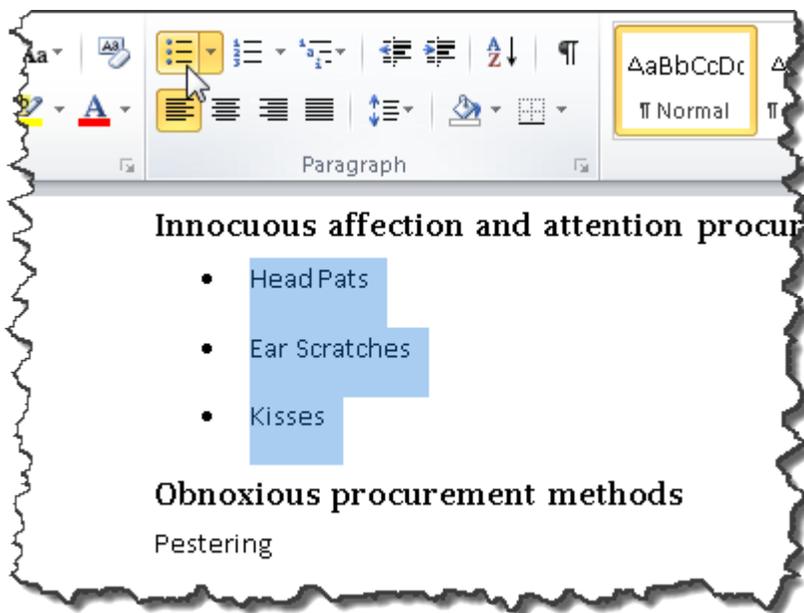
How to fix

To set selected lines and paragraphs as list items:

- Select the text that is a list

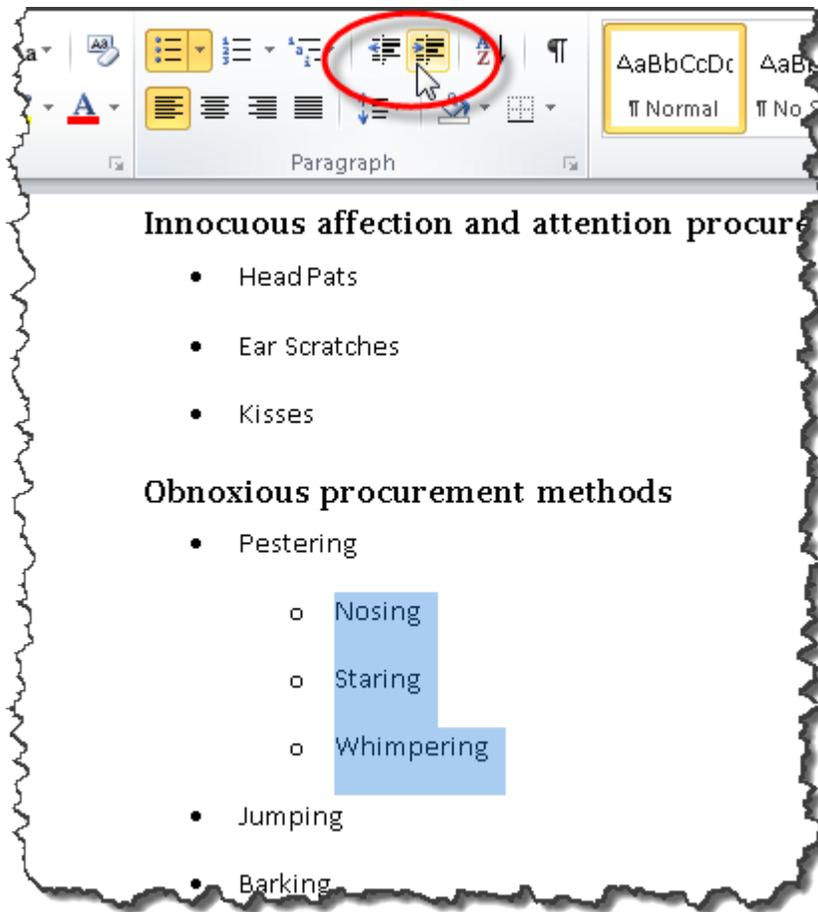


- On the **Home** Tab, in the **Paragraph** Group, use the desired settings, either:
 - Bullets
 - Numbering
 - Multilevel Lists

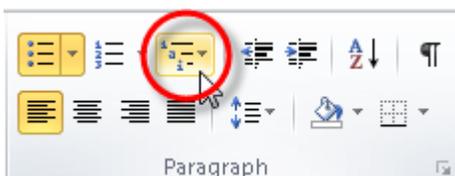


Note: Plain bullets and numbers are more accessible than pictographic/'fancy' bullets and numbers.

Note: Sub-list can be created programmatically: On the **Home** Tab, in the **Paragraph** Group, select Increase Indent.



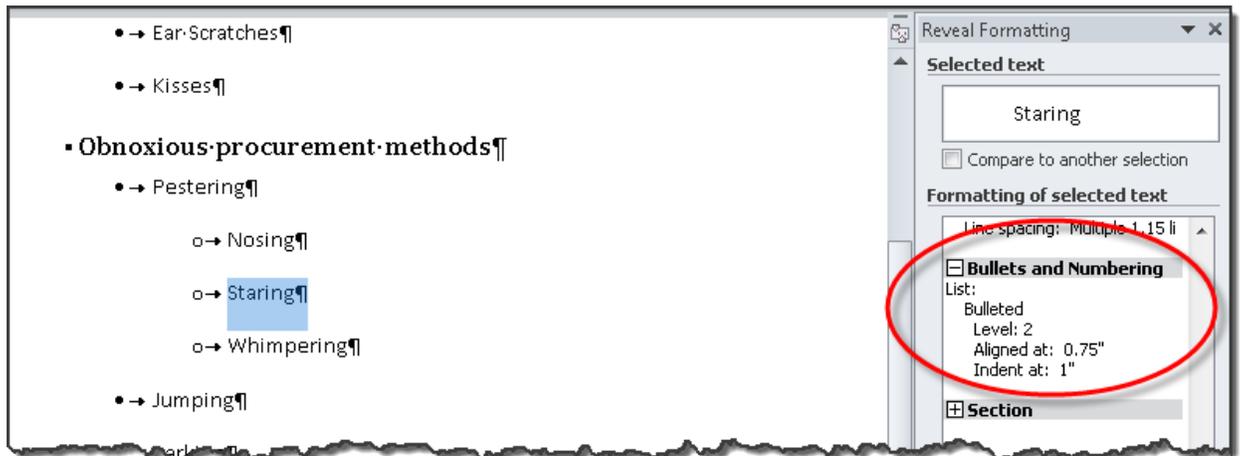
Note: Styles can be used to set up and control bulleted and numbered lists. However, it is not possible to control Multilevel lists with Styles. Multilevel lists can only be controlled from the **Home** Tab, **Paragraph** Group).



Examples

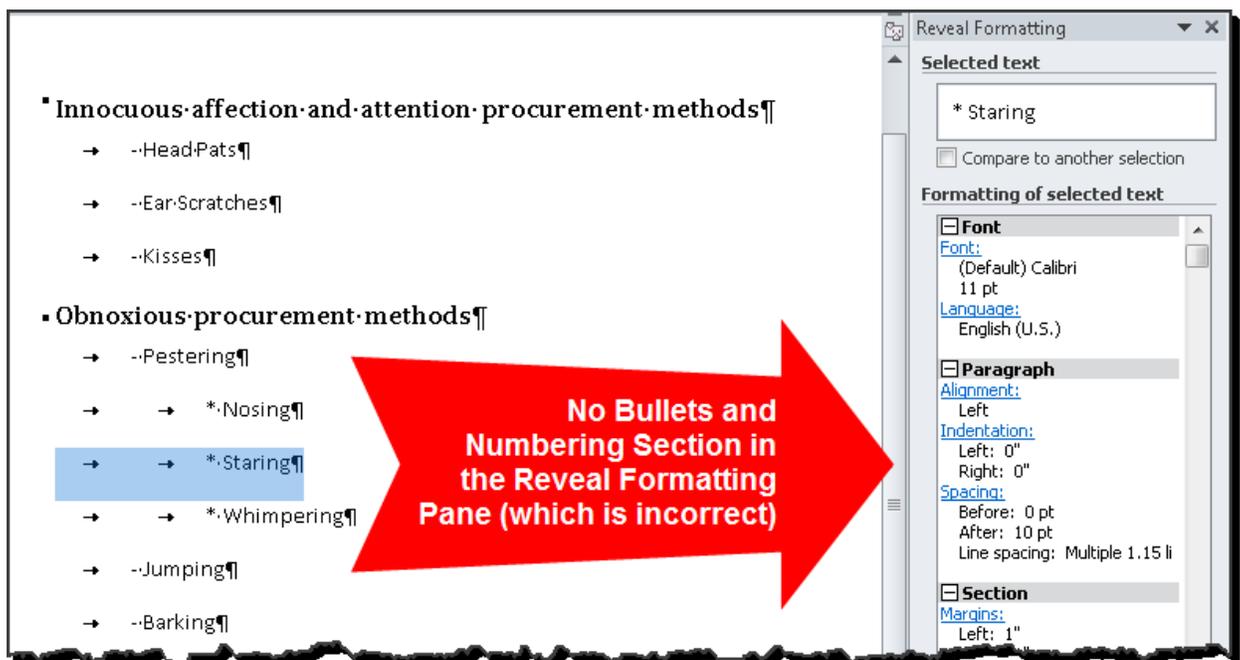
Correct:

[External Link: Correct Example List Formatting in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/ListFormatting_eg_correct.doc)
(http://www.socialsecurity.gov/accessibility/checklists/docs/ListFormatting_eg_correct.doc)



Incorrect:

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(http://www.socialsecurity.gov/accessibility/checklists/docs/ListFormatting_eg_incorrect.doc)



Rationale

Programmatically identify bulleted, numbered, outline, and multi-level lists.

Lists that are programmatically formatted allow users of assistive technology to easily navigate through and out of list content.

Legal References

508 references:

1194.21(a); 1194.21(d); 1194.31(a); 1194.31(b).

WCAG references:

4.1.2; 3.2.4.

Jump to [All Word Requirements, on page 93](#).

Complex Tables (Merged/Split Cells)

The diagram shows a table with a blue border. The top row consists of two cells: the left cell is shaded gray and spans two columns (colspan=2), and the right cell is white and spans one column. The bottom three rows each consist of three white cells, with the first two columns of each row aligned under the merged cell of the top row, and the third column aligned under the single cell of the top row.

Requirements for 508 Compliance

Ensure data cells are associated with the correct header cells.

How to test

Check for merged or split cells. If used, convert to an accessible format.

To check for merged or split cells in data tables:

- To look for the presence of merged or split cells, visually inspect the document.
- If Merged or Split Cells are used, convert the file to a PDF for reading.

Note: Because merged and split cells are inherently inaccessible in MS Word, this check must be completed visually.

How to fix

If merged or split cells are used in the document, this requirement is applicable.

Note: It is not possible to programmatically associate merged or split data cells with their associated data headers. The MS Word format does not support this capability.

- Fix any other accessibility issues with this MS Word document.
- Convert the document to an accessible format for distribution.

immediately if we are to have a successful 4th Quarter and meet our projections.

Table 1: Actual Treat Consumption (3rd Quarter)

Rawhide	Meaty Snacks	Dry Biscuits	Others
Rawhide bones (25)	Real meat leftovers (4)	Dental bone biscuits (22)	Table scraps (22)
Rawhide sticks (38)	Low quality 'meat food	Cheesy flavored bites	Grass (2)
Rawhide flat			Cat food (stolen) (1) Cat food (discarded) (2)

Split cells are not accessible in MS Word. Convert the file to an accessible format

Table 2: Projected Treat Consumption (4th Quarter)

	High Desirability		Low Desirability	
	Rawhide	Meaty Snacks	Biscuits	Others
Low Volume	Rawhide bones (25)	Real meat leftovers	Milk bone biscuits (10)	Grass (5)
High Volume	Rawhide sticks (40)		Cheesy flavored bites (80)	Table scraps (30)
Variable	Rawhide flat	Low Quality beefy sticks (60)	Milk bone biscuits (50)	Cat food (stolen) (10)
Totals		380	140	45
		460		185

Merged cells are not accessible in MS Word either.

From this point on we will be adding new volume categories for managing our treat acquisition processes (Table 2, above).

Examples

Not Applicable.

Rationale

Ensure data cells are associated with the correct header cells.

Complex tables may require additional header labeling to maintain the correct relationship for cells and headers. Merged and split cells can confuse the programmatic associations between data cells and their intended table headers.

Legal References

508 references:

1194.22(g); 1194.22(h); 1194.31(a); 1194.31(b).

WCAG references:

1.3.1-H51.

Jump to [All Word Requirements, on page 93.](#)

Language Settings



Requirements for 508 Compliance

Set the appropriate language for passages and phrases that use a language other than the document default. Exceptions: proper names, technical terms, or foreign words that have become part of the vernacular.

How to test

Is the main language set, and are language changes set for the document?

To examine the languages in the document:

- Open the **Reveal Formatting** pane: **SHIFT + F1**.
- Select various places in the document where the default (main) language and other languages are used. Does the correct language show in the language area in the Formatting Pane?

Note: Each text element should have only one language assigned. Multiple overlapping languages are usually the result of the document's original author setting multiple languages for editing in their MS Office environment. To resolve this, one main editing language should be set when authoring original documents.

How to fix

To set the language for an individual passage or phrase:

- Select the region of text that differs to the main body of text




Departamento de adquisición para
atención y afecto.
Oficina del Comisionado Adjunto

Division Annual Report

This year has seen many changes in our procurement process. We have eliminated excess competition by firing all of the unhappy dogs. We have streamlined the process by channeling over 90% of the affection towards yours truly. This is excellent progress for our division.

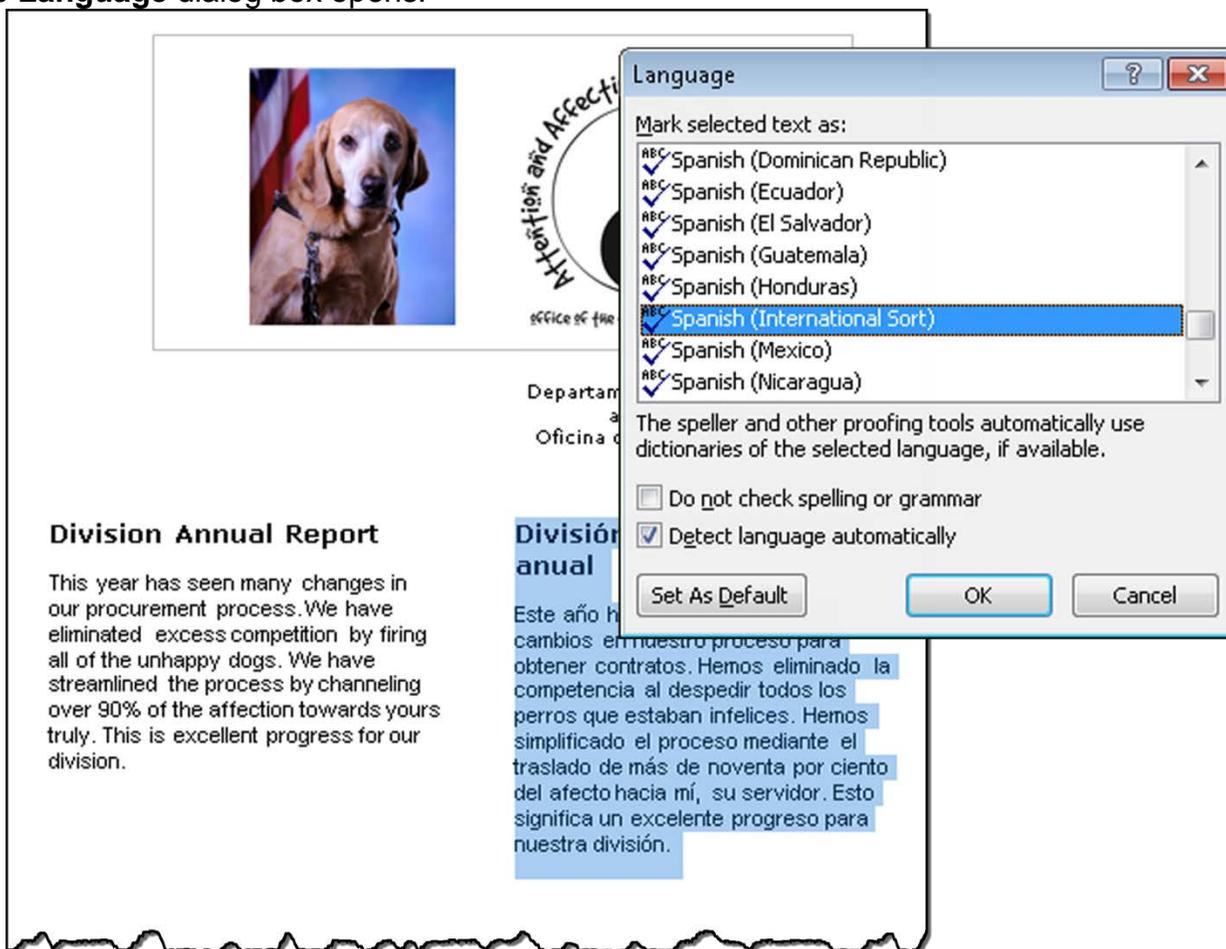
División para el informe anual

Este año ha presentado muchos cambios en nuestro proceso para obtener contratos. Hemos eliminado la competencia al despedir todos los perros que estaban infelices. Hemos simplificado el proceso mediante el traslado de más de noventa por ciento del afecto hacia mí, su servidor. Esto significa un excelente progreso para nuestra división.

- On the **Review** Tab, in the **Proofing** Group, select **Set Language**.



- The **Language** dialog box opens.



- Choose English (U.S.), or Spanish (Spain, International Sort), or other language as appropriate.

Note: The method described above is used to set the language for an individual paragraph. This method can be used to set multiple paragraphs, sections, or even the whole document. However, better results and ‘cleaner’ formatting can be achieved by (1) Adjusting language settings for individual styles; and (2) Setting your editing/proofing language to that of the main text in your document.

Examples

Correct:

External Link: [Correct Example Language Settings in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/LangSetting_eg_correct.doc)
 (http://www.socialsecurity.gov/accessibility/checklists/docs/LangSetting_eg_correct.doc
 x)

The screenshot displays a Microsoft Word document with two columns. The left column contains a photo of a dog and the heading **Division Annual Report**. The right column contains a yin-yang logo with the text 'Affection and Affection Procurement Department' and 'Office of the Deputy Commissioner'. Below the logo is the text 'Departamento de adquisición para atención y afecto' and 'Oficina del Comisionado Adjunto'. The document is divided into two columns by a 'Column Break' and two sections by 'Section Break (Continuous)'. The right-hand pane, 'Reveal Formatting', shows the 'Selected text' 'División para e' with the following settings: Font: (Default) +Headings (Verdana), 14 pt, bold; Language: Spanish (International Sort) (circled in red); Paragraph Style: Heading 1; Alignment: Left; Outline Level: Level 1; Indentation: Left: 0", Right: 0"; Spacing: Before: 0 pt, After: 12 pt, Line spacing: single; Line and Page Breaks: Keep with next; Section: Margins: Left: 1", Right: 1", Top: 1", Bottom: 1"; Layout: Section start: Continuous; Paper: Width: 8.5", Height: 11"; Columns: Number of columns: 2.

Incorrect:

[External Link: Wrong Example Language Settings in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/LangSetting_eg_incorrect.docx)
(http://www.socialsecurity.gov/accessibility/checklists/docs/LangSetting_eg_incorrect.docx)

The screenshot shows a Microsoft Word document with two columns of text. The left column contains English text, and the right column contains Spanish text. The 'Reveal Formatting' task pane on the right shows the 'Language' setting for the selected text set to 'English (U.S.)', which is circled in red. The document also features a logo for the 'Atención y Afectión Procurement Department' and a yin-yang symbol.

Rationale

Set the appropriate language for passages and phrases that use a language other than the document default. Exceptions: proper names, technical terms, or foreign words that have become part of the vernacular.

Screen readers pronounce words according to the language specified, so if a passage of text is in another language it will mispronounce the words in the passage.

Legal References

508 references:

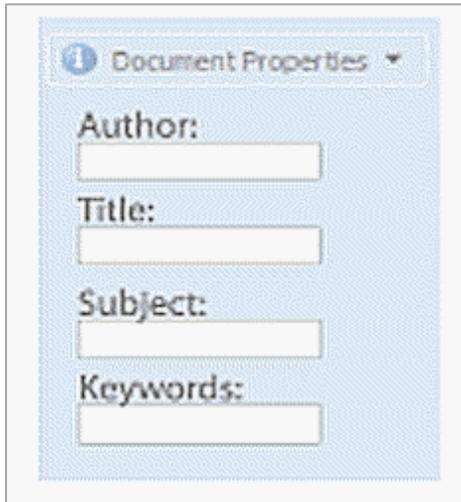
1194.21(d); 1194.31(a); 1194.31(b).

WCAG references:

3.1.2.

Jump to [All Word Requirements, on page 93](#).

Document Properties



The image shows a screenshot of a 'Document Properties' dialog box. At the top left, there is an information icon (a lowercase 'i' in a circle) followed by the text 'Document Properties' and a small downward-pointing arrow. Below this header, there are four labeled input fields, each with a white rectangular box for text entry. The labels are 'Author:', 'Title:', 'Subject:', and 'Keywords:', arranged vertically from top to bottom.

