

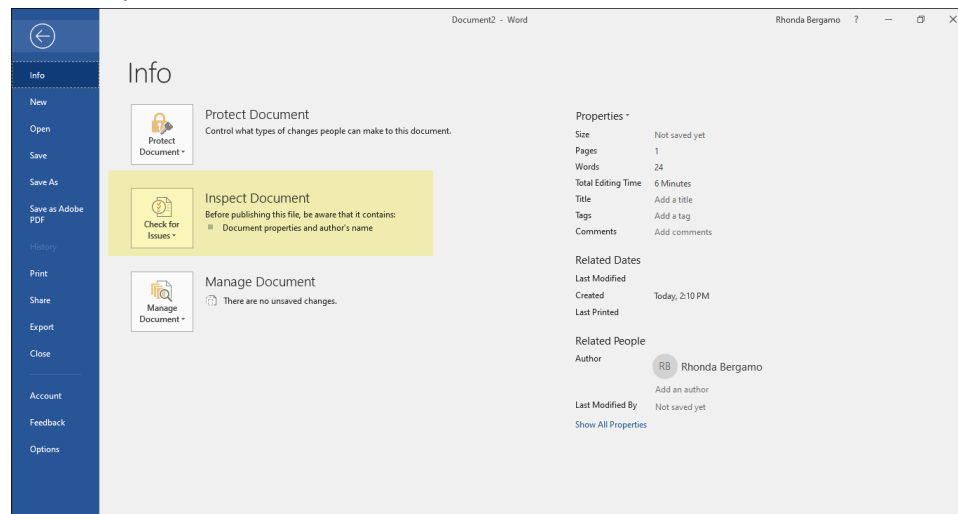
Accessibility Check and fixes for the Rubrics

[Office 2016](#) and [Office 2019](#)

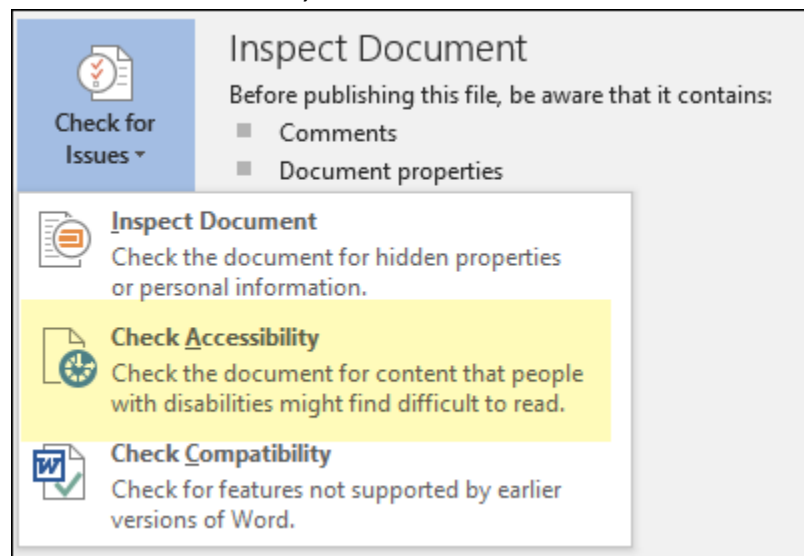
Steps 1-3 will have the same options (screens). There are some differences between Office 2019 and Office 2016 with regard to fixing accessibility issues. Review the steps and errors/warnings Accessibility Checker may have found for your file.

For final file types of PDF, accessibility check has to be done within Adobe Acrobat. Some elements such as Title, Logical Reading Order, etc. may not show in Office Accessibility Check. See [Adobe](#) Section for running a full check and fixing errors/warnings.

