



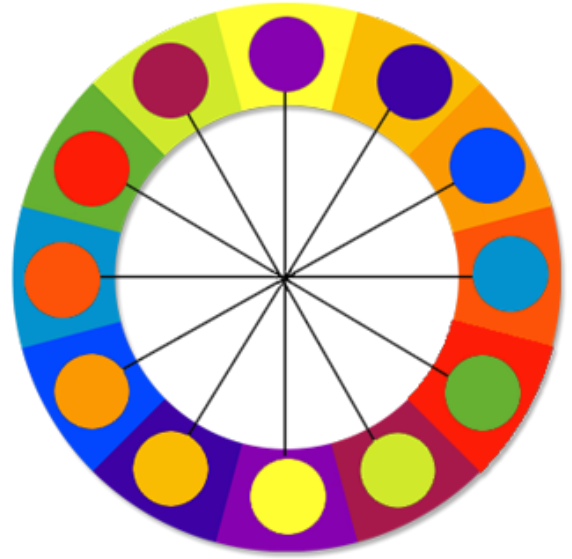
# Making Word Documents Accessible

## Colours and Non-text Media

### Colour Contrast

Colour contrast is how much contrast there is between a foreground and a background colour. The colour contrast of two colours is represented as a ratio.

- Colours that are directly opposite each other on a colour wheel will provide the highest colour contrast.
- Black and white have the highest colour contrast.
- Colour contrast ratios for accessibility apply to any type of text or non-text media, such as images.
- To be considered accessible, you will need a ratio of:
  - At least **4.5:1** for regular text (Below 18 point text)
  - At least **3:1** for large text. (18 point or above)



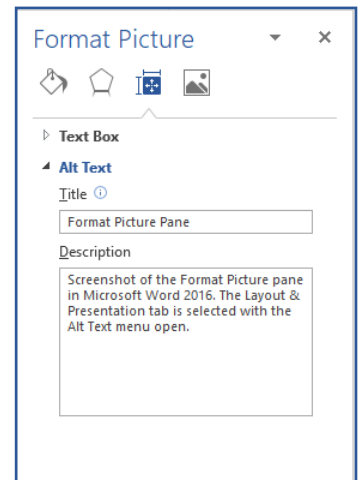
### Alternative Text

Alternative text or alt-text is used to provide a textual alternative to non-text media. Alt-text must be added to all non-text media: **images, shapes, SmartArt, charts, clip art, embedded objects, and video.**

- Be descriptive and include information relevant to understanding the document.
- Include link information in the alt-text if the non-text media is also a link.

To add alt-text to non-text media:

1. Right-click the non-text media
2. Click **Format XXXX**, where **XXXX** is the type of non-text media
3. On the right-hand pane that appears, click the **Layout and Properties** tab
4. Fill out a **Title** for the non-text media and then the **Description**
5. Click anywhere in your document to confirm the alt-text



### Text Wrapping

Text wrapping is how text will appear when near non-text media. The only text-wrapping option that is accessible is **In Line with Text**. This only applies when text is wrapping around non-text media.

- Right-click any object, select **Wrap Text**, and then **In Line with Text**.

### Captions

Captions help add context to non-text media and are accessible to everyone.

- Right-click any object and click **Insert Caption...** to add a caption.
- Captions can be descriptive, brief, or simple identifying information.
- Captions should be added to any non-text media, tables, and equations.
  - Captions for non-text media should appear **Below selected item**.
  - Captions for tables and equations should appear **Above selected item**.
- If using a variety of captions, be consistent with your nomenclature.