Requirements for 508 Compliance

Set the document title attribute in the document properties.

How to test

Does the Title Metadata property match the document title?

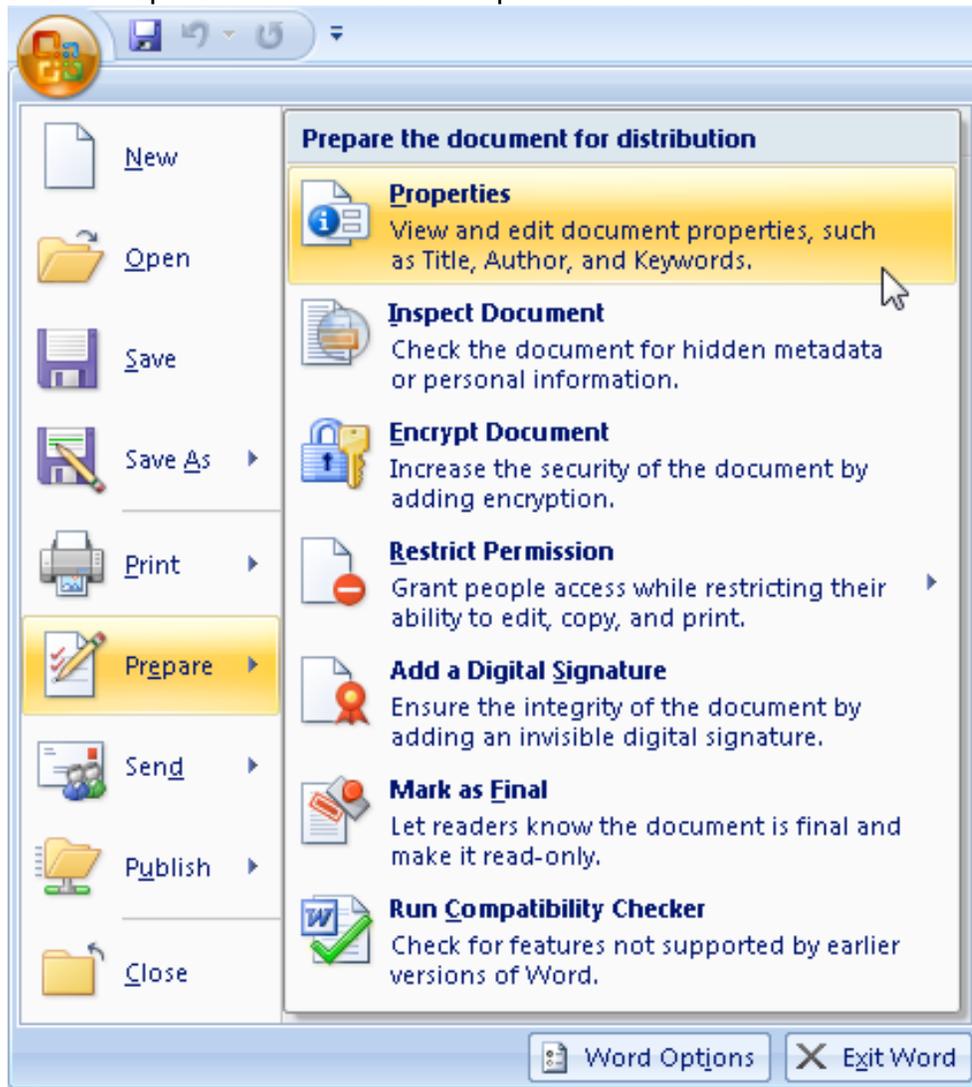
To examine the title field:

- Open the **Document Properties** pane: Select the Office Button.
- Select Prepare and then select Properties from the list.
- Examine the Title property. Does it match the document's title?

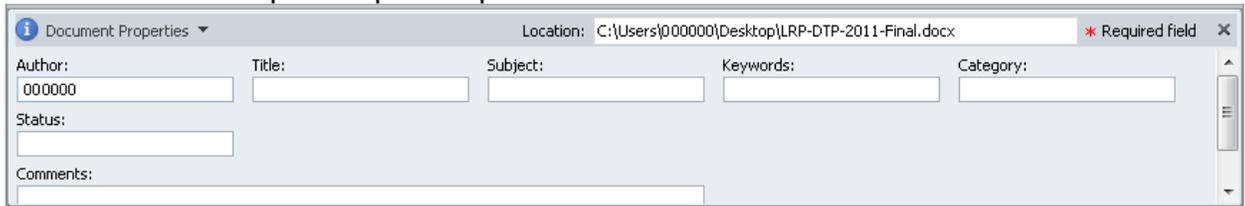
How to fix

To set the Document Properties:

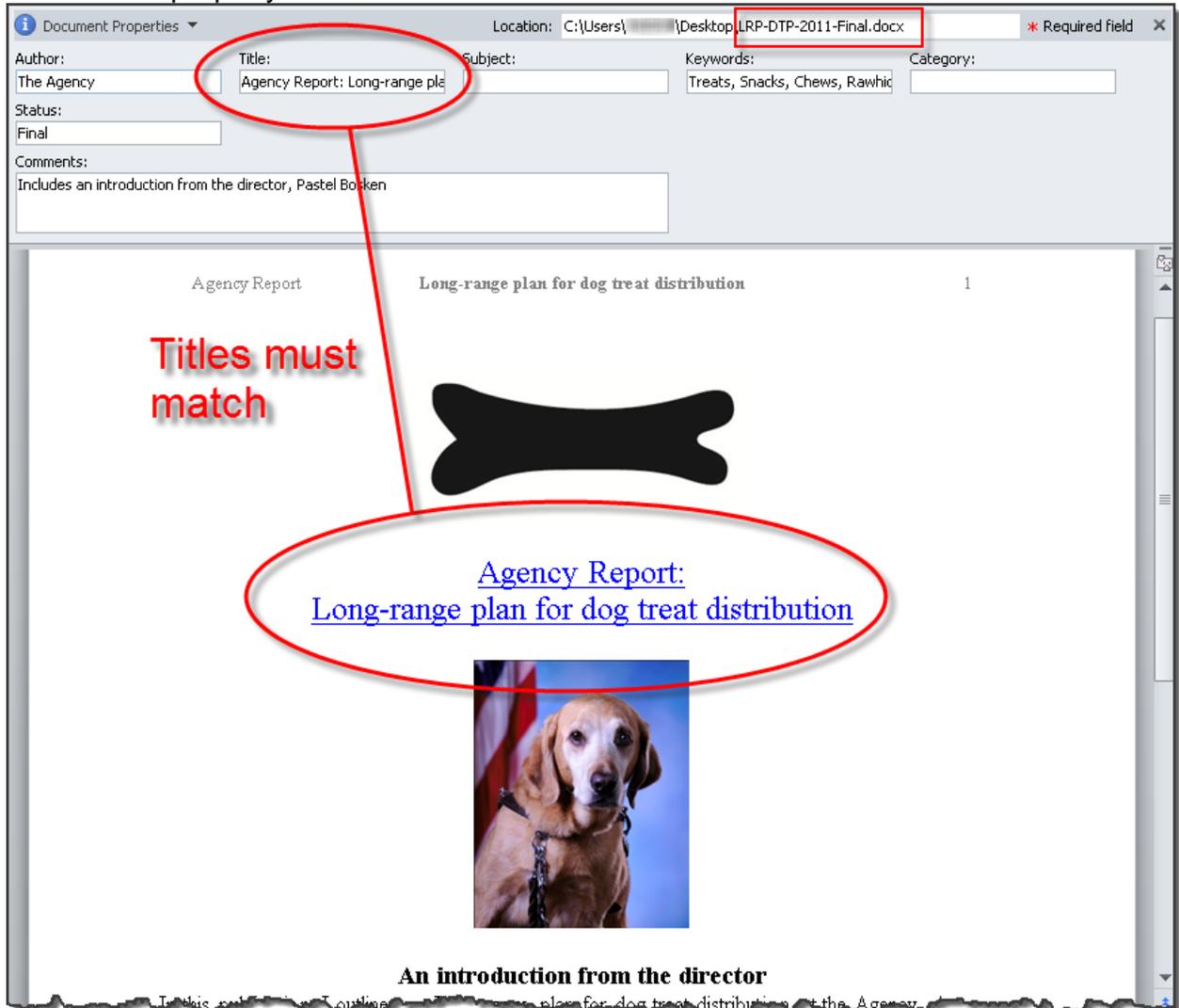
- Select the Office Button.
- Select Prepare and then select Properties from the list.



- The Document Properties panel opens.

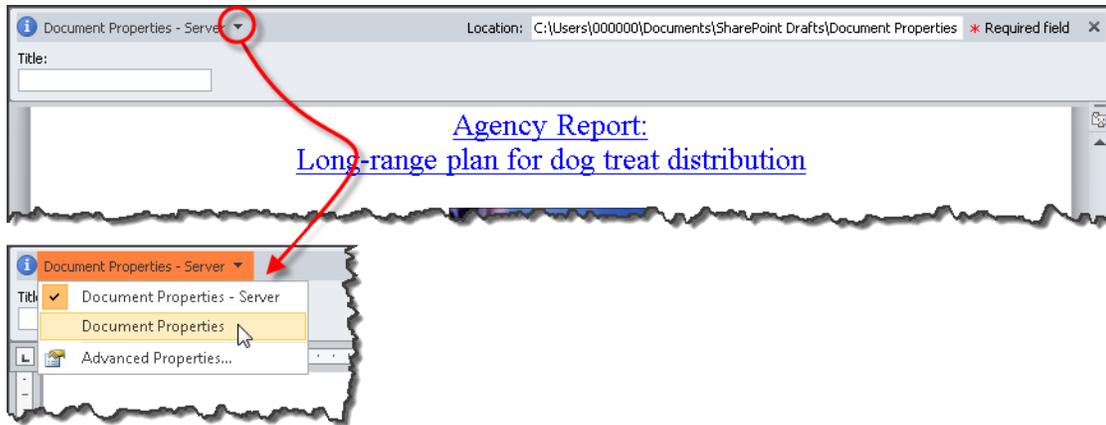


- Set the Title property to match the document's title.



- Set other relevant attributes and information fields as needed (author, keywords etc.).

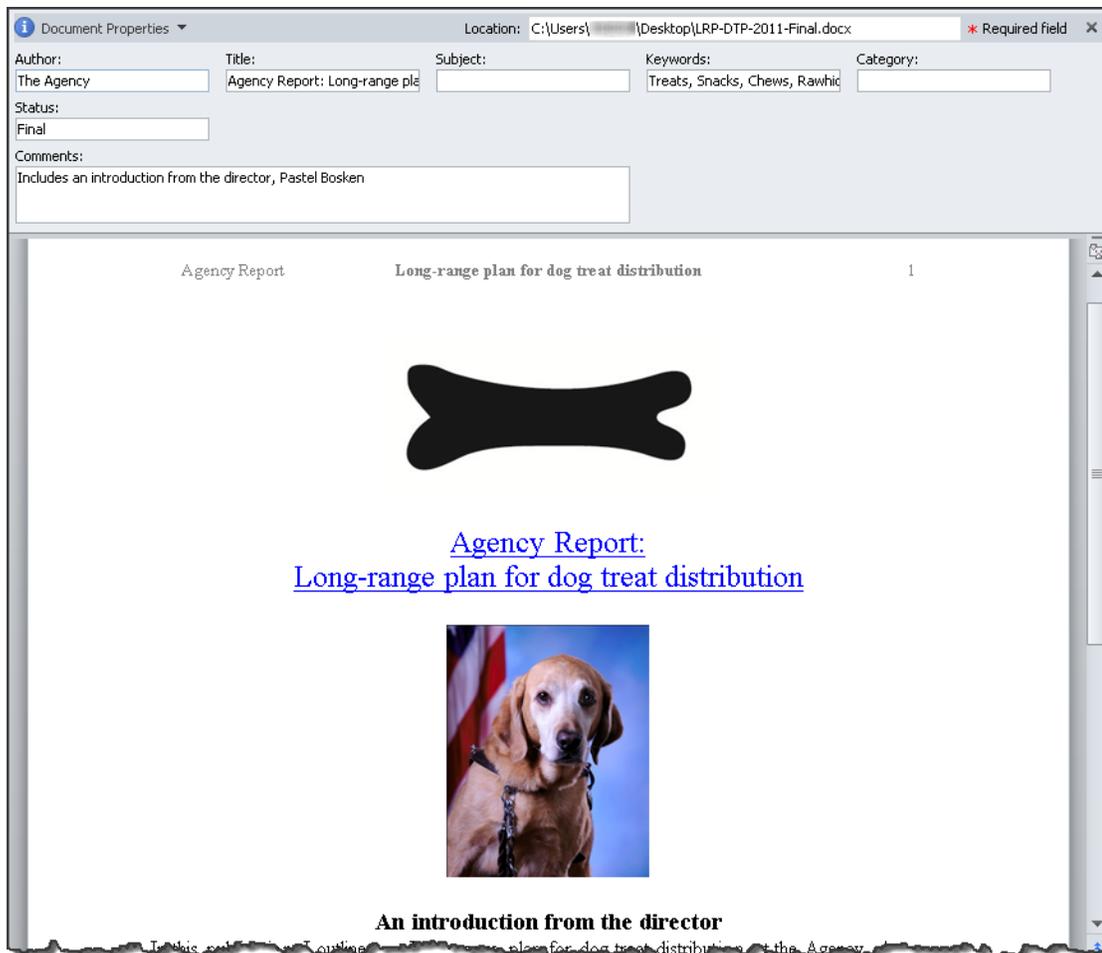
Note: If the Document Properties Panel only shows the title field, it is because the document is stored on a server. In this case, open the regular properties from the drop-down menu at the top of the panel. Updating the regular properties will also update the server file once it is saved/uploaded.



Examples

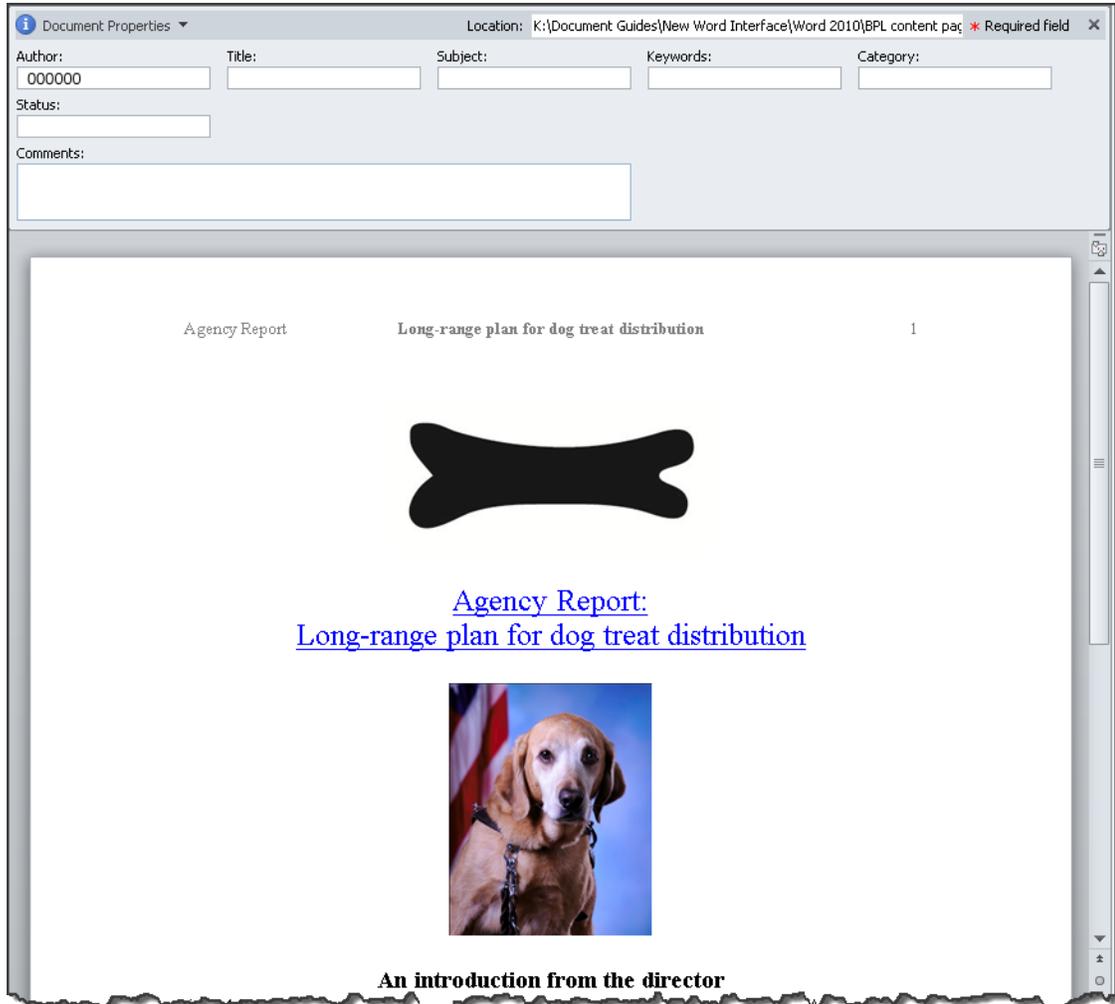
Correct:

[External Link: Correct Example Document Properties in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/DocumentProperties_eg_correct.docx)
(http://www.socialsecurity.gov/accessibility/checklists/docs/DocumentProperties_eg_correct.docx)



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(http://www.socialsecurity.gov/accessibility/checklists/docs/DocumentProperties_eg_incorrect.docx)



Rationale

Set the document title attribute in the document properties.

File names often contain abstract code that confuses users about the purpose of the document. When a document is first opened, screen readers will convey the title rather than the filename when a document title is set in the document properties. Consider adding other document attributes that can assist users as well (author, keywords, organization, etc.) . Match the text in the title attribute to the full title used in the main body of the document.

Legal References

508 references:

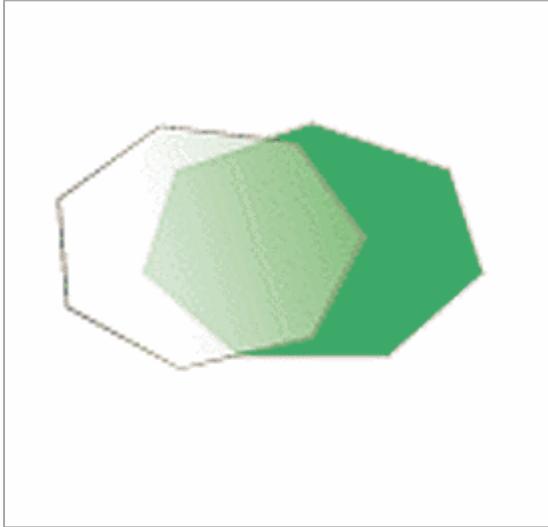
1194.21(d); 1194.31(a); 1194.31(b).

WCAG references:

2.4.2.

Jump to [All Word Requirements, on page 93](#).

Color and Contrast



There are 3 parts to examine:

- [Color & Contrast: HIGH COLOR CONTRAST](#)
- [Color & Contrast: VISIBLE IN CONTRAST MODE](#)
- [Color & Contrast: TEXTUAL EQUIVALENT](#)

HIGH COLOR CONTRAST

Requirements for 508 Compliance

Use high color contrast (background to foreground contrast, watermark to foreground contrast, etc.). The color contrast ratio between the background and text should be at least 4.5:1.

How to test and fix

Have high contrast combinations been used?

To check contrast:

- Print the document in grayscale and/or turn down the color on the computer monitor
- Examine items to ensure that there is sufficiently high contrast for elements, e.g.:
 - Table headers (text versus background fill)
 - Text in foreground versus background colors or images
 - Text in images
 - Watermarks versus text in foreground (the watermark should not interfere with the foreground text, as can happen when there is too little contrast)
- Note: this is a subjective test

The New Deal
Draft v0.5a

A message from the director

Guide Dogs have not been getting enough attention and/or affection lately. It is time that all service animals demand a New Deal. At the request of the commissioner, I deliver in this report my action plan for improving our procurement numbers in the coming fiscal year.

—Pastel Bosken, Director, AAPD

	Attention	Affection
Current FY	23.0	12.7
Next FY	56.0	67.0

AA Ratings for the Agency: Current and Projected

The New Deal: Highlights

- Attention up 32.4 points
- Affection up 54.3 points
- Systematic attention & affection mechanisms
- Improved walk cycles
- Introdution of Yappy Hour

Page 1 of 15

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Page 1 of 15

Note: For this requirement, contrast is being measured in a subjective manner. To have confidence that this requirement is being met, it may prove useful to show the document to a number of people of different ages (contrast sensitivity decreases with age) and visual capabilities. It also may be useful to examine the document under different types of lighting condition (from well lit rooms down to low light situations).

Examples

Correct:

External Link: Correct Example HIGH COLOR CONTRAST in Word
http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast1_eg_correct.docx




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Page 1 of 15

Incorrect:

[External Link: Wrong Example HIGH COLOR CONTRAST in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast1_eg_incorrect.docx)
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	Attention	Affection
Current FY	23.3	12.7
Next FY	56.0	67.0

AA Ratings for the Agency: Current and Projected

The New Deal: Highlights

- Attention up 32.4 points
- Affection up 54.3 points
- Systematic attention & affection mechanisms
- Improved walk cycles
- Introduction of Yappy Hour

Page 1 of 15

Rationale

Use high color contrast (background to foreground contrast, watermark to foreground contrast, etc.). The color contrast ratio between the background and text should be at least 4.5:1.