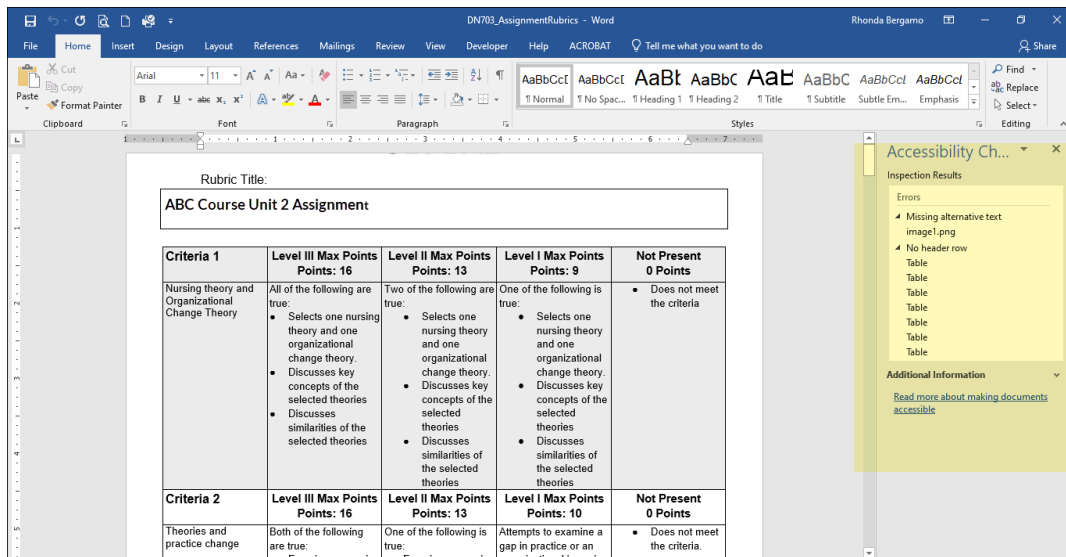
1. When you have completed your rubric document
2. Select “File” menu
 - a. Under Inspect Document section, select the Check for Issues button



- b. Select “Check Accessibility”



3. A new dialog box will show on the right side of the document. Where you will be able to view the errors (if any).



- i. **Note:** At any time the Accessibility Checker dialog window also provides Additional Information including Why Fix? And Steps to Fix.

Additional Information

Why Fix?

Alternative text for images and other objects is very important for people who can't see the screen. Screen readers read alternate text aloud, so it's the only information many have about the image. Good alternate text helps them understand the image.

Steps To Fix:

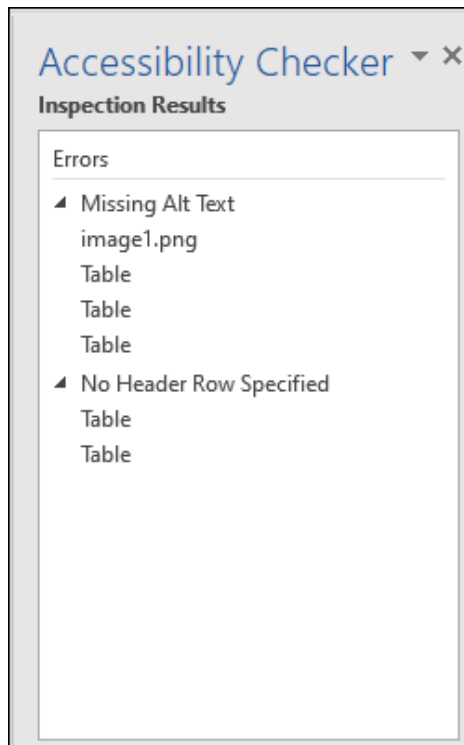
To add alternative text to a picture or object:

1. Select the item for the error. This opens sizing handles on the item that has the error.
2. Right-click the outlined item, select Format for that item type.
3. Select Layout & Properties icon, and then expand Alt Text.
4. Enter a title and description for the item.

Office 2016

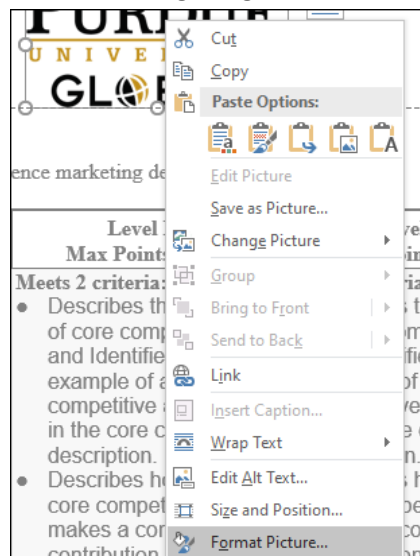
Within the Accessibility Checker dialog window, review the Errors and Warnings that are displayed. Select the object name under Errors. This will select the object and allow you to edit the properties

needed for the fix.



