

("Making Your Microsoft Word Documents Accessible - Alt Text Tutorial Video" fades onto screen, then fades into screen recording of a document in Microsoft Word.)

Welcome to "Making Your Microsoft Word Documents Accessible"

In this tutorial you will learn how to create proper color contrast in Microsoft Word.

Ensuring appropriate color contrast will help to ensure readability for users with low vision, also helping users with color blindness, cataracts, dyslexia, and even those viewing with tired eyes or in environments with bright light.

Open a document in Microsoft Word that you would like to check for color contrast. Select the "Review" tab, and in the ribbon, select "Check Accessibility".

The "Accessibility Assistant" will open on the right. The first heading in the Accessibility Assistant is "Color and Contrast", under which is "Hard-to-read text contrast".

The 3 here means that I have three identified color contrast issues, or text that does not meet contrast requirements with the background color.

I am going to select "Hard-to-read text contrast", and the first issue will appear in the Accessibility Assistant, which reads "Current text color is hard to see. Consider a high contrast color so that the text is clearly visible. Try one of these to fix it:"

Then it offers three different colors to replace the text with poor contrast. In this case, the text is the word "Available" in a lighter green color. The Accessibility Assistant is offering 3 darker green shades that will create better contrast and visibility.

I am selecting the middle shade of the three suggested greens. As soon as I make my selection, it jumps immediately to the next issue, also scrolling to where the issue is located on my document.

I can explore more font colors than the three recommended here by selecting the "More font colors" button. I can also Select the "Page background" button to change the actual background of my entire Word document.

For now, I am going to choose one of these darker mauve shades to replace the light pink text that doesn't meet contrast requirements. I am choosing the middle color again.

As soon as I make my selection, it immediately jumps to the final contrast issue. In this case, I have an aqua color highlighting a light blue text, which does not meet requirements.

I am going to select the darkest of the three options presented to make sure the text is readable with the highlight.

Once I have made my final selection, the Accessibility Assistant updates and has a check mark to the right of the “Hard-to-read text contrast” button.

In the case of highlighted text, I highly recommend using more muted or pastel shades with darker text. Even meeting the legal contrast requirement, the dark text over this very bright aqua can be difficult for some to look at and read.

To find more muted colors, I am going to select the text I would like to highlight, I’m selecting the “Home” tab, then I’m going to find “Shading”. I am selecting the drop down arrow next the “Shading”, and I can choose any of the more muted or pastel colors near the top.

While the Accessibility Assistant in Word does a good job identifying legal compliance for color contrast, this does not guarantee the document will be easily readable by all learners, so always listen to your learners if they have concerns about the color contrast in any of your materials.

To recap, open the Accessibility Checker in Word by selecting the “Review” tab, then “Check Accessibility” in the ribbon.

“Color and Contrast” is the first heading in the Assistant. For each issue, select one of the suggested colors.

Always check the entire document when finished to ensure readability.

(Microsoft Word screen recording fades into closing screen displaying “Contact Us: cfe@bgsu.edu | bgsu.edu/cfe”, then fades to black).