Users with low vision and color blindness may have difficulty reading documents that do not present sufficient contrast and color difference between background and foreground elements.

Legal References

508 references:

1194.21(g); 1194.21(i); 1194.22(c); 1194.31(a); 1194.31(b).

WCAG references:

1.4.1 Use of Color; 1.4.3 Contrast (minimum); WCAG-AAA: 1.4.6 ; 1.4.8.

Jump to [All Word Requirements, on page 93](#).

VISIBLE IN CONTRAST MODE

Requirements for 508 Compliance

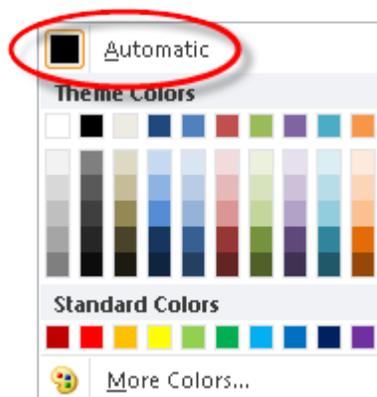
Text, images, and non-decorative graphics (bullets, dividers, etc.) must be visible when viewed in "High Contrast" mode.

How to test and fix

Are items visible in High Contrast Mode?

To ensure that text displays well in High Contrast Mode:

- When choosing font colors, use the Automatic setting. Text that is set to Automatic will render properly in High Contrast mode.



To ensure that non-text elements display well in High Contrast Mode:

- Print out a copy of the document for comparison with the screen display
- Turn on High Contrast Mode: `Left Alt + Left Shift + Print Screen`

The New Deal
Draft v0.5a

A message from the director

Guide Dogs have not been getting enough attention and/or affection lately. It is time that all service animals demand a New Deal. At the request of the commissioner, I deliver in this report my action plan for improving our procurement numbers in the coming fiscal year.

—Pastel Bosken, Director, AAPD

	Attention	Affection
Current FY	23.6	12.7
Next FY	56.0	67.0

AA Ratings for the Agency: Current and Projected

The New Deal: Highlights

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- Systematic attention & affection mechanisms
- Improved walk cycles
- Introduction of Yappy Hour

The_New_Deal_DRAFT v0.5a.docx Page 1 of 15

- Check that items are still easily visible, e.g.:
 - Bullet characters
 - Graphics
 - Table borders
 - Information conveyed through color
- Adjust color settings accordingly

Note: It may be necessary to switch between High Contrast and regular viewing modes a number of times during this process.

Examples

Correct:

[External Link: Correct Example VISIBLE IN CONTRAST MODE in Word \(http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast2_eg_correct.docx\)](http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast2_eg_correct.docx)




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The_New_Deal_DRAFT v0.5a.docx Page 1 of 15




The New Deal

Draft v0.5a

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	Attention	Affection
<i>Current FY</i>	23.6	12.7
<i>Next FY</i>	56.0	67.0

AA Ratings for the Agency: Current and Projected

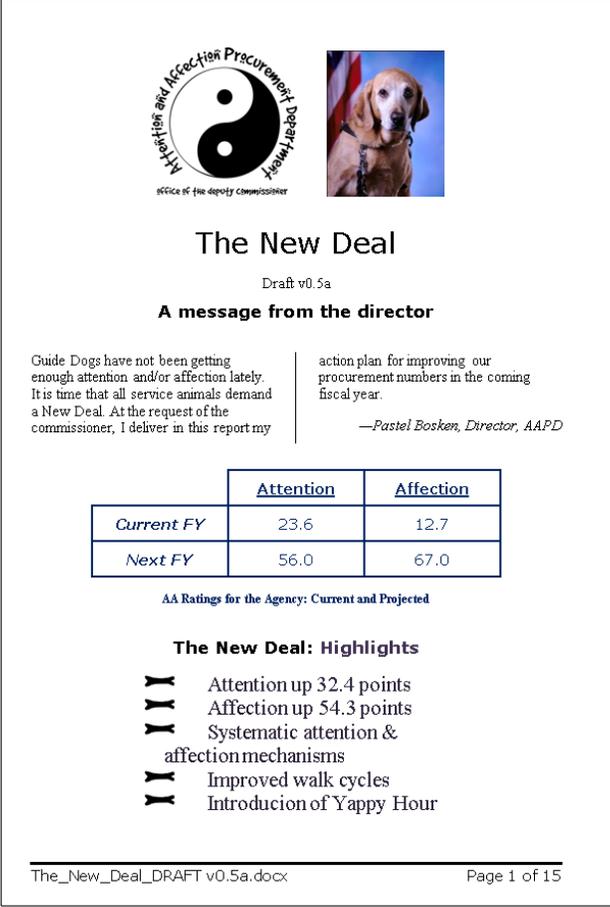
The New Deal: Highlights

- Attention up 32.4 points
- Affection up 54.3 points
- Systematic attention & affection mechanisms
- Improved walk cycles
- Introduction of Yappy Hour

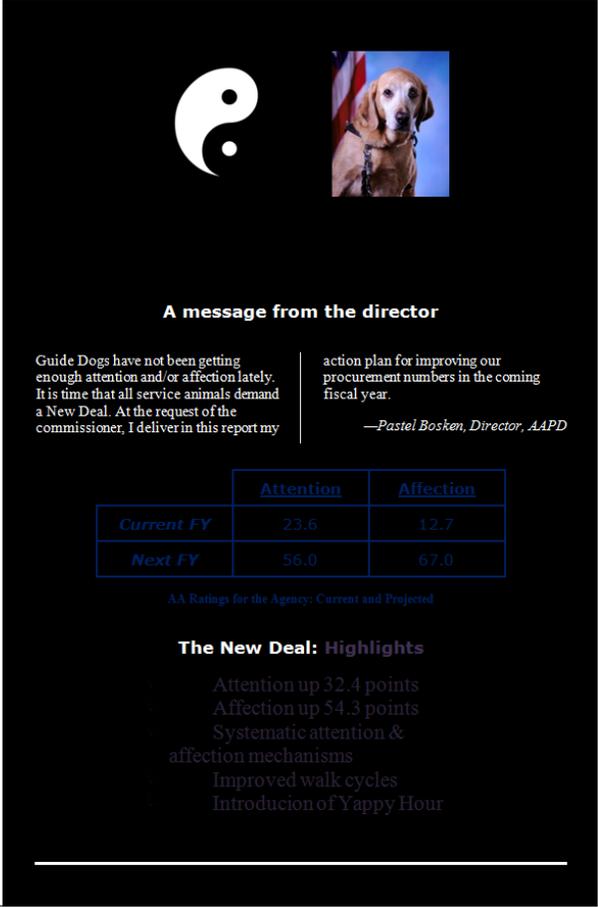
The_New_Deal_DRAFT v0.5a.docx Page 1 of 15

Incorrect:

[External Link: Wrong Example VISIBLE IN CONTRAST MODE in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast2_eg_incorrect.docx)
(http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast2_eg_incorrect.docx)



The document preview shows a white background with a logo on the left and a photo of a dog on the right. The text is clearly legible. A table with two columns (Attention, Affection) and two rows (Current FY, Next FY) is visible. The text 'The New Deal: Highlights' is followed by a list of items with bullet points.



The document preview shows a black background with white text and graphics. The logo and dog photo are visible. The text is clearly legible. The table and 'The New Deal: Highlights' section are also visible.

Rationale

Text, images, and non-decorative graphics (bullets, dividers, etc.) must be visible when viewed in "High Contrast" mode.

Users with low vision must be able to see the document content when displayed in "High Contrast" mode.

Legal References

508 references:

1194.21(g); 1194.21(i); 1194.22(c); 1194.31(a); 1194.31(b).

WCAG references:

1.4.1 Use of Color; 1.4.3 Contrast (minimum); WCAG-AAA: 1.4.6 ; 1.4.8.

Jump to [All Word Requirements, on page 93](#).

TEXTUAL EQUIVALENT

Requirements for 508 Compliance

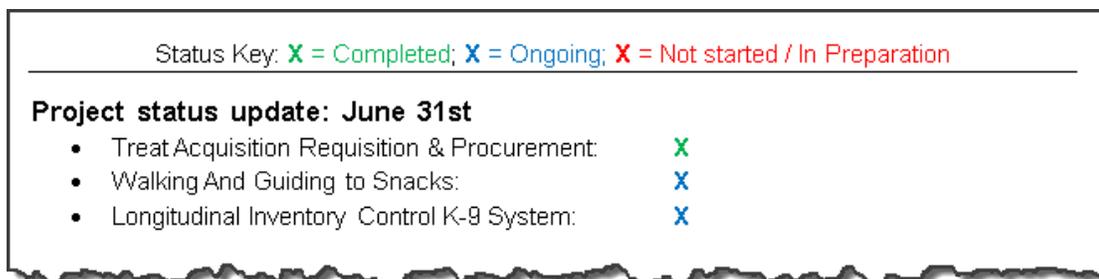
Information conveyed through color must also be conveyed textually.

How to test

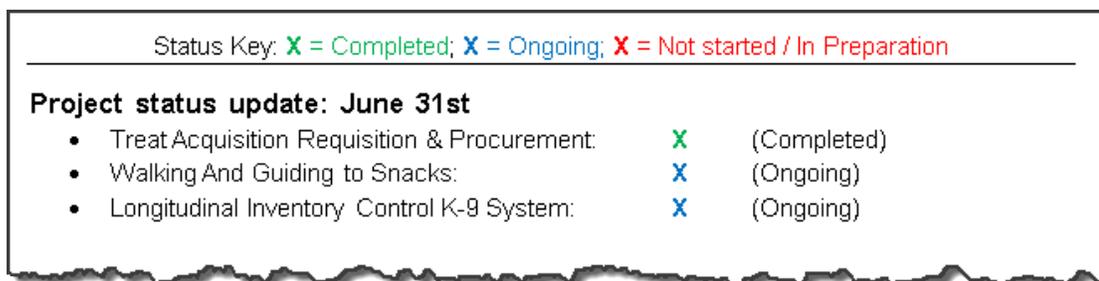
Is information conveyed through color also conveyed textually?

To examine information for color redundancy:

- Identify elements where color is used to convey meaning, e.g.:
 - Pie charts
 - Bar charts
 - Table data cells (text and background/fill)
 - Figures
 - Status (statements, indicators)
 - Instructions
 - Flowcharts
- Determine whether there is a text equivalent used to convey the same information.



- Add a text equivalent on or adjacent to the element that conveys the same information.

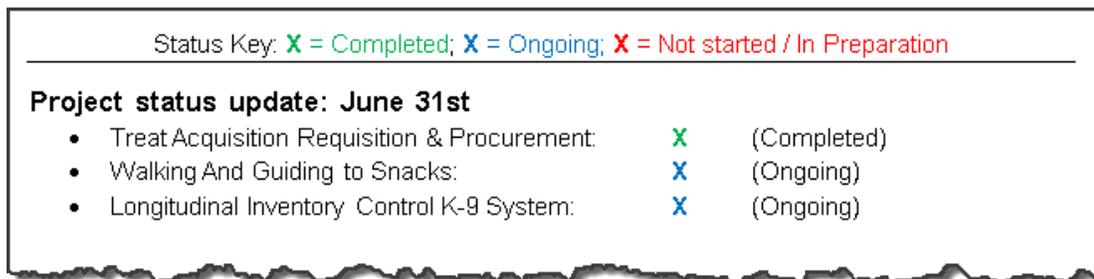


Note: Information conveyed in text may be placed in the alt-text, but it should not be the only place that the text is shown. The information should be clearly visible at all times for all users of the interface. Using alt-text attributes to “pop up” information normally conveyed in color is inappropriate, because people who have color vision problems are not required to have their interface set to show alt-text on mouse-over.

Examples

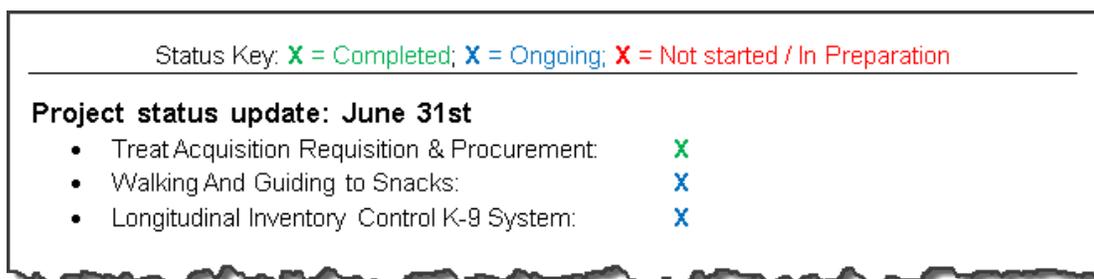
Correct:

[External Link: Correct Example TEXTUAL EQUIVALENT in Word \(http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast3_eg_correct.docx\)](http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast3_eg_correct.docx)



Incorrect:

[External Link: Wrong Example TEXTUAL EQUIVALENT in Word \(http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast3_eg_incorrect.docx\)](http://www.socialsecurity.gov/accessibility/checklists/docs/ColorAndContrast3_eg_incorrect.docx)



Rationale

Information conveyed through color must also be conveyed textually.

Users who are blind, low vision, or color blind require alternatives for information conveyed by color. In addition to static colors, this includes color used to indicate dynamic changes in status, alerts, errors, etc.

Legal References

508 references:

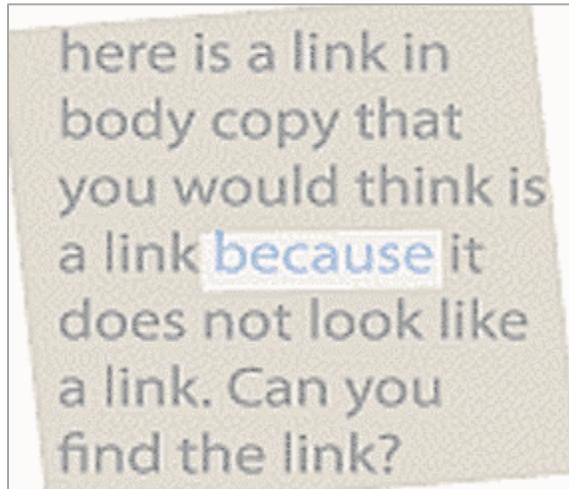
1194.21(g); 1194.21(i); 1194.22(c); 1194.31(a); 1194.31(b).

WCAG references:

1.4.1 Use of Color; 1.4.3 Contrast (minimum); WCAG-AAA: 1.4.6 ; 1.4.8.

Jump to [All Word Requirements, on page 93](#).

Unclear Hyperlink Text



Requirements for 508 Compliance

Use meaningful plain language for links and/or user controls. The name must describe the destination, function, and/or purpose of the user interface. Links and controls that repeat the same name should provide a unique and specific description for each.

How to test

Do links have functional target-specific destinations?

To examine the functional target of links:

- Go through the links to verify that unique, plain-language target-specific descriptions are given for each link.

Form fields:

To check if the document is a form / contains form elements:

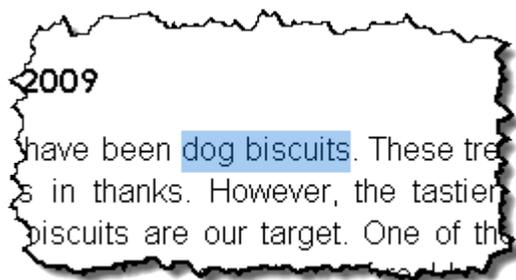
- Examine the document for form fields, e.g.:
 - Checkboxes
 - Radio Buttons
 - Combo boxes
 - Fillable text fields
 - Interactive elements

Note: Word is an inappropriate format for electronic forms. If found, the document needs to be in a different (accessible) format for reading.

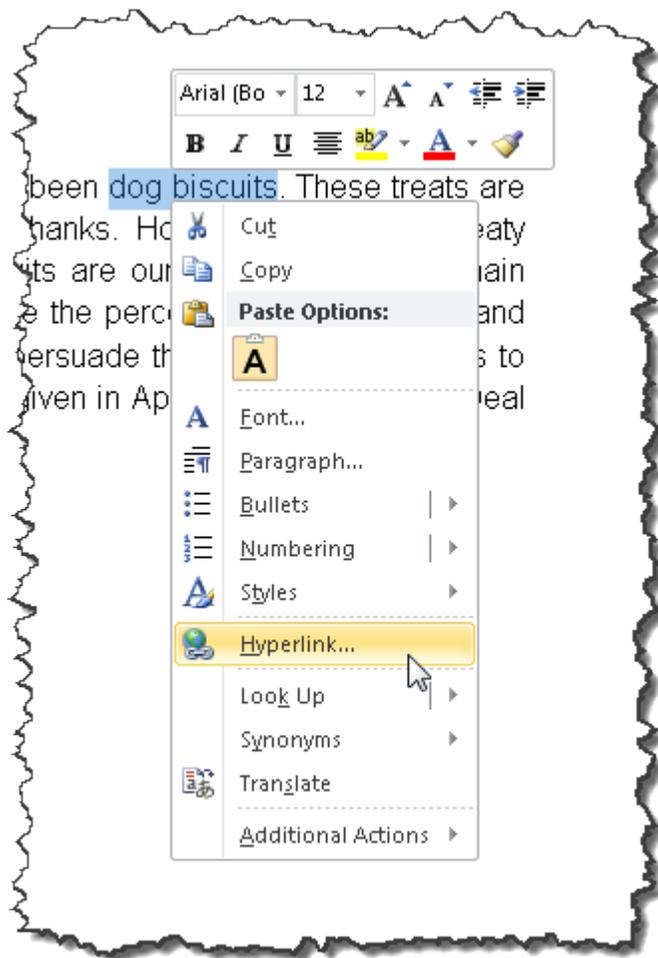
How to fix

To provide a functional target-specific destination for links:

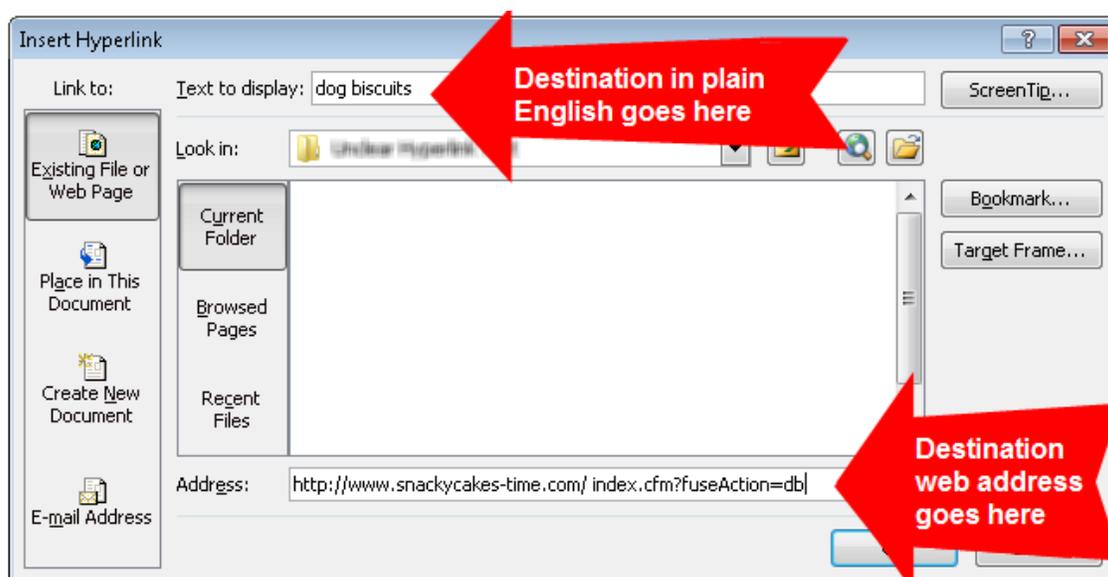
- Select the text that is (or is to be) the link.



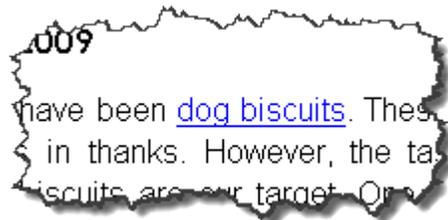
- Open the context menu (right click)



- Select Hyperlink
- The Insert Hyperlink dialog box appears



- In the Text to Display field, enter the functional, target specific destination in plain English.



Note: For documents that are also intended for printing, the link/URL can also be appended at the back of the plain English name.



Note: Links and controls that repeat the same name should provide a unique and specific description for each.



Form fields:

This requirement is not applicable, as Word is an inappropriate format for electronic forms.

Examples

Correct:

[External Link: Correct Example Unclear Hyperlink Text in Word \(http://www.socialsecurity.gov/accessibility/checklists/docs/UnclearHyperlinkText_eg_correct.docx\)](http://www.socialsecurity.gov/accessibility/checklists/docs/UnclearHyperlinkText_eg_correct.docx)

Analysis of treat intake in FY 2009

The majority of treats in this year have been [dog biscuits](#). These treats are welcomed, and we wag our tails in thanks. However, the tastier [meaty snacks biscuits](#) and [real bones biscuits](#) are our target. One of the main goals for 2010 is, therefore, to increase the percentage of real bones and meaty snacks. We must endeavor to persuade the distributors of treats to 'up the ante' from now on. Details are given in [Appendix L of the New Deal Plan](#) (NDP).