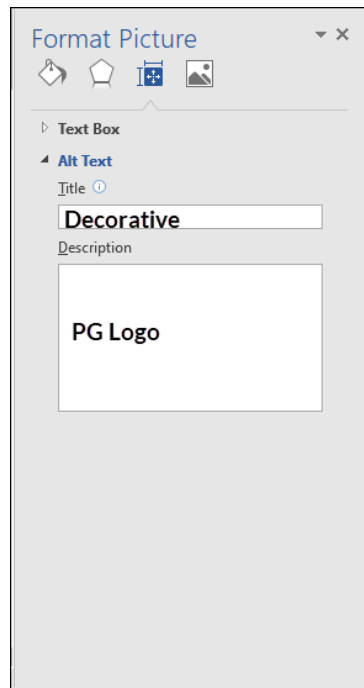
a. Errors

- i. Missing Alt Text>
- ii. Select the Image>Right click on image and select Format Picture



- ii. Select the Layout and Properties icon. Expand Alt Text section if not already viewable.

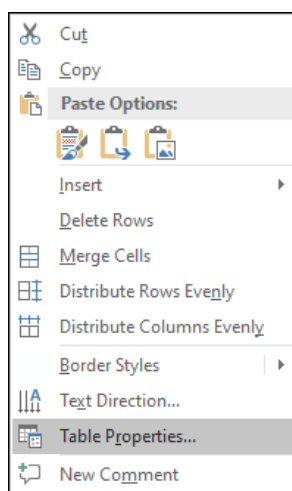
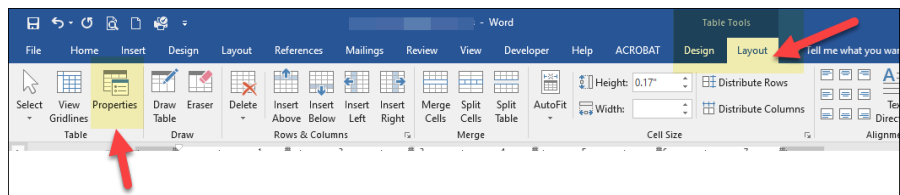
- iii. Type in alt text for image and optional description.



- ii. No header row

- i. Select Table> select “Table Properties”

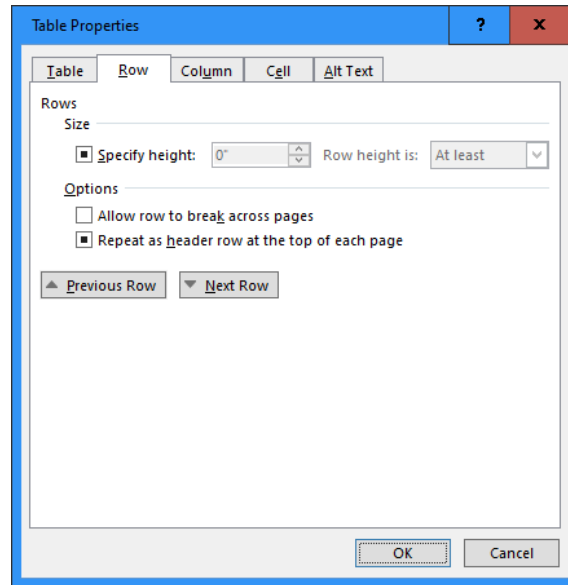
- 1. This can be done by either right-clicking on the table or selecting “Properties” from Table Tools> Layout Tab



