DEPARTMENT OF HEALTH & HUMAN SERVICES
OFFICE OF THE SECRETARY ACCESSIBILITY PROGRAM

Microsoft Office Document Properties & Accessibility Check

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CHIEF INFORMATION OFFICER
DEPARTMENT OF HEALTH AND HUMAN SERVICES

➔ **Providing Purpose through Properties**

➔ **Why Document Properties are Important**
Document properties allow any user to understand the topic of the document, who created the document and what key phrases associated can be associated with the document. Providing a concise and meaningful title also allows users of assistive technology to easily navigate to the desired document among open applications on the computer.

➔ **Setting the Document Properties**
To enter meaningful document properties perform the following steps.

1. Navigate to and select **File** > **Info** > **Properties**
2. Select **Advanced Properties** > **Summary**
3. Enter a meaningful title in the **Title** field.

4. Optional: Enter an **Author** (i.e. organization name)
5. Navigate to and activate **OK**.

➔ **Verify Document Accessibility**

➔ **Value of Running an Accessibility Check**
Generating an accessibility report at the end of document creation or modification can provide a glimpse at glaring issues that will impact the ability of some users to successfully receive and comprehend the information. Perform the check before converting or distributing the document. Use the **Check Accessibility** feature to check items that can be automatically reviewed. A manual inspection is required in order to perform a full accessibility check.

1. Navigate to **File** > **Info** > **Check for Issues** > **Check Accessibility**
2. Locate and confirm the **Accessibility Checker** pane opens with results.
3. Select an issue to see **Additional Information** and steps to resolve the issue. Note: False positives are possible.

➔ **Tips to Improve the Accessibility Results**
In addition to all document accessibility practices, using a few helpful hints can help reduce the number of errors that appear in the automated results.
- Use built-in functions to create white space:
  o Between sections, place the cursor at the end of a line, navigate to **Home** > **Line Spacing** > **Line Spacing Options** and adjust the **Before** and/or **After** spacing.
  o Word: Push content to the next page, with the cursor at the end of a line, navigate to **Page Layout** > **Breaks** > **Page**.
- Word: Avoid the use of drop caps.