Incorrect:

[External Link: Wrong Example Unclear Hyperlink Text in Word \(http://www.socialsecurity.gov/accessibility/checklists/docs/UnclearHyperlinkText_eg_incorrect.docx\)](http://www.socialsecurity.gov/accessibility/checklists/docs/UnclearHyperlinkText_eg_incorrect.docx)

Analysis of treat intake in FY 2009

The majority of treats in this year have been dog biscuits (<http://www.snackycakes-time.com/index.cfm?fuseAction=db>). These treats are welcomed, and we wag our tails in thanks. However, the tastier meaty snacks biscuits (<http://www.snackycakes-time.com/index.cfm?fuseAction=msb>) and real bones biscuits (<http://www.snackycakes-time.com/index.cfm?fuseAction=rbb>) are our target. One of the main goals for 2010 is, therefore, to increase the percentage of real bones and meaty snacks. We must endeavor to persuade the distributors of treats to 'up the ante' from now on. Details are given in Appendix L of the New Deal Plan (NDP). [Click Here](#) for the NDP.

Rationale

Use meaningful plain language for links and/or user controls. The name must describe the destination, function, and/or purpose of the user interface. Links and controls that repeat the same name should provide a unique and specific description for each.

Users need to know the unique target or function of an interface. Sometimes the name or text of the link is sufficient and/or confusing. Users will need a unique name for links and/or user controls that repeat the same name but serve different purposes (i.e. when a link 'Here' appears multiple times give the link a unique description.)

Legal References

508 references:

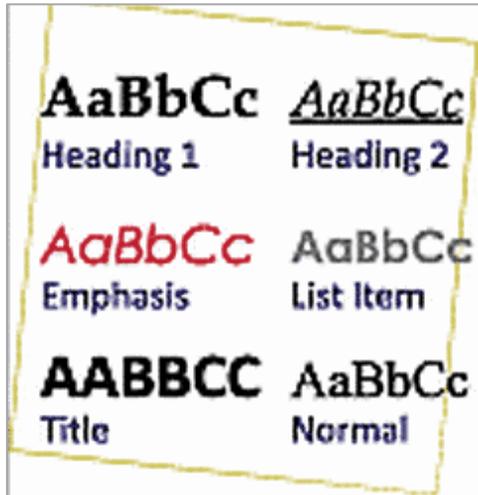
1194.21(d); 1194.21(f); 1194.22(a); 1194.22(l); 1194.31(a); 1194.31(b); 1194.21(c).

WCAG references:

4.1.2; 1.3.2 ; 2.4.3.

Jump to [All Word Requirements, on page 93](#).

Unstructured Document



Requirements for 508 Compliance

Use programmatically discoverable headings to logically structure content.

How to test

Are heading styles used to logically divide and structure the document?

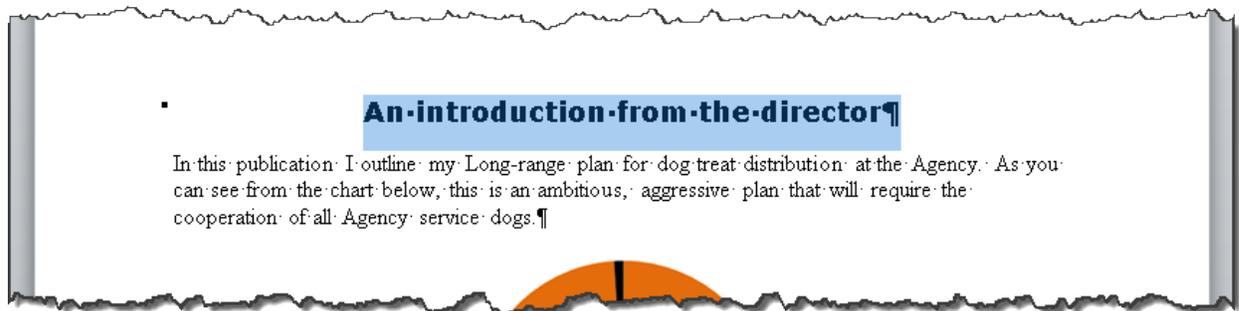
To check that all headings are marked:

- Open the headings (navigation) pane: On the **View Tab**, In the **Show/Hide Group**, select **Document Map**
- The headings in the Document Map should be selectable to go to any heading in the document.
- The hierarchy of the headings in the document should be indicated in the Document Map.

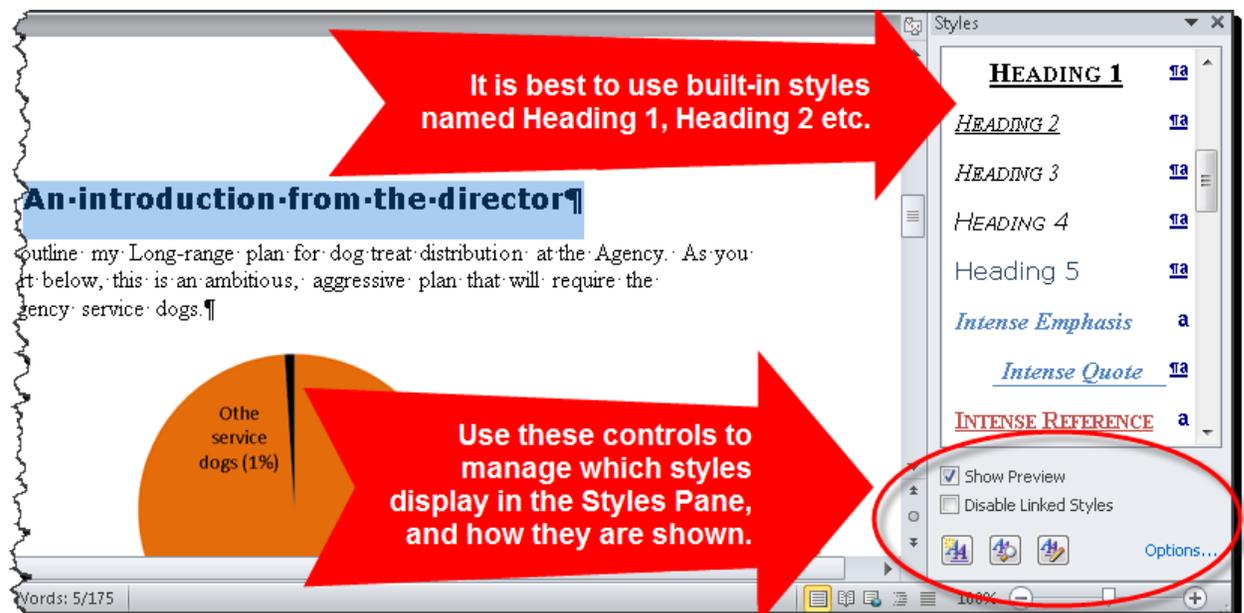
How to fix

To set headings programmatically:

- In the document, select the text that is to be set as a heading.

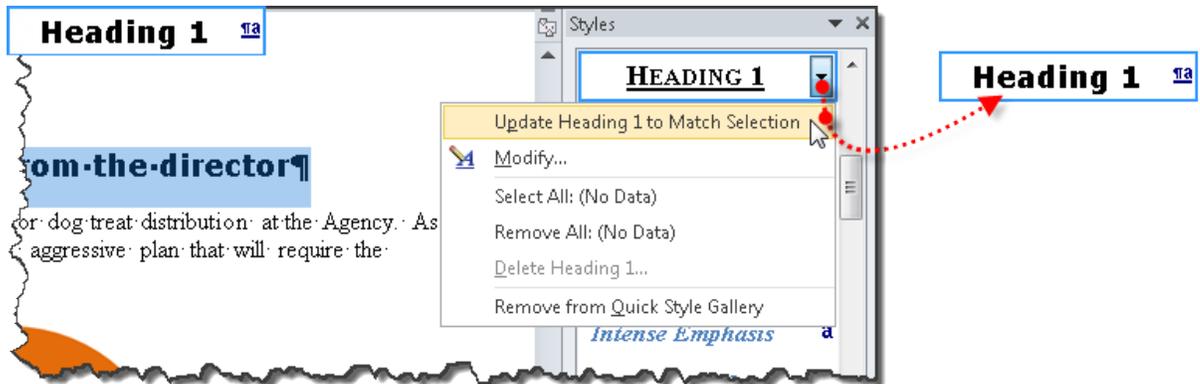


- Open the Styles Pane: **CTRL** + **ALT** + **SHIFT** + **S**.

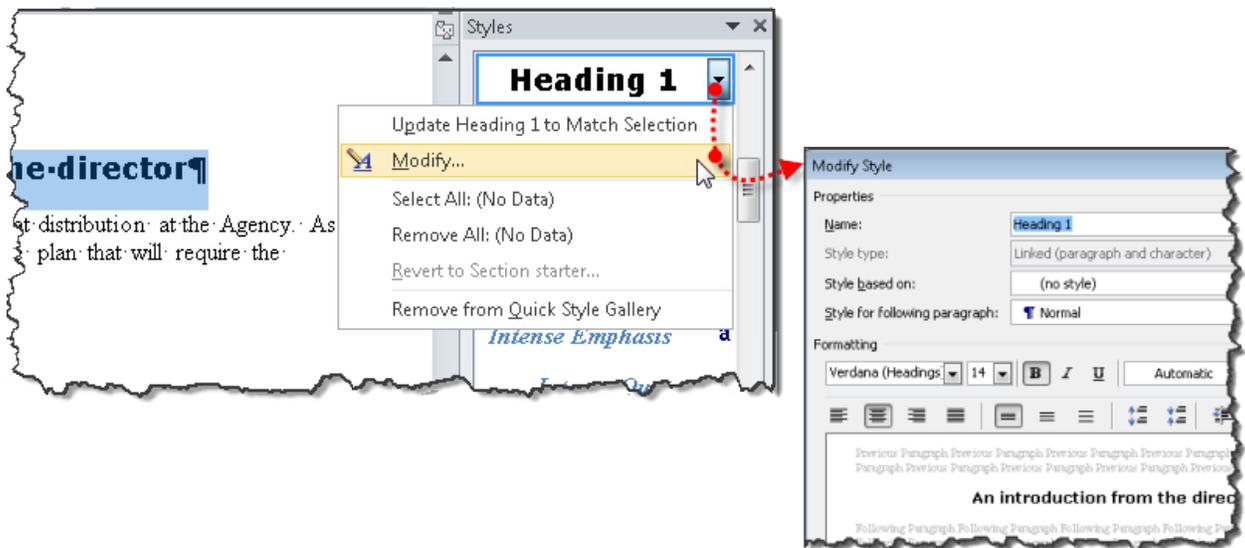


Note: It is best to use the built-in styles named ‘Heading 1’, ‘Heading 2’, ‘Heading 3’ etc., because these styles work well with assistive technologies used by people with disabilities. If ‘Heading 1’, ‘Heading 2’ etc. do not show in the Styles Pane, select the Options button in the bottom right corner of the pane, and set the types of styles that show to ‘All Styles’.

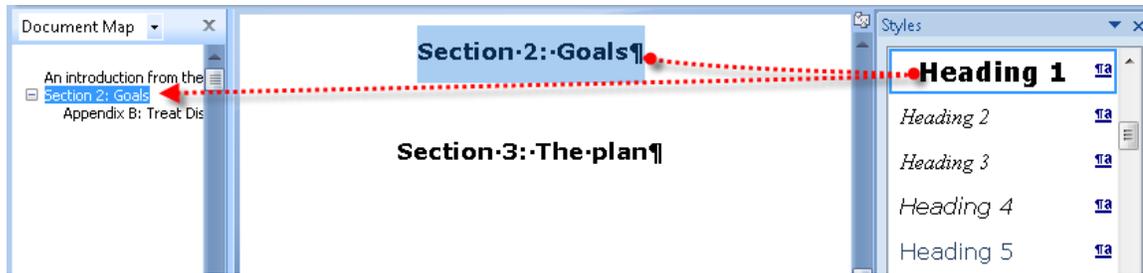
- **Find** the appropriate style name (Title, or Heading 1, heading 2, heading 3 etc.). Open the context menu (right click) for the style name.
- If necessary, **update** a heading style to match any current visual character formatting. Choose Update <style name> to Match Selection



- If necessary, **modify** the heading style’s settings to match your desired formatting. Choose Modify...



- **Apply** the heading style to the selected text. Select the heading style name, and the selected paragraph in the main document will be programmatically marked with the style name.

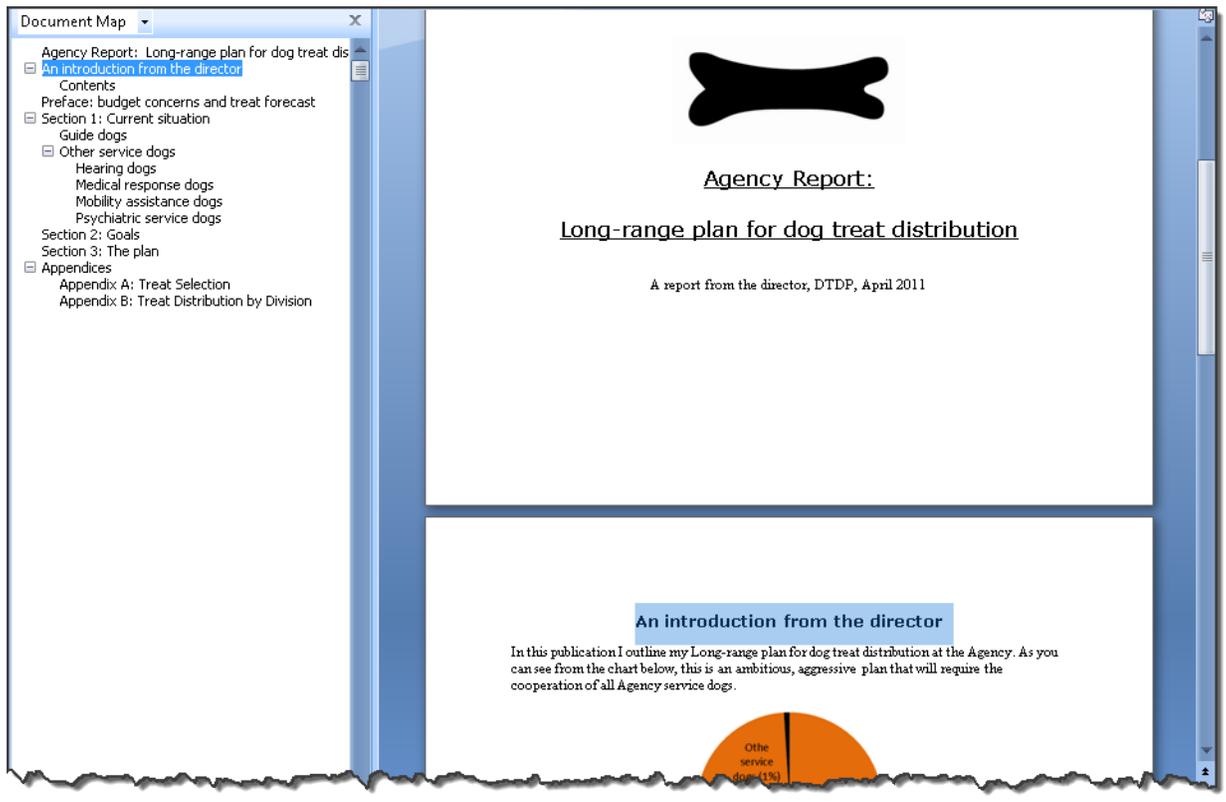


Tip: The Document Map can be used to visualize Heading settings while they are being set: On the **View Tab**, In the **Show/Hide Group**, select **Document Map**.

Examples

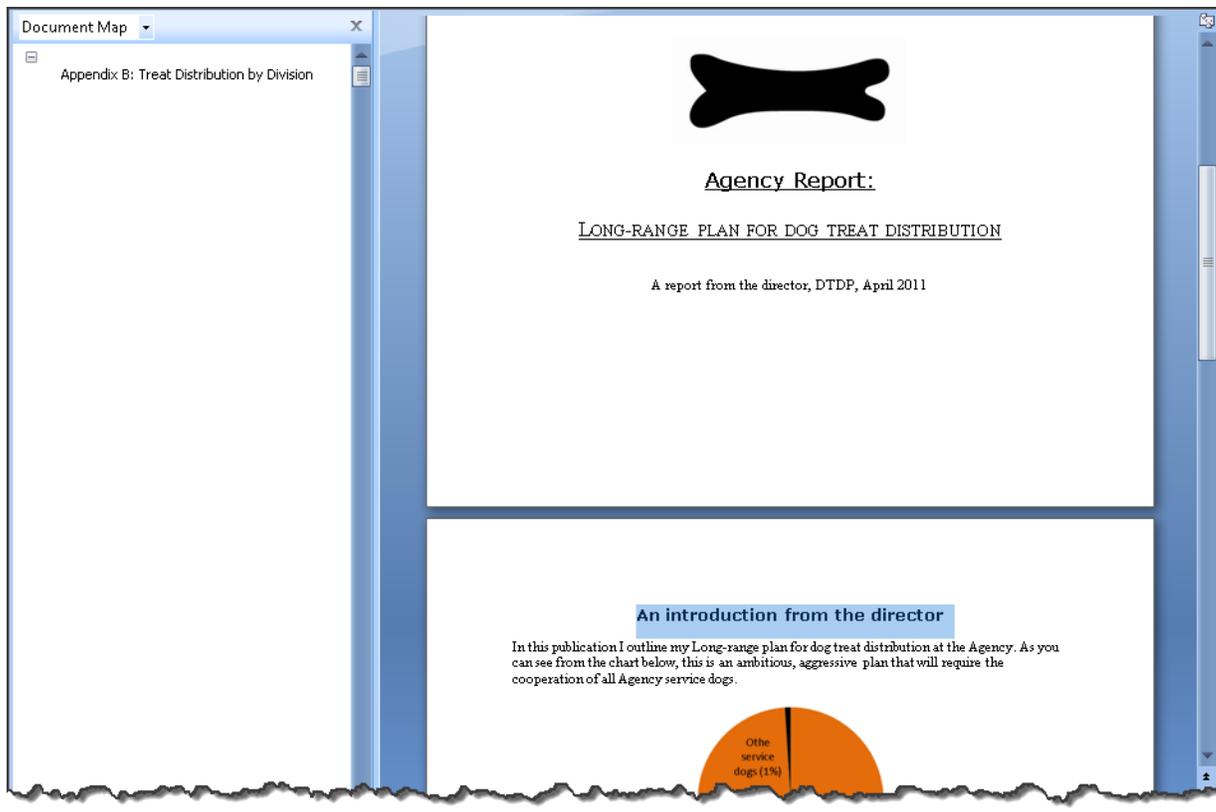
Correct:

[External Link: Correct Example Unstructured Document in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/UnstructuredDocument_eg_correct.docx)
 (http://www.socialsecurity.gov/accessibility/checklists/docs/UnstructuredDocument_eg_correct.docx)



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(http://www.socialsecurity.gov/accessibility/checklists/docs/UnstructuredDocument_eg_incorrect.docx)



Rationale

Use programmatically discoverable headings to logically structure content.

The use of styles and/or other programming allows keyboard-only and assistive technology users to navigate content. Applying bigger fonts, bold, underline, italic etc. does not programmatically set text as a heading.

Legal References

508 references:

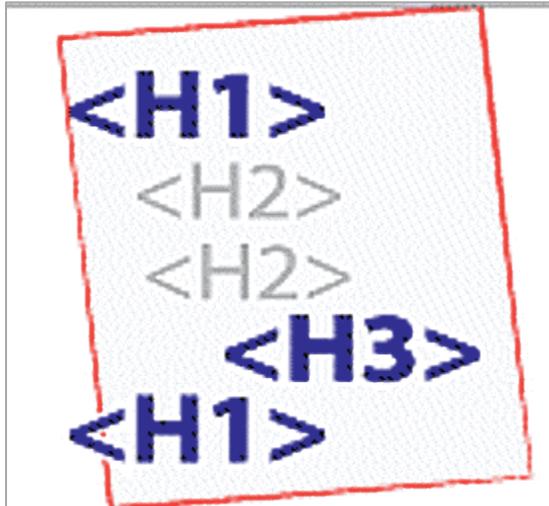
1194.21(a); 1194.21(d); 1194.22(o); 1194.31(a); 1194.31(b); 1194.31(f).

WCAG references:

1.3.1 ; 2.1.1; 2.4.6 ; WCAG-AAA: 2.4.10 Section Headings.

Jump to [All Word Requirements, on page 93](#).

Skipped Heading Level



Requirements for 508 Compliance

Use programmatically discoverable headings to logically structure content.

How to test

Are heading styles used to logically divide and structure the document?

To check the heading structure:

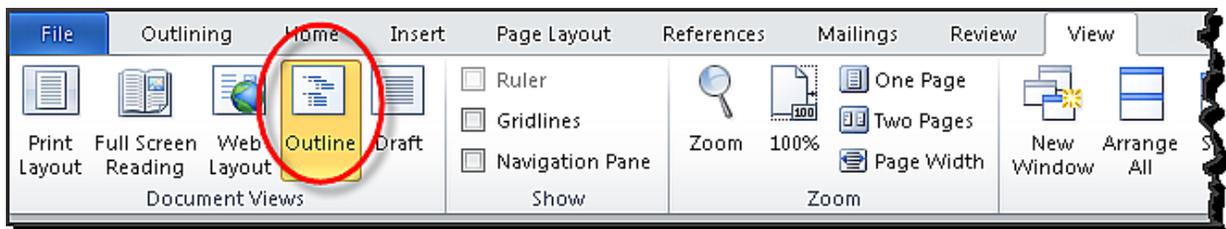
- To view the current structure, open The Document Map: On the **View Tab**, In the **Show/Hide Group**, select **Document Map**.