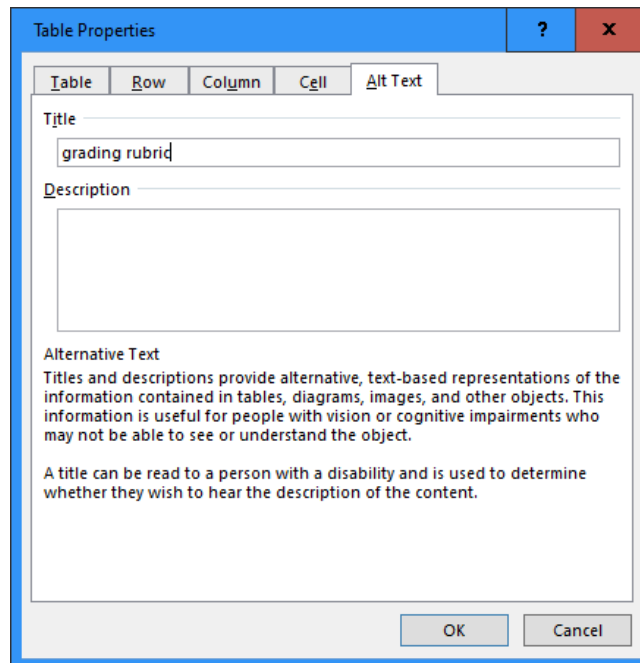
- 2. Select “Row” Tab. Select the checkbox “Allow row to break across pages” to uncheck the option

3. While in the **“Row”** tab. Select the check box *“Repeat as header row at the top of each page”*

Note: Screen capture will show completed steps for Table Properties



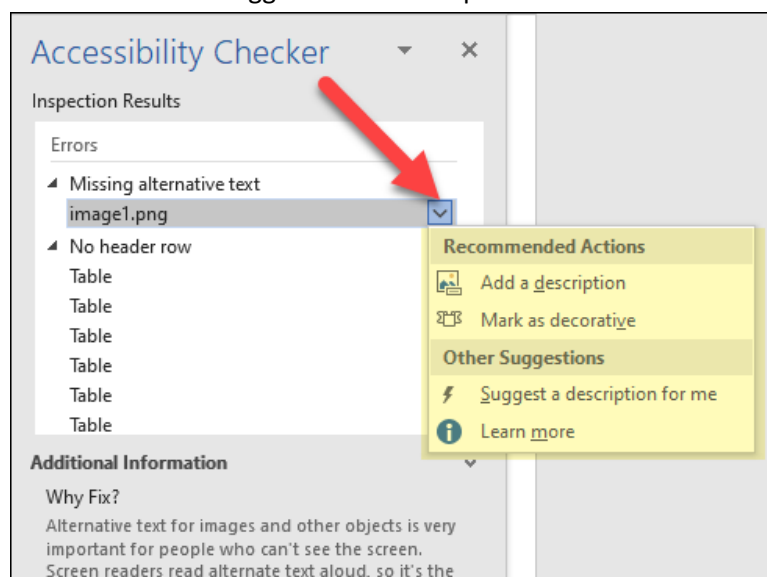
4. While you've got the Table Properties window open, it's a good time to check your table's alt text. Select the Alt Text tab, and make sure the alt text is clear, descriptive, and concise.



Color Contrast such as red font is not coming up as an Error or Warning in Office 2016. Review the document and make sure all text is approved font color. In rubrics, the font should be black.

Office 2019 with new features

Within the Accessibility Checker dialog window, under the Errors select the first error. On the right side of the error name is a dropdown option for more actions. This will provide you with recommended actions and other suggestions for that particular fix.



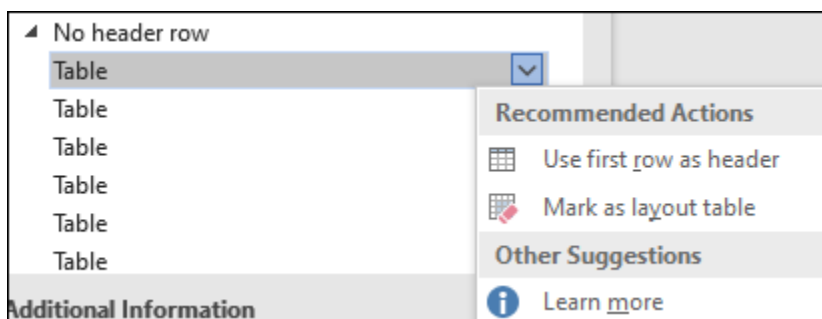
a. Errors

ii. Missing Alternative Text

1. Select the dropdown button> Select *"Mark as decorative"*
 - a. Once fixed the object will no longer be listed within the Accessibility Checker.

