FAQ for Accessibility in MS Word

Q: .pdf vs MS word: Do screen readers work better on .pdf format as opposed to MS Word dox, if the form was created to be fillable (using data fields for tab thru data entry)?

A: Either format can be made accessible. Generally, screen readers can read both file types, if formatted correctly.

Q: Will .pdf be covered later with another training module?

A: Yes. PDF training is coming, along with MS forms specifically. Accessibility guidelines can be applied to each of these. Adobe Acrobat Pro used for creating PDFs has its own accessibility checker.

Q: According to the training, tables must be very basic in structure. What if we have forms and documents with more complex table structures?

A: Be sure to run the accessibility checker on your documents and see how it evaluates the tables you have created. The image below asks you to make sure your table reads in a logical reading order.

Essentially, if you tab through your table from right to left, the information should be presented in an order that makes sense. It is best if the table has table headers and any cells that are merged could easily be text placed outside and at the bottom of the table. In the example above, you may want to consider making several tables for this information instead of one.

Q: We have several forms that have been password protected to prevent folks from editing. Does this create issues with screen readers?

A: Restricting forms can make it difficult for some users of screen readers to access directions and headers in a document. It may mean changing cursor options in screen reader software like JAWS to access not only the fields that you can tab among, but the headers and directions associated with them. In this situation, you <u>may</u> need to provide users with limited skills an unrestricted document. **Please remember there will be additional training on accessible forms.**

Please make sure to submit your questions through the form on our Training Opportunities page. https://www.ncdhhs.gov/divisions/vocational-rehabilitation-services/north-carolina-assistive-technology-program/ncatp-0
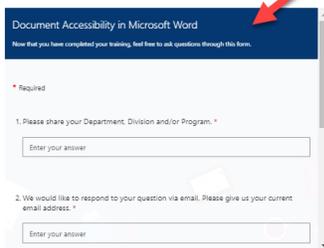
NCATP Training Showcase ☑ on Vimeo

Online Training

How to Use Speech Recognition as AT for Writing
Presented by: Daniel Cochrane / Kelly Key
OnDemand Training ☑

Question About Accessibility in Microsoft Word?

Document Accessibility in Microsoft Word
Now that you have completed your training, feel free to ask questions through this form.

* Required

1. Please share your Department, Division and/or Program. *
[Enter your answer]

2. We would like to respond to your question via email. Please give us your current email address. *
[Enter your answer]

We are using your questions to create an FAQ that will be posted on our website.

Also be sure to download the additional resources at the bottom of this page.

What is Assistive Technology?

Videos that define what assistive technology is and how it helps our citizens.

Raleigh Center of NCATP
SIGN UP FOR A BEAM TOUR

Associated Files

Document Accessibility in Microsoft Word.docx ☑
DOC • 14.81 KB
Download ☑