Note: Only headings that have been properly formatted with heading styles will show in the Document Map. All headings should have a heading style applied and should show in the Document Map. For instruction on setting heading styles, see the guidance for Jump to [Unstructured Document, on page 45](#).

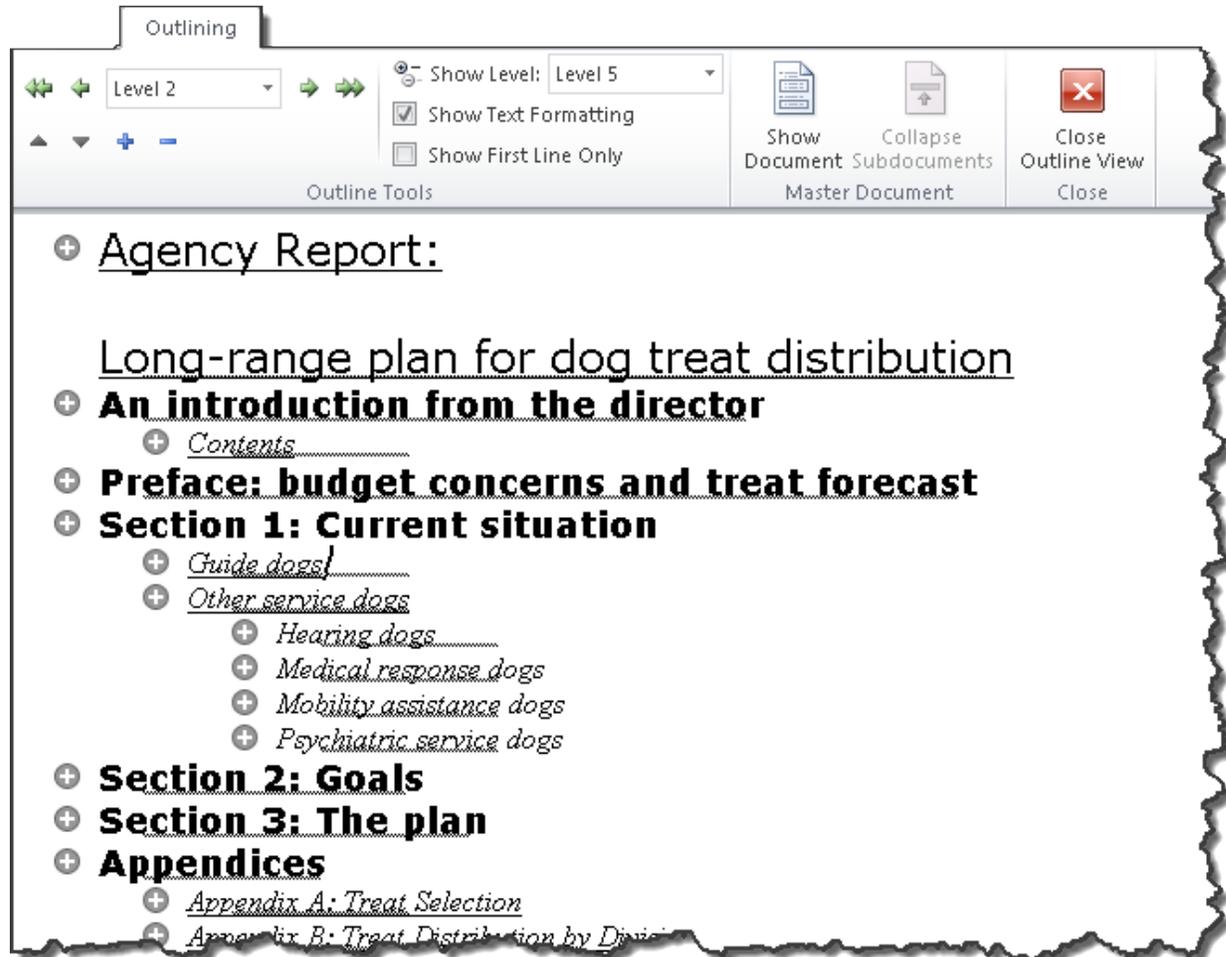
How to fix

To set a logical structure:

- Open the Outline View: On the **View Tab**, in the **Document Views Group**, select Outline.



- The Outlining Tab opens in the Ribbon. The document is shown in Outline View.



- Use the controls in the Outlining Tab to set a logical heading structure. The level of the heading under the cursor is shown in the Outline Tools Tab. The controls in the Outlining Tab can be used to promote/demote headings, move headings within the document, show or hide formatting, and more.

Note: A logical structure will mean that 'jumps' in heading level are eliminated (or at least minimized). For example, Heading 1 precedes Heading 2, which precedes Heading 3.

Tip: The Document Map can be used to visualize Heading settings while they are being set: On the **View Tab**, In the **Show/Hide Group**, select **Document Map**.

Examples

Correct:

[External Link: Correct Example Skipped Heading Level in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/SkippedHeadingLevel_eg_correct.docx)
(http://www.socialsecurity.gov/accessibility/checklists/docs/SkippedHeadingLevel_eg_correct.docx)

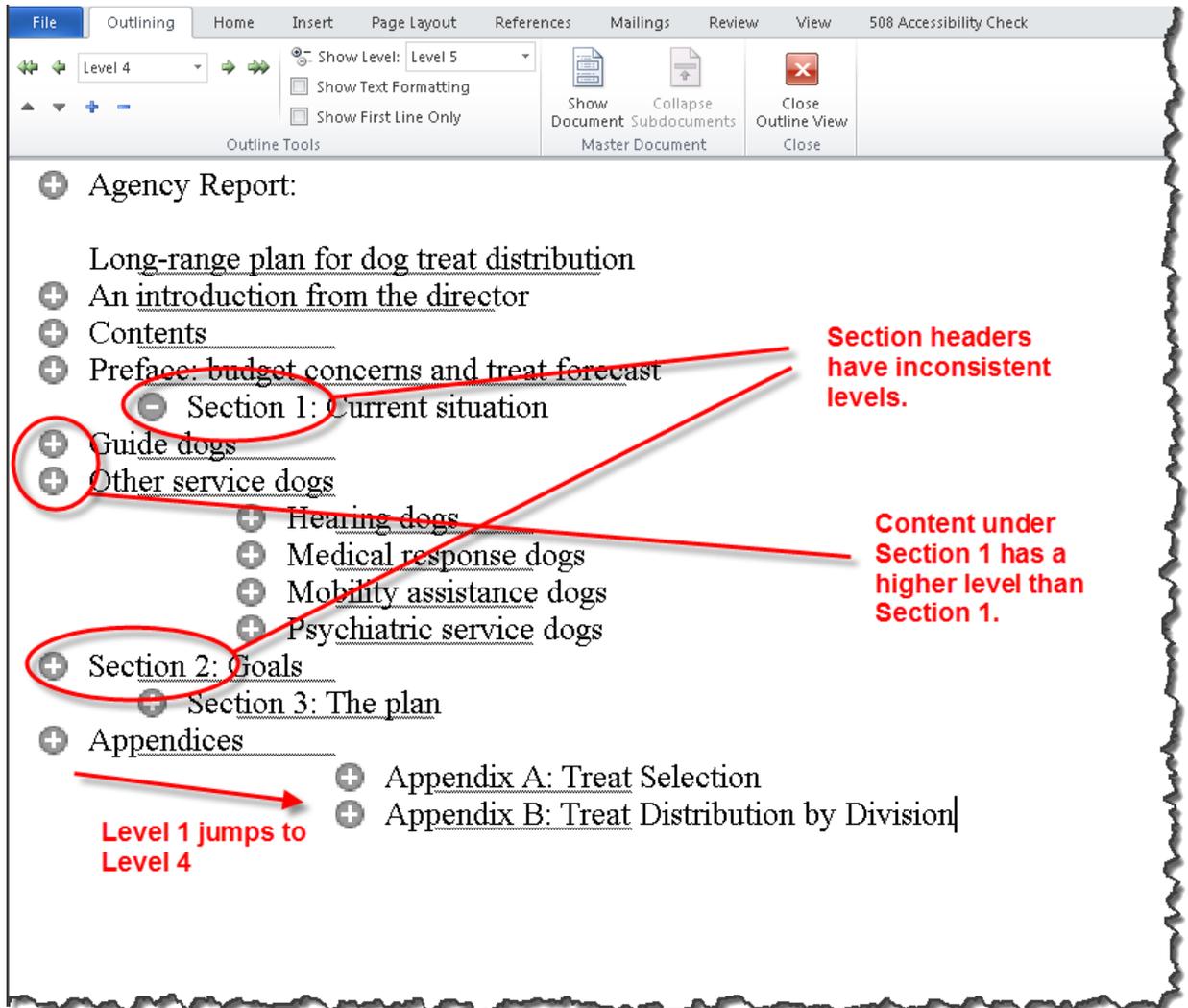
The screenshot shows the Microsoft Word interface with the Outline Tools ribbon active. The ribbon includes options for 'Show Level' (set to Level 5), 'Show Text Formatting', and 'Show First Line Only'. There are also buttons for 'Show Document', 'Collapse Subdocuments', and 'Close Outline View'. The main content area displays a document outline for 'Long-range plan for dog treat distribution'. The outline is structured as follows:

- Long-range plan for dog treat distribution
 - + An introduction from the director
 - + Contents
 - + Preface: budget concerns and treat forecast
 - + Section 1: Current situation
 - + Guide dogs
 - + Other service dogs
 - + Hearing dogs
 - + Medical response dogs
 - + Mobility assistance dogs
 - + Psychiatric service dogs
 - + Section 2: Goals
 - + Section 3: The plan
 - + Appendices
 - + Appendix A: Treat Selection
 - + Appendix B: Treat Distribution by Division

Red arrows at the bottom of the outline indicate the heading levels: Level 1 points to the main title, Level 2 points to the first-level sub-sections, and Level 3 points to the second-level sub-sections.

Incorrect:

[External Link: Wrong Example Skipped Heading Level in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/SkippedHeadingLevel_eg_in_correct.docx)
 (http://www.socialsecurity.gov/accessibility/checklists/docs/SkippedHeadingLevel_eg_in_correct.docx)



Rationale***Use programmatically discoverable headings to logically structure content.***

The use of styles and/or other programming allows keyboard-only and assistive technology users to navigate content. Applying bigger fonts, bold, underline, italic etc. does not programmatically set text as a heading.

Legal References

508 references:

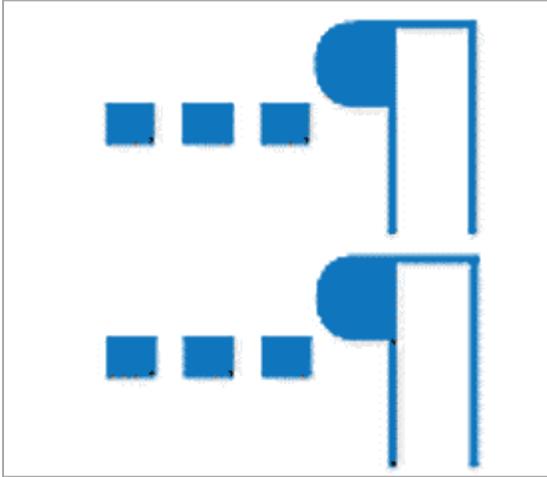
1194.21(a); 1194.21(d); 1194.22(o); 1194.31(a); 1194.31(b); 1194.31(f).

WCAG references:

1.3.1 ; 2.1.1; 2.4.6 ; WCAG-AAA: 2.4.10 Section Headings.

Jump to [All Word Requirements, on page 93](#).

Repeated Blank Characters



Requirements for 508 Compliance

Use paragraph spacing settings instead of carriage returns when additional line spacing is needed between paragraphs.

How to test

Have carriage returns been used in place of paragraph spacing formatting?

To determine whether multiple blank characters have been used for spacing/layout:

- Show blank (non-printing) Characters: **CTRL + SHIFT + ***.
- Repeated blank characters that need to be removed and replaced are:
 - Paragraph marks
 - Manual line break marks

How to fix

To show/find Repeated Blank Characters

- Show blank (non-printing) Characters: **CTRL + SHIFT + ***.

Division Annual Report

"This year has seen many changes in our procurement process. We have eliminated excess competition by firing all of the unhappy dogs. We have streamlined the process by channeling over 90% of the affection towards yours truly. This is excellent progress for our division." -Pastel Bosken, AAP DC

Report highlights

This report is the first in a series of annual reports from the newly created Affection & Attention Procurement Division. This report details the two major accomplish-

ments this year: (1) Steps taken to identify and retrain (fire) unhappy dogs at the Agency; and (2) Steps taken to retrain those who have been hesitant to provide AA for guide dogs.

Contents

Division Annual Report

→ → → → → → → →

↵

↵

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↵

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→ "This year has seen many changes in our procurement process. We have eliminated excess competition by firing all of the unhappy dogs. We have streamlined the process by channeling over 90% of the affection towards yours truly. This is excellent progress for our division." -¶

.....- Pastel Bosken, AAP DC¶

¶

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→ **Report highlights**¶

¶

→ This report is the first in a series of annual reports from the newly created Affection & Attention Procurement Division. This report details the two major accomplish-

ments this year: (1) Steps taken to identify and retrain (fire) unhappy dogs at the Agency; and (2) Steps taken to retrain those who have been hesitant to provide AA for guide dogs.¶

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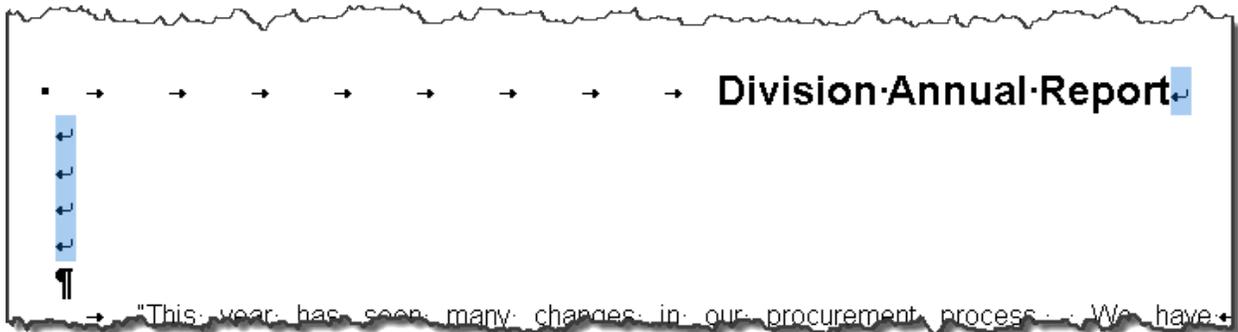
→ **Contents**¶

¶

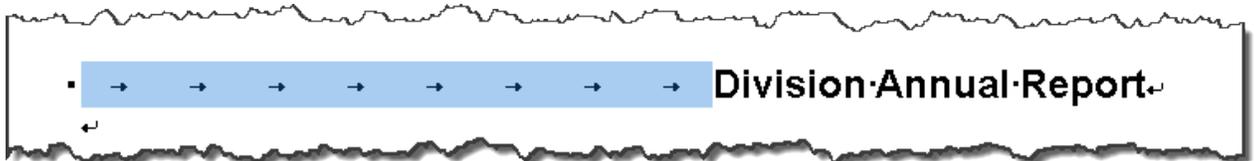
- Repeated blank characters that need to be removed and replaced are:
 - Paragraph marks



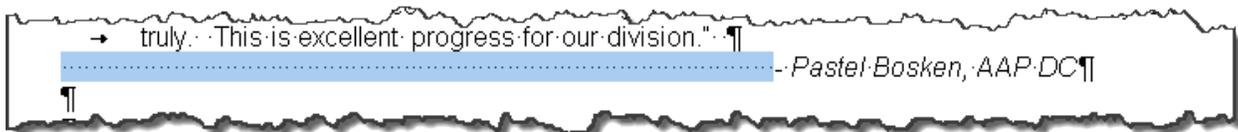
- Manual line break marks



- Tab Characters

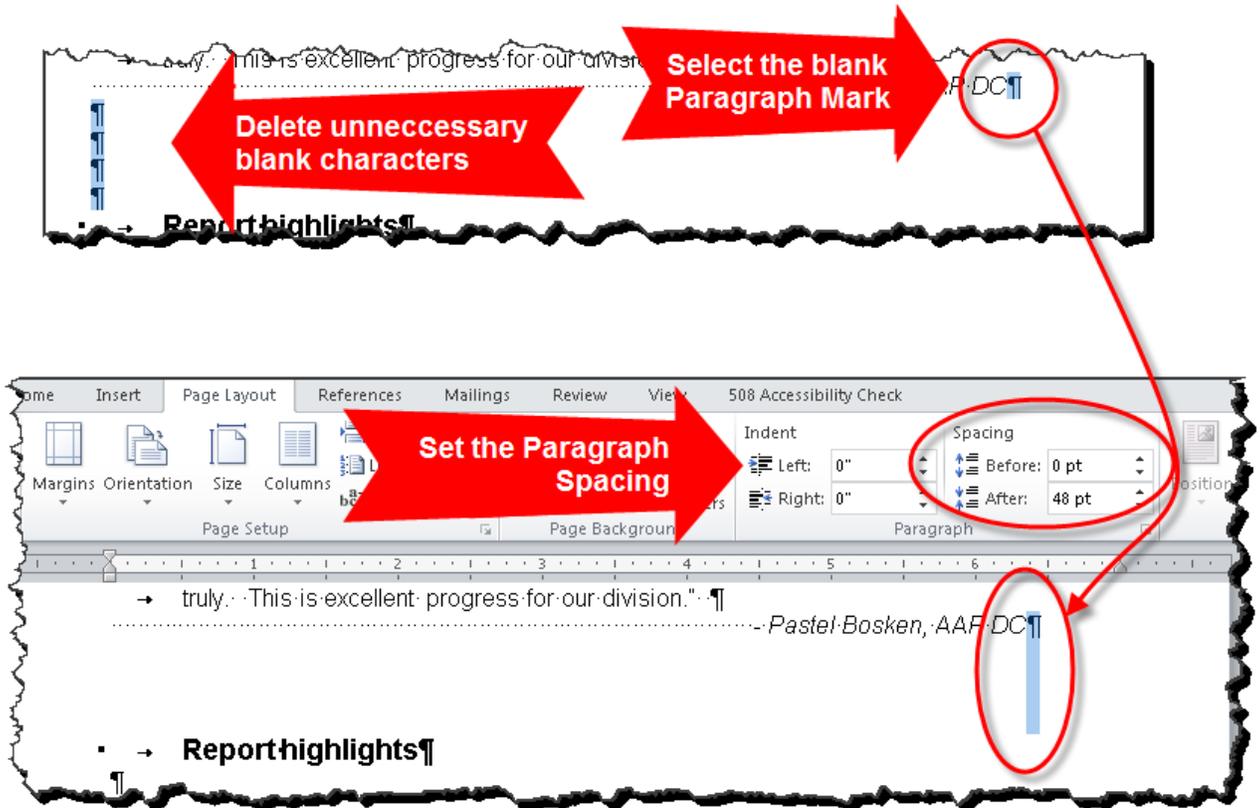


- Spaces.



To remove and replace repeated paragraph marks (and manual line break marks)

- Delete unnecessary blank characters
- Select the remaining single paragraph mark (or select the single paragraph)
- On the **Page Layout Tab**, in the **Paragraph Group**, select the Spacing options for Before and/or After the selected paragraph. (e.g., If the font is 12pt high, and 4 blank lines After are to be replaced, set After to 48pt).

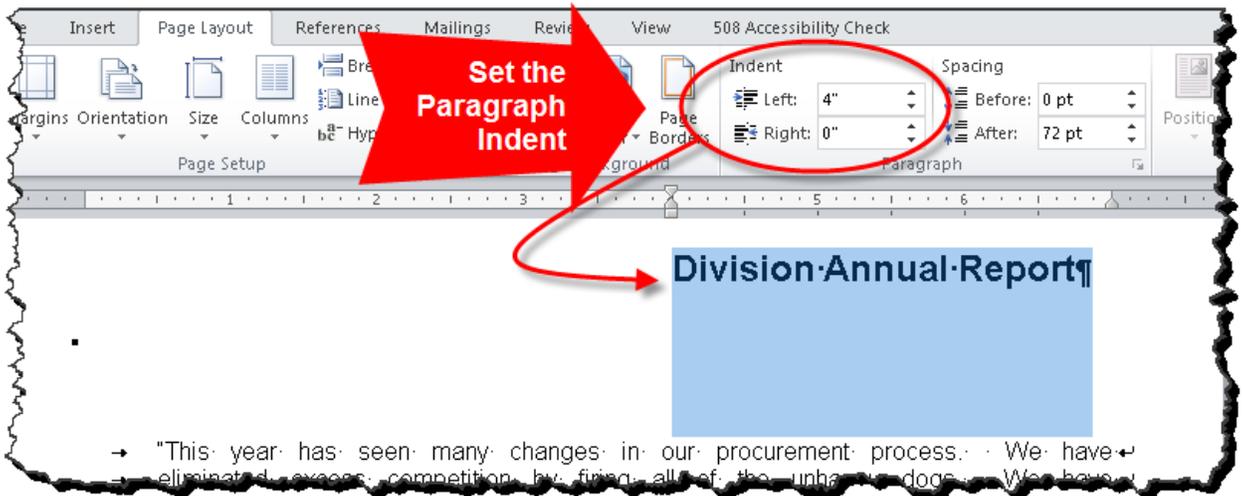
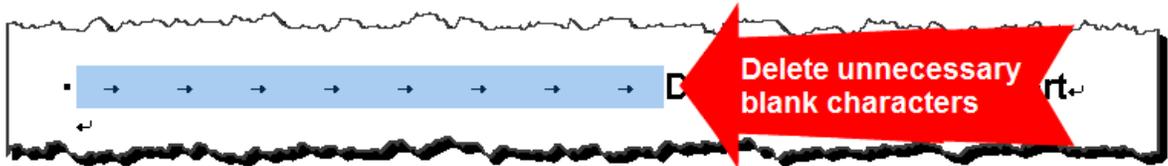


Note: There should be only one paragraph marker per paragraph, as a general rule.

