



Microsoft Office Document Properties & Accessibility Check



→ 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.

General	Summary	Statistics	Contents	Custom
Title: Sample Presentation Title				
Subject:				
Author: HHS/OpDiv/SaffDiv				
Manager:				
Company:				

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:
 - 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.
 - 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.