iii. No header row

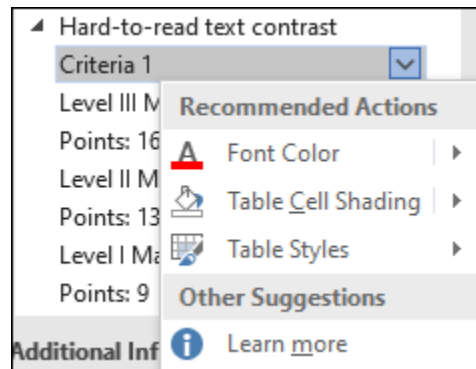
1. Select the Table> select dropdown button>Select *"Use first row as header"*



iv. Hard-to-read text contrast

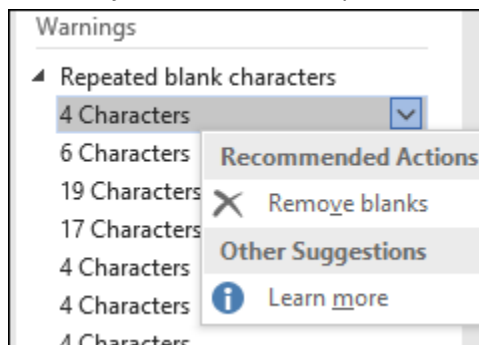
1. Select object> select the dropbox button> Select the correct font color

- a. Repeat until all objects are fixed

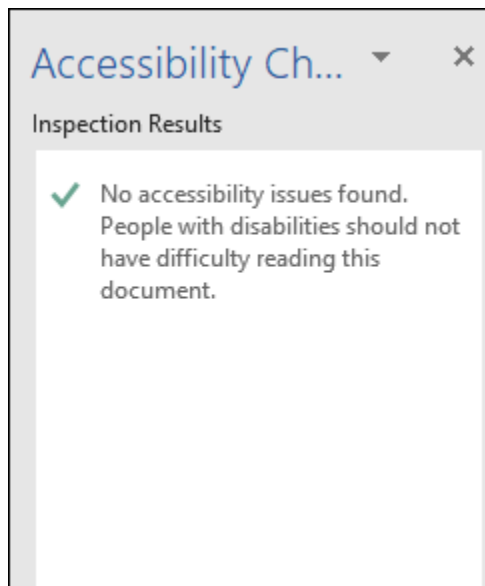


- v. Repeated blank characters

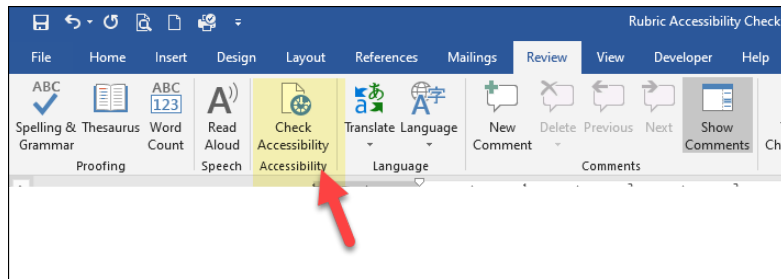
1. Select object> select the dropbox button> Select “Remove blanks”



Repeat steps above until all items are cleared from the Accessibility Checker.



Office 2019 has quick access to the Check Accessibility option on the Review tab of the ribbon.



Adobe Acrobat

- View (Tab)
- Tools
- Accessibility (make sure you save the document)
 - Full Check

If you have further questions, please refer to the following documents.

For version-specific help, please use the following links.	
Acrobat 2017, Acrobat 2020, acrobat DC	https://helpx.adobe.com/acrobat/using/creating-accessible-pdfs.html
Acrobat Pro	https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html

Version History		
Date	Updates by:	Updates made:
8/11/2022	Jackie Ranisate	Corrected all links. Added Version History