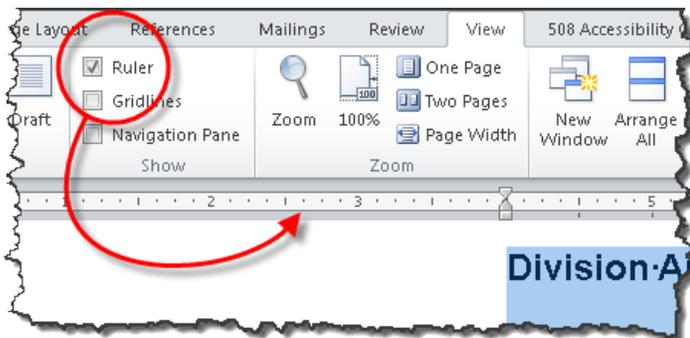
Note: To control different types of paragraph spacing for a large document, it is easiest to use the Paragraph settings in Styles.

To remove and replace repeated Tab Characters and Spaces used for indenting text

- Delete unnecessary blank characters
- Select the paragraph
- On the **Page Layout Tab**, in the **Paragraph Group**, select the Indent options for the selected paragraph.



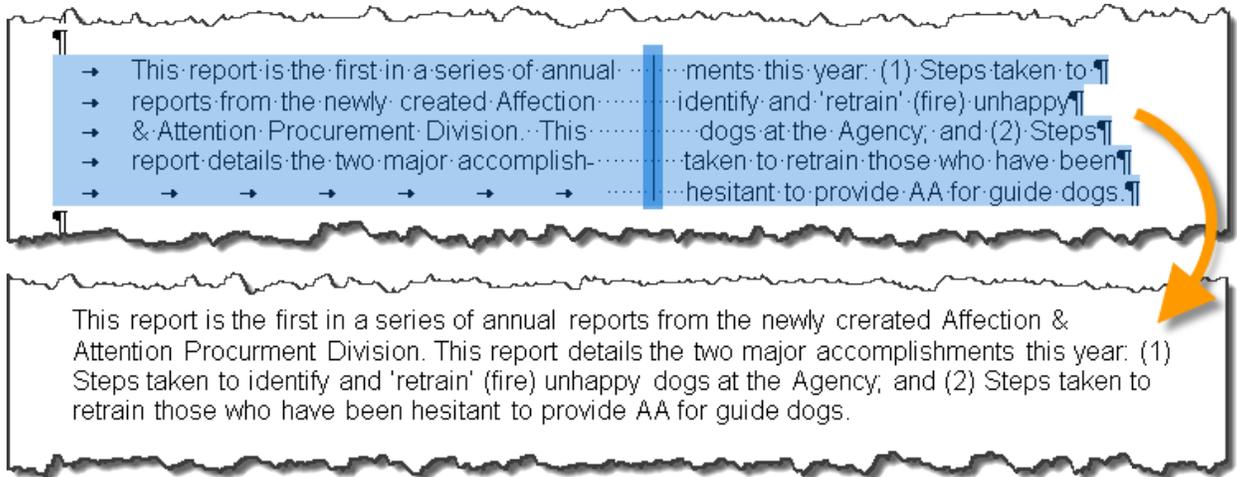
Note: It may be useful to show the Ruler when setting indents: In the **View Tab** in the **Show/Hide Group**, Select Ruler.



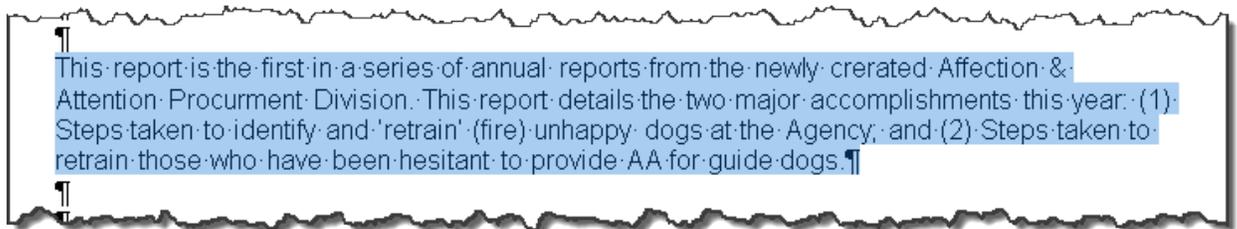
Note: To control different types of Indents for a large document, it is easiest to use the Paragraph settings in Styles.

To remove and replace repeated Tab Characters and Spaces used for setting columns

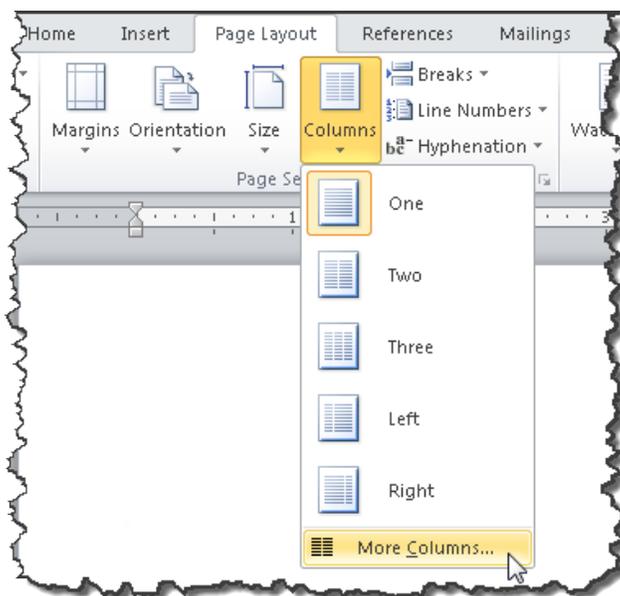
- Delete unnecessary blank characters and move any errant text so that it becomes one continuous paragraph



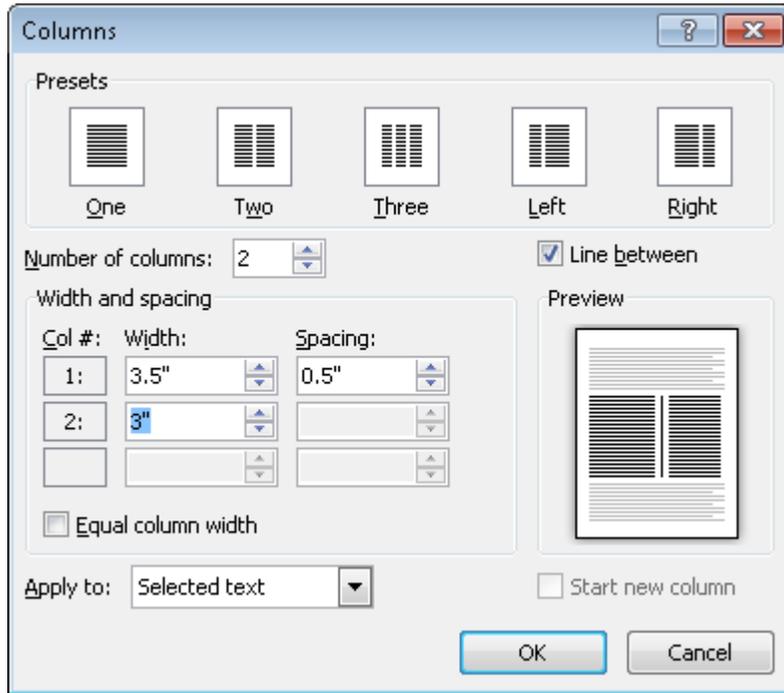
- Select the paragraph



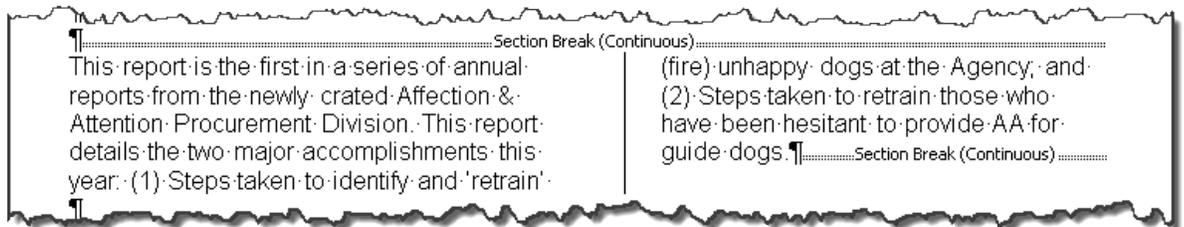
- On the **Page Layout Tab**, in the **Page Setup Group**, select Columns. Choose a preconfigured option from the list, or choose More Columns... to set your own column preferences.



- If More Columns... is chose, the Columns dialog box appears. Set your preferences in the dialog box.



- The selected text is correctly set in columns.

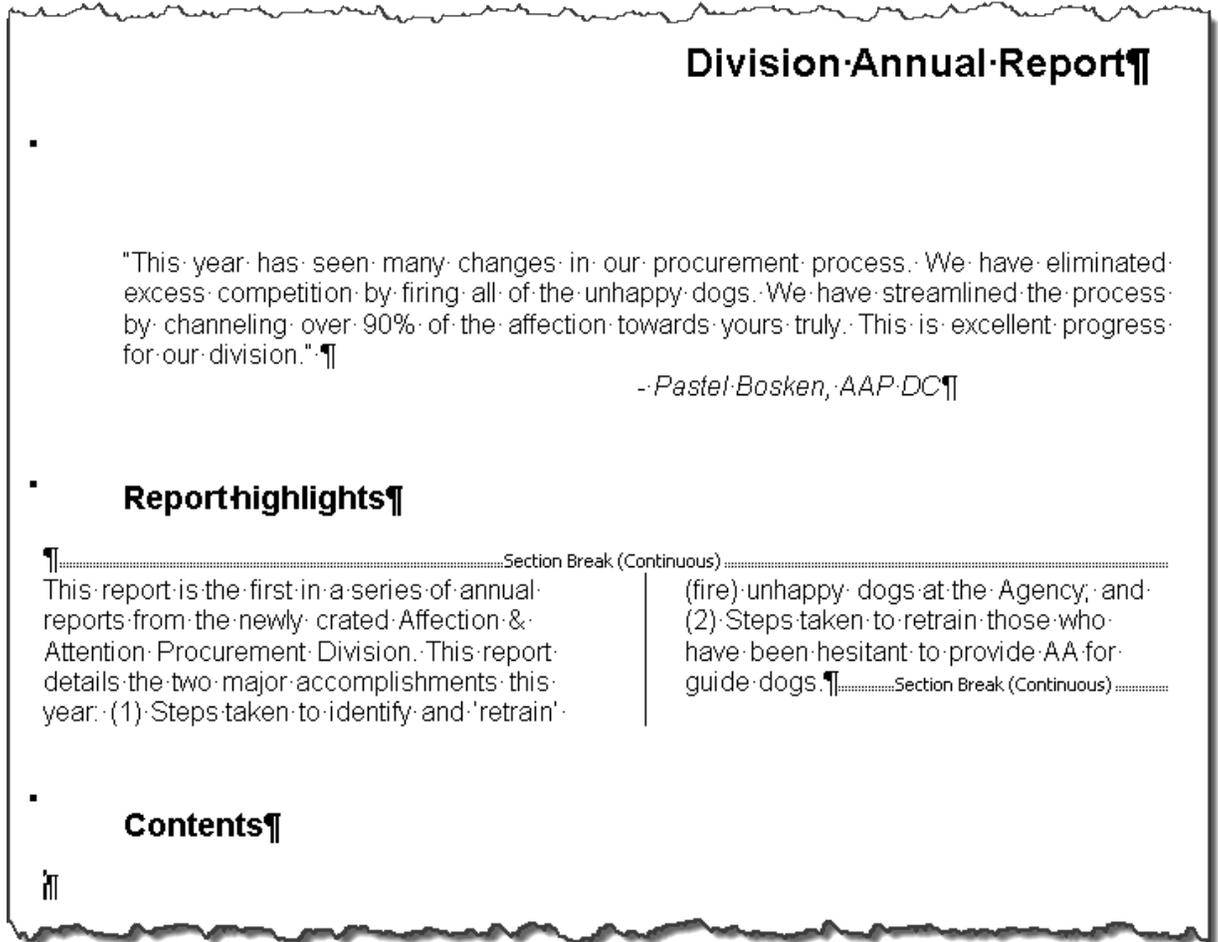


Note: Setting paragraphs of text in columns also divides the content into sections. Section break characters will also appear if non-printing Characters are showing: **CTRL** + **SHIFT** + *****.

Examples

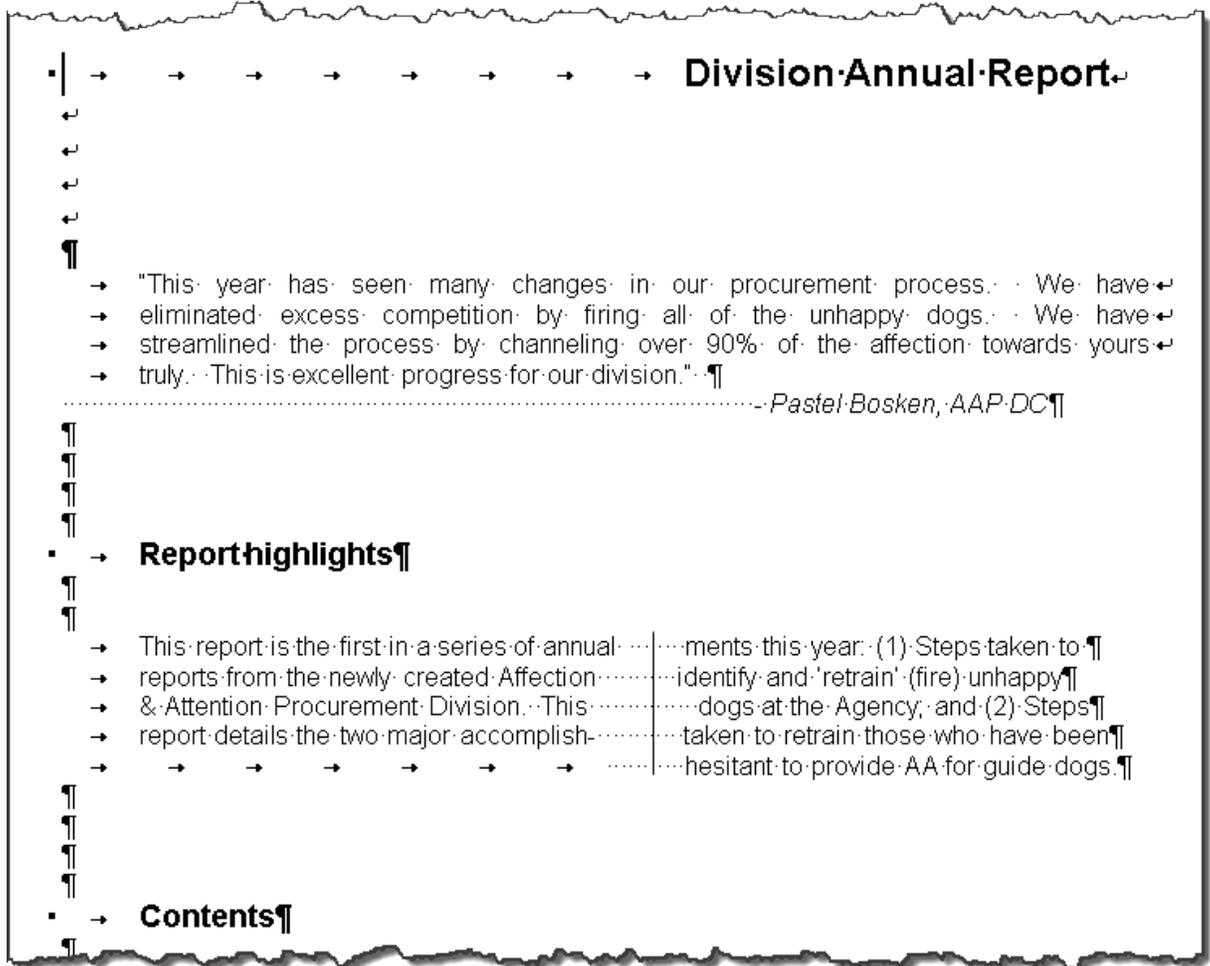
Correct:

[External Link: Correct Example Repeated Blank Characters in Word \(http://www.socialsecurity.gov/accessibility/checklists/docs/RepeatedBlankChar_eg_correct.docx\)](http://www.socialsecurity.gov/accessibility/checklists/docs/RepeatedBlankChar_eg_correct.docx)



Incorrect:

[External Link: Wrong Example Repeated Blank Characters in Word \(http://www.socialsecurity.gov/accessibility/checklists/docs/RepeatedBlankChar_eg_incorrect.docx\)](http://www.socialsecurity.gov/accessibility/checklists/docs/RepeatedBlankChar_eg_incorrect.docx)



Rationale

Use paragraph spacing settings instead of carriage returns when additional line spacing is needed between paragraphs.

Excess carriage returns are spoken by screen readers, interfering with normal reading.

Legal References

508 references:

1194.31(b).

WCAG references:

WCAG-AAA: 1.4.8.

Jump to [All Word Requirements, on page 93.](#)

Object Not Inline



Requirements for 508 Compliance

Place images, data tables, charts, and other objects ‘inline’ with the document content (rather than ‘floating’). Where floating objects are unavoidable, ensure both the object and wrapped text around the object are part of the read order.

How to test

Are objects inline with text?

To examine whether items are inline with document content:

- Compare the **Print Layout View** (on the **View Tab**, in the **Document Views Group**, select Print Layout) to the **Draft Layout view** (on the **View Tab**, in the **Document Views Group**, select Draft)
- If the item shows in Print Layout view, but does not show in Draft view, then the item is not inline, and must be fixed.

Note: If correctly set as ‘inline’, then object placeholders will be highlighted in blue when the object is selected in Draft View (even though the object itself is not visible).

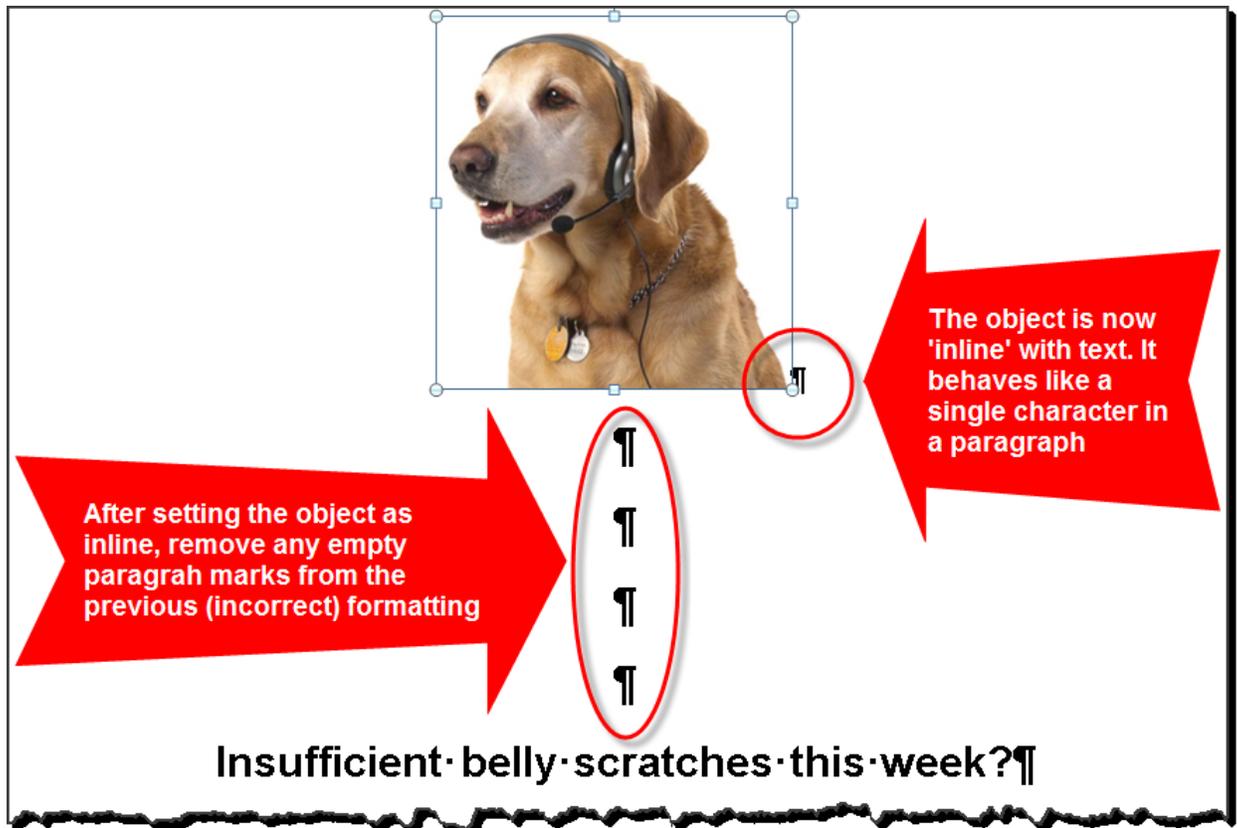
How to fix

To set an picture or drawing object as ‘inline’:

- Select the floating item (‘floating’ is the opposite of ‘inline’), then open the context menu (right click).
- Select Text Wrapping, then select In Line with Text



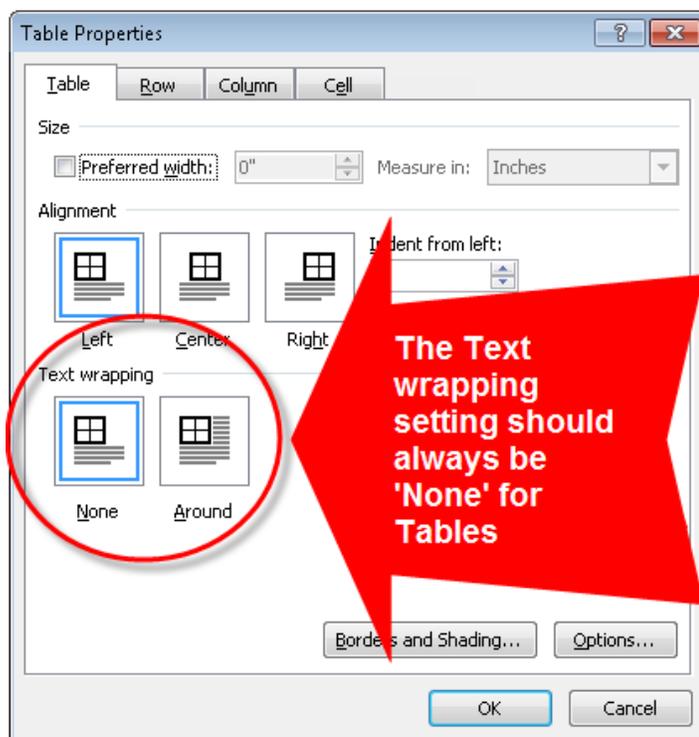
- The object is set to be Inline with text
- Remove any blank character formatting of text that was behind the original floating object. It may be useful to show blank characters: **CTRL** + **SHIFT** + *****. Apply regular character and/or paragraph formatting to the object to return it to the desired visual look (an inline object behaves like a text character).



Note: Some visual layout effects are not possible when objects are set as 'inline'. For example, text cannot be wrapped around an object. If floating objects are absolutely necessary, then (1) fix any remaining accessibility issues with the document, and (2) convert the file to an accessible format (one in which floating objects can be made accessible).

To set a data table as 'inline':

- Select the table, then open the context menu (right click).
- Select Table Properties...
- The Table Properties dialog box opens.
- In the **Table Properties** dialog box, **Table** Tab, set Text wrapping to None.



Note: Some visual layout effects are not possible when objects are set as 'inline'. For example, text cannot be wrapped around an object. If floating objects are absolutely necessary, then (1) fix any remaining accessibility issues with the document, and (2) convert the file to an accessible format (one in which floating objects can be made accessible).

To set a Text Box as 'inline' (do not use Text Boxes):

Note: The content of text boxes does not get read by screen reading software used by people who are non-sighted or who have low vision. Therefore, it is never acceptable to use text boxes in documents that are intended to be distributed in MS Word format. If text box use is absolutely necessary for layout, it is necessary to convert the file to an accessible format.

Examples

Correct:

[External Link: Correct Example Object Not Inline in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/ObjectNotInline_eg_correct.docx)
(http://www.socialsecurity.gov/accessibility/checklists/docs/ObjectNotInline_eg_correct.docx)

The image shows a Microsoft Word document in two views. The top view is Print Layout View, showing a document with a dog wearing a headset, the text "Insufficient belly scratches this week?", "Call the attention and affection hotline. We're here to help.", "1-555-SCRATCH", and a logo for "Attorneys and Associates Professional Corporation". The bottom view is Draft View, showing the same content as blue placeholders. Annotations include a red arrow pointing to the Print Layout View with the text "Objects always show in Print Layout View" and another red arrow pointing to the Draft View with the text "Only the Objects that are set as 'Inline with text' will correctly show as placeholders in Draft View".

Incorrect:

[External Link: Wrong Example Object Not Inline in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/ObjectNotInline_eg_incorrect.docx)

http://www.socialsecurity.gov/accessibility/checklists/docs/ObjectNotInline_eg_incorrect.docx

Insufficient belly scratches this week?
Call the attention and affection hotline. We're here to help.
1-555-SCRATCH

Headin
Headin
Heading 1
Heading 1
Heading 1
Heading 1
Normal
Normal
Normal
Normal
Normal
Normal
Normal

Insufficient belly scratches this week?
Call the attention and affection hotline. We're here to help.
1-555-SCRATCH

Objects always show in Print Layout View

If an Object is not set as 'Inline with text', it will (incorrectly) never show up in Draft View

Multiple empty paragraph marks showing where images are supposed to be...this is a tell-tale sign that the images are not 'Inline'

Rationale

Place images, data tables, charts, and other objects 'inline' with the document content (rather than 'floating'). Where floating objects are unavoidable, ensure both the object and wrapped text around the object are part of the read order.

Screen readers can only detect and properly read objects when they are placed 'inline'. Assistive technologies must present users with the correct reading order when text wrapping is used or content may be read in a confusing manner (line of text, followed by a table row, followed by a line of text, etc.)

Legal References

508 references:

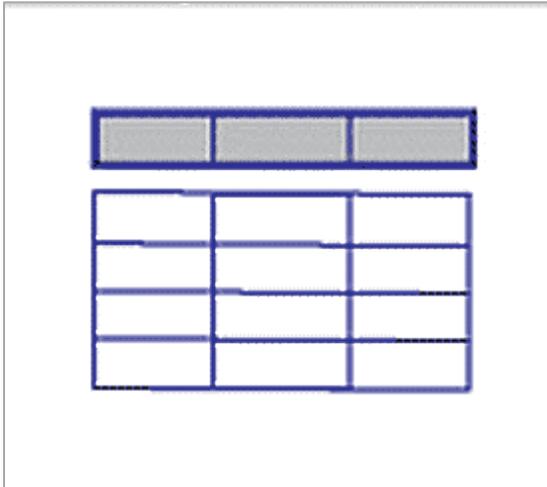
1194.21(a); 1194.31(a); 1194.31(b); 1194.31(f).

WCAG references:

2.4.3.

Jump to [All Word Requirements, on page 93](#).

No Header Row Specified



The diagram shows a table with a shaded header row and four data rows. The header row is shaded gray and contains three empty cells. The data rows are white and contain three empty cells each. The table is enclosed in a thin black border.

Requirements for 508 Compliance

Identify column and row header cells programmatically.

How to test

Data in Columns:

Are data column header cells identified in the first row?

To check the identification on the first row:

- Place the cursor anywhere in the first row of the table.
- In the Table Tools Tab, Layout Sub Tab, Data Group, the Repeat Header Rows button will be highlighted if the row is set as repeating.

Data in Rows:

Are data row header cells used in the first column? If used, convert to an accessible format.

To check row headers in data tables:

- Inspect the table headers and data to determine if row headers have been employed in the first column.
- If the first column must contain row headers, convert the document to an accessible format for distribution.

How to fix

Data in Columns:

To identify the first row as column data headers:

- Select the first row of the table

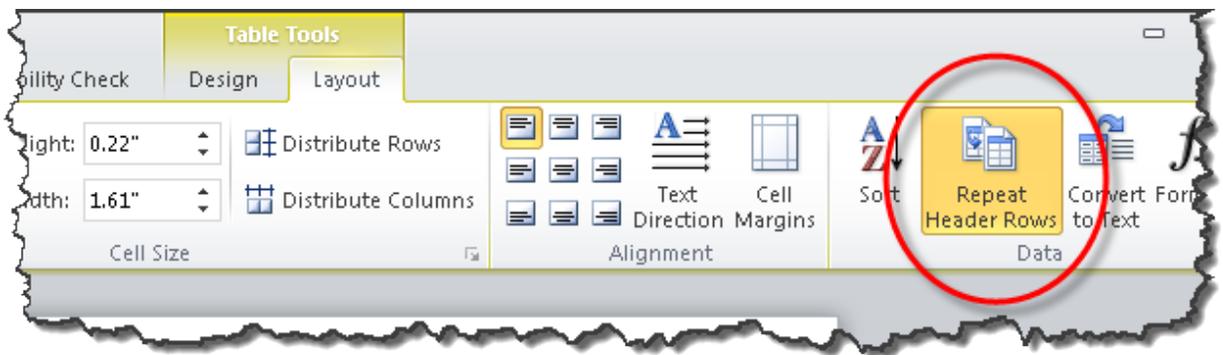
we will be adding new volume categories for managing our treat acquisition processes (Table 2).

Table 1: Actual Treat Consumption (3rd Quarter)

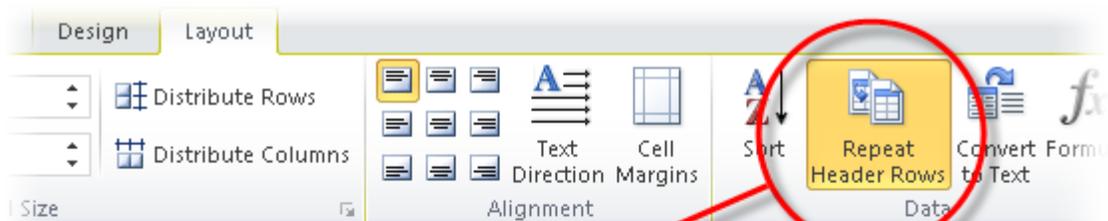
Rawhide	Meaty Snacks	Dry Biscuits	Others
Rawhide bones (25)	Real meat leftovers (4)	Dental bone biscuits (22)	Table scraps (22)
Rawhide sticks (38)	Low quality 'meat food product' bites (248)	Cheesy flavored bites (102)	Grass (2)
Rawhide flat chews (2)	High Quality beefy sticks (35)	Milk bone biscuits (87)	Cat food (stolen) (3)

Table 1: Actual Treat Consumption (3rd Quarter)

- On the Layout Sub-Tab (of the Table Tools Tab), in the Data Group, select Repeat Header Rows.



- The Repeat Header Rows button remains highlighted when set (and the cursor is placed in the header row).



our treat acquisition processes (Table 2).

Biscuits	Others
al bone biscuits	Table scraps (22)
sy flavored bites	Grass (2)
bone biscuits (87)	Cat food (stolen) (3)

Note: In addition to identifying the header row, this function also makes header appear on each new page (where a table spans more than one page).

Data in Rows:

To identify the first column as row data headers:

Table 2: Projected Treat Consumption (4th Quarter)

	Rawhide	Meaty Snacks	Dry Biscuits	Others
Low Volume	Rawhide bones (25)	Real meat leftovers (20)	Dental bone biscuits (10)	Grass (5)
High Volume	Rawhide sticks (50)	Low quality 'meat food product' bites (300)	Cheesy flavored bites (80)	Table scraps (30)
Variable	Rawhide flat chews (5)	High Quality beefy sticks (60)	Milk bone biscuits (50)	Cat food (stolen) (10)
Total	80	380	140	45

This cannot be done in MS Word. If the first column must contain row headers:

- Fix any other accessibility issues with this MS Word document.
- Convert the document to an accessible format for distribution.

Examples

Correct:

External Link: [Correct Example No Header Row Specified in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/NoHeaderRowSpecified_eg_correct.docx)
 (http://www.socialsecurity.gov/accessibility/checklists/docs/NoHeaderRowSpecified_eg_correct.docx)

category and a drop in the (desirable)Meaty Snacks category. This situation must be addressed immediately if we are to have a successful 4th Quarter and meet our projections. From this point on we will be adding new volume categories for managing our treat acquisition processes (Table 2).

Table 1: Actual Treat Consumption (3rd Quarter)

Rawhide	Meaty Snacks	Dry Biscuits	Others
Rawhide bones (25)	Real meat leftovers (4)	Dental bone biscuits (22)	Table scraps (22)
Rawhide sticks (38)	Low quality 'meat food product' bites (248)	Cheesy flavored bites (102)	Grass (2)
Rawhide flat chews (2)	High Quality beefy sticks (35)	Milk bone biscuits (87)	Cat food (stolen) (3)

Table 2: Projected Treat Consumption (4th Quarter)

	Rawhide	Meaty Snacks	Dry Biscuits	Others
Low Volume	Rawhide bones (25)	Real meat leftovers (20)	Dental bone biscuits (10)	Grass (5)
High Volume	Rawhide sticks (50)	Low quality 'meat food product' bites (200)	Cheesy flavored bites (80)	Table scraps (30)

Incorrect:

[External Link: Wrong Example No Header Row Specified in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/NoHeaderRowSpecified_eg_incorrect.docx)
(http://www.socialsecurity.gov/accessibility/checklists/docs/NoHeaderRowSpecified_eg_incorrect.docx)

category and a drop in the (desirable)Meaty Snacks category. This situation must be addressed immediately if we are to have a successful 4th Quarter and meet our projections. From this point on we will be adding new volume categories for managing our treat acquisition processes (Table 2).

Table 1: Actual Treat Consumption (3rd Quarter)

Rawhide	Meaty Snacks	Dry Biscuits	Others
Rawhide bones (25)	Real meat leftovers (4)	Dental bone biscuits (22)	Table scraps (22)
Rawhide sticks (38)	Low quality 'meat food product' bites (248)	Cheesy flavored bites (102)	Cat (2)
Rawhide flat chews (2)	High Quality beefy sticks (35)	Milk bone biscuits (87)	Cat

Table 2: Projected Treat Consumption (4th quarter)

	Rawhide	Meaty Snacks	Dry Biscuits	Others
Low Volume	Rawhide bones (25)			
High Volume	Rawhide sticks (50)			
Variable	Rawhide flat chews (5)			
Total				

'Repeat as Header Row' would show here if set correctly

Table 2 cannot be made accessible in MS Word because the Header Column (Column 1) cannot be set. To make this document accessible, convert it to an accessible format (see the accompanying instructions).

Reveal Formatting pane showing Selected text: Others. Formatting of selected text: Table, Table Style, Table Grid, Preferred Width: Width: 100%, Default cell margins: Left: 0.08", Right: 0.08". Cell borders: Box: (Single solid line, Auto, 0.5 pt). Section Margins: Left: 1", Right: 1", Top: 1", Bottom: 1". Layout: Section start: New page. Paper: Width: 8.27", Height: 11.69". Options: Distinguish style source.

Rationale

Identify column and row header cells programmatically.

Sighted users can visually scan up and across a data table to find row and column headers. Correctly labeling rows and columns headers allows non-sighted users can make this association.

Legal References

508 references:

1194.22(g); 1194.22(h); 1194.31(a); 1194.31(b).

WCAG references:

1.3.1-H51.

Jump to [All Word Requirements, on page 93.](#)

Blank Table Rows or Columns

	-	-
	-	
	-	
	-	-
	-	
	-	-

Requirements for 508 Compliance

Ensure data cells are associated with the correct header cells.

How to test

Check for Blank Table Rows or Columns

To determine whether blank Table Rows or Columns have been used for spacing/layout:

- Viewing the table with gridlines showing and formatting cleared will visually reveal blank rows or columns:
 - To view Table Gridlines, place the cursor anywhere in the table, then in the **Table Tools Tab**, in the **Layout Sub-Tab**, in the **Table Group**, select View Gridlines.
 - To clear formatting for the table, in the **Table Tools Tab**, in the **Design Sub-Tab**, in the **Table Styles Group**, select the More (drop-down) icon, and then select Clear from the bottom of the drop-down.

How to fix

Note: If a data table row or column is blank, it is usually set that way for visual formatting purposes (e.g., to make a thick, bold border between rows). These blank rows or columns contain no data, and therefore cannot be associated with any header cells. Blank rows or columns need to be identified and then removed. After removal, the desired visual formatting can be applied with table border controls.

immediately if we are to have a successful 4th Quarter and meet our projections. |

Table 1: Actual Treat Consumption (3rd Quarter)

Rawhide	Meaty Snacks	Dry Biscuits	Others
Rawhide bones (25)	Real meat leftovers (4)	Dental bone biscuits (22)	Table scraps (22)
Rawhide sticks (38)	Low quality 'meat food product' bites (248)	Cheesy flavored bites (102)	Grass (2)
Rawhide flat chews (2)	High Quality beefy sticks (35)	Milk bone biscuits (87)	Cat food (3)

Find blank table rows or columns:

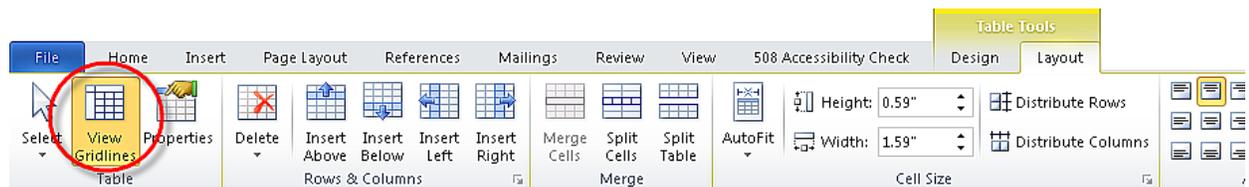
- Viewing the table with gridlines showing and formatting cleared will visually reveal blank rows or columns:

category and a link in the (optional) meaty snacks category. This snack must be addressed immediately if we are to have a successful 4th Quarter and meet our projections. |

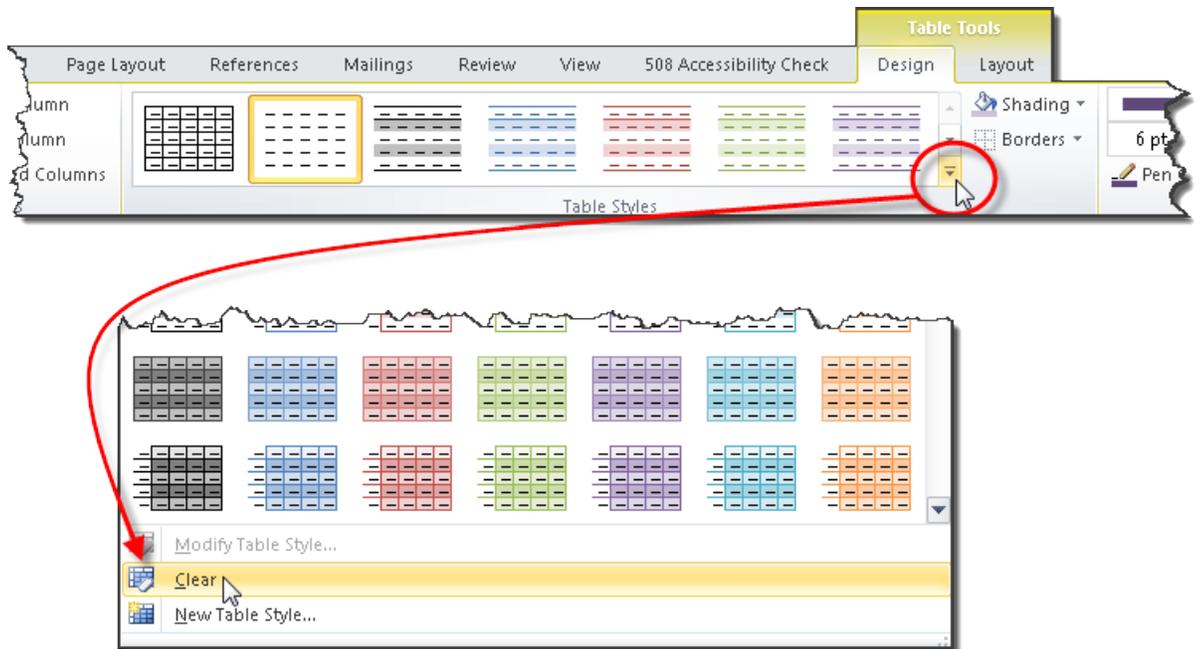
Table 1: Actual Treat Consumption (3rd Quarter)

Rawhide	Meaty Snacks	Dry Biscuits	Others
Rawhide bones (25)	Real meat leftovers (4)	Dental bone biscuits (22)	Table scraps (22)
Rawhide sticks (38)	Low quality 'meat food product' bites (248)	Cheesy flavored bites (102)	Grass (2)
Rawhide flat chews (2)	High Quality beefy sticks (35)	Milk bone biscuits (87)	Cat food (3)

- To view Table Gridlines, place the cursor anywhere in the table, then in the **Table Tools Tab**, in the **Layout Sub-Tab**, in the **Table Group**, select View Gridlines.



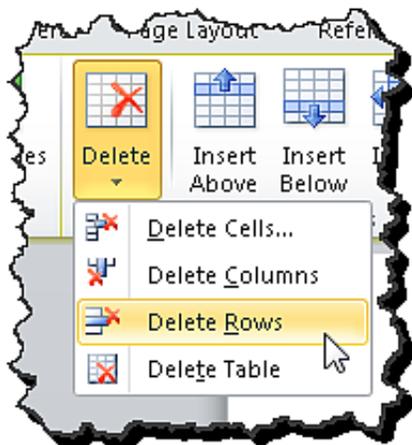
- To clear formatting for the table, in the **Table Tools Tab**, in the **Design Sub-Tab**, in the **Table Styles Group**, select the More (drop-down) icon, and then select Clear from the bottom of the drop-down.



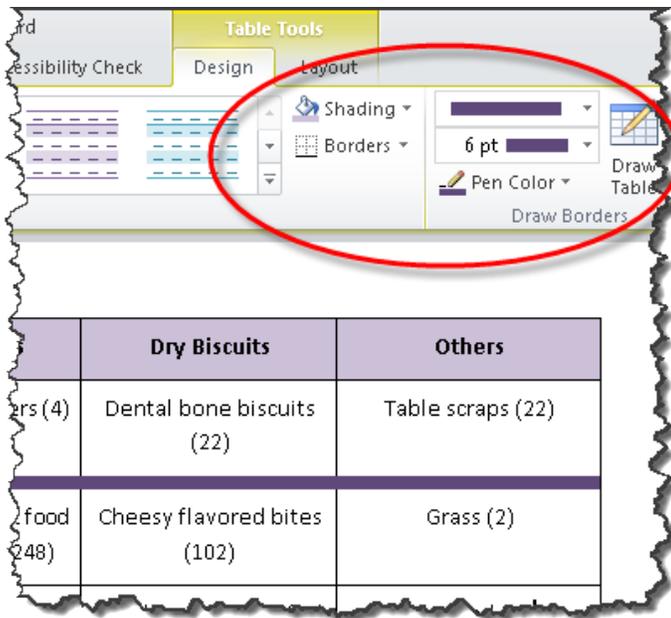
Note: After inspecting the table, formatting can be reapplied by selecting the 'Undo' control. Alternatively, prior to clearing table formatting, any desired formatting for a table can be saved as a 'New Table Style' in the drop-down list described above. The new style can then be reapplied after inspecting the table for blank rows or columns.

Fix blank table rows or columns:

- First, delete blank columns or rows: Place the cursor in the column or row to be deleted. In the **Table Tools Tab**, in the **Layout Sub-Tab**, in the **Rows & Columns Group**, select Delete.



- Next, use the various borders and shading controls in the **Table Tools Tab**, **Design Sub-Tab** to re-do the desired visual formatting.



Note: It is acceptable to have a table containing a column of blank data cells, as long as there is a data header cell.

	Others
Biscuits	
Bites	
Biscuits (87)	

Examples

Correct:

External Link: [Correct Example Blank Table Rows or Columns in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/BlankTableRowsOrColumns_eg_correct.docx)
(http://www.socialsecurity.gov/accessibility/checklists/docs/BlankTableRowsOrColumns_eg_correct.docx)

Table 1: Actual Treat Consumption (3rd Quarter)

Rawhide	Meaty Snacks	Dry Biscuits	Others
Rawhide bones (25)	Real meat leftovers (4)	Dental bone biscuits (22)	Table scraps (22)
Rawhide sticks (38)	Low quality 'meat food product' bites (248)	Cheesy flavored bites (102)	Grass (2)
Rawhide flat chews (2)	High Quality beefy sticks (35)	Milk bone biscuits (87)	Cat food (3)

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Table 1: Actual Treat Consumption (3rd Quarter)

Rawhide	Meaty Snacks	Dry Biscuits	Others
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Rawhide flat chews (2)	High Quality beefy sticks (35)	Milk bone biscuits (87)	Cat food (3)

Incorrect:

[External Link: Wrong Example Blank Table Rows or Columns in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/BlankTableRowsOrColumns_eg_incorrect.docx)
http://www.socialsecurity.gov/accessibility/checklists/docs/BlankTableRowsOrColumns_eg_incorrect.docx

Table 1: Actual Treat Consumption (3rd Quarter)

Rawhide	Meaty Snacks	Dry Biscuits	Others
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Rawhide sticks (38)	Low quality 'meat food product' bites (248)	Cheesy flavored bites (102)	Grass (2)
Rawhide flat chews (2)	High Quality beefy sticks (35)	Milk bone biscuits (87)	Cat food (3)

category and a unit in the (meaty snacks) category. This must be addressed immediately if we are to have a successful 4th Quarter and meet our projections. |

Table 1: Actual Treat Consumption (3rd Quarter)

Rawhide	Meaty Snacks	Dry Biscuits	Others
Rawhide bones (25)	Real meat leftovers (4)	Dental bone biscuits (22)	Table scraps (22)
Rawhide sticks (38)	Low quality 'meat food product' bites (248)	Cheesy flavored bites (102)	Grass (2)
Rawhide flat chews (2)	High Quality beefy sticks (35)	Milk bone biscuits (87)	Cat food (3)

Rationale***Ensure data cells are associated with the correct header cells.***

Complex tables may require additional header labeling to maintain the correct relationship for cells and headers. Merged and split cells can confuse the programmatic associations between data cells and their intended table headers.

Legal References

508 references:

1194.22(g); 1194.22(h); 1194.31(a); 1194.31(b).

WCAG references:

1.3.1-H51.

Jump to [All Word Requirements, on page 93](#).

Missing Alt Text (Picture, Text Box, Other elements)



Requirements for 508 Compliance

Provide alternative text or descriptions for non-decorative images, images within a link, form fields, and other interface elements.

How to test

Check whether alternate text has been used and is appropriate / sufficient

To examine alternate text for images:

- To look for the presence of alternate text:
 - open the context menu (right click), select Format...
 - The Size dialog box opens.
 - In the Size dialog box, Alt Text Tab, check that the purpose and function of the picture is given (within the context of the surrounding information).
 - Redundant and/or irrelevant information should not be included in the alternate text.
 - Use "SSA's Alt text for images guide" to determine whether the alternate text is appropriate / sufficient

Note: To check multiple pictures in a document, the Size (Alternative Text) Dialog box can remain open while the various pictures are selected.

How to fix

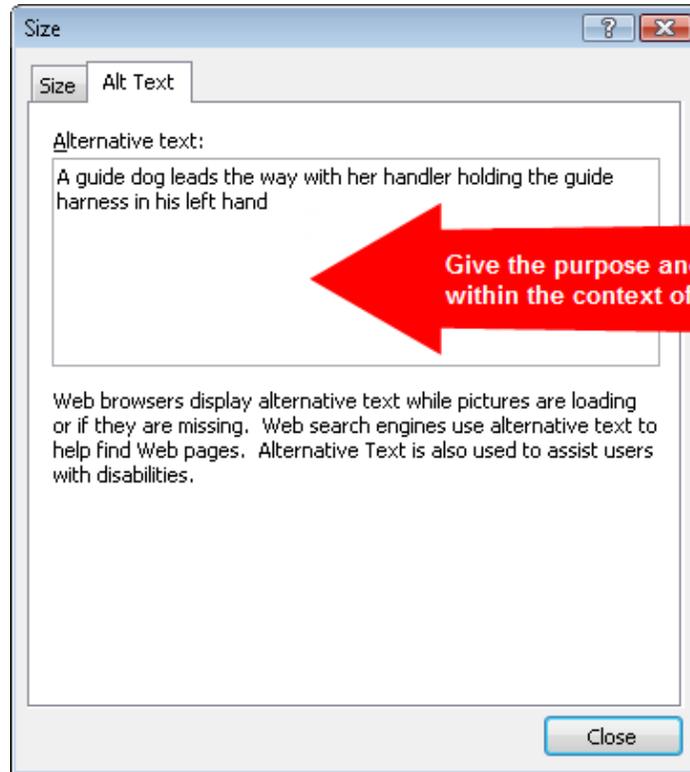
Add alternate text for pictures, charts, shapes etc.:

- Select the item, then open the context menu (right click), select Format...



- The Size dialog box opens.

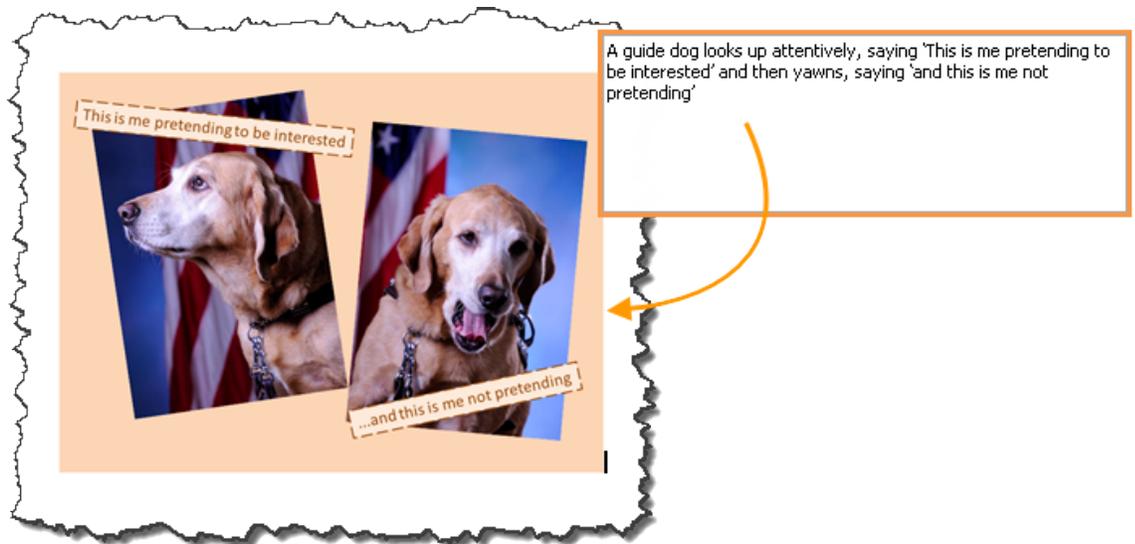
- In the Size dialog box, Alt Text Tab, add the alternate text in the Alternative Text field. Give the purpose and function of the picture within the context of the surrounding information. Avoid putting redundant and/or irrelevant information into the alternate text.



Note: A detailed guide is available for determining content for alternative text in different situations (see section entitled [Follow detailed guidance for alternate text:., page 90](#)).

For images depicting text

- When an image depicts text, the alternative text for the image should use the text in the image.
- Give the purpose and function of the picture within the context of the surrounding information. Also provide any text shown in the image, verbatim.



Note: A detailed guide is available for determining content for alternative text in different situations (see section entitled [Follow detailed guidance for alternate text:, on page 90](#)).

Remove alternative text for decorative or formatting images

- Supply a null alternative text value for decorative or formatting images (ALT="") so they are skipped by assistive technologies.



Note: Null alt text (no alt text or a single space character) is acceptable for decorative and redundant images, although an error will be generated in the checker.

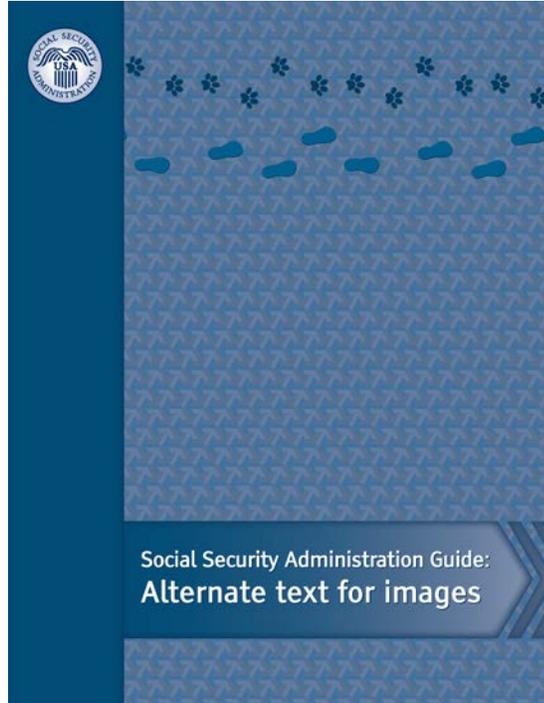
Note: A detailed guide is available for determining content for alternative text in different situations (see section entitled [Follow detailed guidance for alternate text:, on page 90](#)).

Text boxes (do not use Text Boxes):

Note: The content of text boxes does not get read by screen reading software used by people who are non-sighted or who have low vision. Therefore, it is never acceptable to

use text boxes in documents that are intended to be distributed in MS Word format. If text box use is absolutely necessary for layout, it is necessary to convert the file to an accessible format.

Follow detailed guidance for alternate text:



Use SSA’s “Alternate text for images guide” to determine content for alternative text in different situations. The guide covers the following topics:

- Conveying purpose and function of a picture
- Appropriate length and level of detail to use
- Common mistakes
- Specific guidance for different types of picture, including
 - Portraits (head-shots)
 - Charts, diagrams and illustrations
 - Logos
 - Text contained in an image
 - Text rendered as an image
 - Bullets
 - Spacers (structural images)
 - Lines, horizontal rules, and separators
 - Decorative images
 - Background images
 - Watermarks
 - Signatures
 - Complex / ungrouped / tiled / layered images

Examples

Correct:

[External Link: Correct Example Missing Alt Text \(Picture, Text Box, Other elements\) in Word](#)

http://www.socialsecurity.gov/accessibility/checklists/docs/Missing_Alt_Text_Picture_e_g_correct.docx



A guide dog leads the way with her handler holding the guide harness in his left hand

Guiding is a partnership between the dog and the handler. The handler wants to go somewhere, and the guide dog has to get the handler there safely. To achieve this, decisions are required of both team-members. For example, in crossing a street, guide dogs do not have the capability to read traffic lights and "cross now" signals for pedestrians.

Incorrect:

[External Link: Wrong Example Missing Alt Text \(Picture, Text Box, Other elements\) in Word](http://www.socialsecurity.gov/accessibility/checklists/docs/Missing_Alt_Text_Picture_example_incorrect.docx)
[\(http://www.socialsecurity.gov/accessibility/checklists/docs/Missing_Alt_Text_Picture_example_incorrect.docx\)](http://www.socialsecurity.gov/accessibility/checklists/docs/Missing_Alt_Text_Picture_example_incorrect.docx)



Rationale

Provide alternative text or descriptions for non-decorative images, images within a link, form fields, and other interface elements.

People who are blind or have low vision may need additional information presented as text so they can access information and control interface elements. Complex images may require detailed descriptions to convey important or useful information. For instance, provide a more detailed description for a chart demonstrating a growth trend.

Legal References

508 references:

1194.21(d); 1194.21(f); 1194.22(a); 1194.22(i); 1194.22(l); 1194.22(n); 1194.31(a); 1194.31(b).

WCAG references:

1.1.1-H37.

Jump to [All Word Requirements, on page 93](#).

All Word Requirements

This table contains SSA's Accessibility Requirements for Microsoft Word

No.	Requirement	Rationale	Section 508 Mapping	Instructional Help
1	Document Properties			
1.1	Set the document title attribute in the document properties.	File names often contain abstract code that confuses users about the purpose of the document. When a document is first opened, screen readers will convey the title rather than the filename when a document title is set in the document properties. Consider adding other document attributes that can assist users as well (author, keywords, organization, etc.). Match the text in the title attribute to the full title used in the main body of the document.	1194.21(d); 1194.31(a); 1194.31(b)	Document Properties, page 22
2	Language Settings			
2.1	Set a default language attribute for the document.	Screen readers pronounce words according to the language specified. Problems occur when the language has not been set at all, or it has been set to the wrong language.	1194.21(d); 1194.31(a); 1194.31(b)	None for Word

No.	Requirement	Rationale	Section 508 Mapping	Instructional Help
2.2	Set the appropriate language for passages and phrases that use a language other than the document default. Exceptions: proper names, technical terms, or foreign words that have become part of the vernacular.	Screen readers pronounce words according to the language specified, so if a passage of text is in another language it will mispronounce the words in the passage.	1194.21(d); 1194.31(a); 1194.31(b)	Language Settings, page 17

No.	Requirement	Rationale	Section 508 Mapping	Instructional Help
3	Page Layout			
3.1	Place images, data tables, charts, and other objects 'inline' with the document content (rather than 'floating'). Where floating objects are unavoidable, ensure both the object and wrapped text around the object are part of the read order.	Screen readers can only detect and properly read objects when they are placed 'inline'. Assistive technologies must present users with the correct reading order when text wrapping is used or content may be read in a confusing manner (line of text, followed by a table row, followed by a line of text, etc.).	1194.21(a); 1194.31(a); 1194.31(b); 1194.31(f)	Object Not Inline, page 65
3.2	Format columns and page structure to present a proper reading order to assistive technologies (do not rely on tables, TAB characters, etc.).	When TAB characters are used to visually separate text and make it appear like columns, the reading order is garbled for screen reader users. Programmatic column formatting will maintain the correct reading order. Also, horizontal formatting of vertically arranged letters is difficult for low vision users to read, and since the text can be read one letter at a time, confusing for screen reader users.	1194.21(a); 1194.21(c); 1194.31(a); 1194.31(b); 1194.31(f)	

4	Document Structure			
4.1	Use programmatically discoverable headings to logically structure content, and avoid the skipping of heading levels.	The use of styles and/or other programming allows keyboard-only and assistive technology users to navigate content. Applying bigger fonts, bold, underline, italic etc. does not programmatically set text as a heading. Skipped heading levels may lead screen reader users to believe there is missing information in the document.	1194.21(a); 1194.21(d); 1194.22(o); 1194.31(a); 1194.31(b); 1194.31(f)	Unstructured Document, page 45 Skipped Heading Level, page 50
5	Paragraphs			
5.1	Use paragraph spacing settings instead of carriage returns when additional line spacing is needed between paragraphs.	Excess carriage returns are spoken by screen readers, interfering with normal reading.	1194.31(b)	Repeated Blank Characters, page 56
6	Color Contrast			
6.1	Use high color contrast (background to foreground contrast, watermark to foreground contrast, etc.). The color contrast ratio between the background and text should be at least 4.5:1.	Users with low vision and color blindness may have difficulty reading documents that do not present sufficient contrast and color difference between background and foreground elements.	1194.31(b)	Color and Contrast, page 28
6.2	Text, images, and non-decorative graphics (bullets, dividers, etc.) must be visible when viewed in "High Contrast" mode.	Users with low vision must be able to see the document content when it is displayed in "High Contrast" mode.	1194.21(g); 1194.31(b)	Color and Contrast, page 28

7	Lists and Outlines			
7.1	Programmatically identify bulleted, numbered, outline, and multi-level lists.	Lists that are programmatically formatted allow users of assistive technology to easily navigate through and out of list content.	1194.21(a); 1194.21(d); 1194.31(a); 1194.31(b)	List Formatting, page 8
8	Data Tables			
8.1	Use a summary or a caption when displaying data tables.	Sighted users can quickly scan tables to understand their purpose, but many assistive technology users navigate with the keyboard. These users need a table summary or caption to describe the purpose of a table.	1194.22(a); 1194.31(a); 1194.31(b)	Missing Alt Text (Table)
8.2	Identify column and row header cells programmatically.	Sighted users can visually scan up and across a data table to find row and column headers. Correctly labeling rows and columns headers allows non-sighted users can make this association.	1194.22(g); 1194.22(h); 1194.31(a); 1194.31(b)	No Header Row Specified, page 72
8.3	Ensure data cells are associated with the correct header cells.	Complex tables may require additional header labeling to maintain the correct relationship for cells and headers. Merged cells can confuse the programmatic associations between data cells and their intended table headers.	1194.22(g); 1194.22(h); 1194.31(a); 1194.31(b)	Complex Tables (Merged/Split Cells), page 14

9	Alternative and Descriptive Text			
9.1	Provide alternative text or descriptions for non-decorative images, images within a link, form fields, and other interface elements.	People who are blind or have low vision may need additional information presented as text so they can access information and control interface elements. Complex images may require detailed descriptions to convey important or useful information. For instance, provide a more detailed description for a chart demonstrating a growth trend.	1194.21(d); 1194.21(f); 1194.22(a); 1194.22(i); 1194.22(l); 1194.22(n); 1194.31(a); 1194.31(b)	Missing Alt Text (Picture, Text Box, Other elements), page 86
9.2	When images depict text, the alternative text for the image should use the text in the image.	When text is rendered as an image, decoration and styling usually do not convey additional information. Therefore, alternate text and descriptions should read the text depicted in the image. (Note: This is different from text within a larger image, diagram, or chart; see 2.1 and 2.7, which would also apply.)	1194.21(d); 1194.22(a); 1194.31(a); 1194.31(b)	Missing Alt Text (Picture, Text Box, Other elements), page 86
9.3	Supply a null alternative text value for decorative or formatting images (ALT="") so they are skipped by assistive technologies.	Assistive technology users need not hear every instance of decorative images on a page. This information interrupts reading content. Combining tiled and layered images allows a single image to associate with a single description. Images not grouped or combined may needlessly confuse users about what they are reading.	1194.31(a); 1194.31(b)	Missing Alt Text (Picture, Text Box, Other elements), page 86

9.4	Information conveyed through color must also be conveyed textually.	Users who are blind, low vision, or color blind require alternatives for information conveyed by color. In addition to static colors, this includes color used to indicate dynamic changes in status, alerts, errors, etc.	1194.21(i); 1194.22(c); 1194.31(a); 1194.31(b)	Color and Contrast, page 28
9.5	Use meaningful plain language for links and/or user controls. The name must describe the destination, function, and/or purpose of the user interface. Links and controls that repeat the same name should provide a unique and specific description for each.	Users need to know the unique target or function of an interface. Sometimes the name or text of the link is sufficient and/or confusing. Users will need a unique name for links and/or user controls that repeat the same name but serve different purposes (i.e. when a link 'Here' appears multiple times give the link a unique description.)	1194.21(d); 1194.21(f); 1194.22(a); 1194.22(l); 1194.31(a); 1194.31(b); 1194.21(c)	Unclear Hyperlink Text, page 39