

# Uploading accessible manuscripts to CLoK records

## Introduction

With more and more files online and on computers, it is important to keep documents accessible to people with special needs and disabilities. UCLan is required provide accessible online content to meet the needs of all potential visitors to our websites.

This document will supply you with directions in how to make your Author Accepted Manuscripts accessible when you upload them onto CLoK.

## Why do we need to make our manuscripts available in an accessible format?

The Equality Act 2010 (EQA) came into force in October 2010 and replaced the Disability Discrimination Act (DDA) and is focused on the issue of disability discrimination.

The act states that information providers should make 'reasonable adjustments' and anticipate needs from potential customers to ensure information is displayed in an accessible format and can be read by a screen reader.

## Making your manuscript Accessible

The easiest way of making your manuscript accessible is by using Microsoft Word. Although we only upload PDFs to CLoK if a Microsoft word document is accessible this should transfer when you save it to a PDF.

### Alt Text (Alternative text)

When searching the internet, if you hover your mouse over an image you will see a description of the image pop up, this is Alt text. Alt text is required as screen readers can identify a image and read out a description of it to ensure anyone who cannot see the image is given an explanation of what the image is depicting.

To add Alt text in Microsoft word, insert your image as normal then right click the image and select 'edit Alt text'. A box will appear on the right-hand side of your screen and you will need to enter a description of the image and context to ensure it is accessible to someone who is blind. If the image is unrelated to the document and is there for decorative effect, then mark it as 'decorative' instead of writing a description.

### Heading and Paragraph

Headings and paragraph styles make it easier for all readers to understand your document better. This will support people in being able to skim over documents to get

an outline of it very easily, and that's important for people who have low vision or use screen readers because they can get that same outline using these styles.

Also these elements can be converted if you save your document as a PDF or an Open XML.

Heading and paragraph styles are found on the Home tab in the Styles group.

If you don't see the style that you want, click More to expand the gallery.

To apply a heading style, start by selecting the text you want to change.

Click the heading style that you want.

You can see how your text will look with a particular style by placing your pointer over the style that you want to preview.

This feature works the same way in the Word Web App.

Create space between paragraphs using paragraph styles rather than empty lines, so people using screen readers aren't misled into thinking that they've reached the end of your document.

On the Home tab, in the Styles group, click Change Styles.

Point to paragraph styles.

Live preview will show you how the line and paragraph spacing changes from one set to the next.

## Colour Schemes

Find colors that provide maximum contrast, including enough contrast between content and the background, so that text and non-decorative images are legible for anyone with low vision or color deficiencies.

- **Ratio:** Text and interactive elements should have a colour contrast ratio of at least 4.5:1.
- **Colour as indicator:** Colour should not be the only indicator for interactive elements. For example, underline links on hover, or mark a required field with an asterisk.
- **Colour blindness:** Red/green colour blindness is the most common, so avoid green on red or red on green. (Think especially about avoiding using red and green for "bad" and "good" indicators).

## Accessibility Checker

Similar to a spell checker, the new Accessibility checker in Office 2010 will scan your documents and alert you to any potential accessibility problems. It will also offer suggestions of how to fix them.

Click the Review tab and then click Check Accessibility.

You'll be returned to your file and the Accessibility Checker task pane will show you the inspection results. Whenever the Accessibility Checker finds an issue, the task pane shows information about why that content might be inaccessible. Selecting the issue then shows instructions on how to repair or revise it.

Now when you save your file to a format that's easy to share or publish, such as PDF or Open XML, all the things you did to make it more accessible will be included.

For more information and in-depth training on creating accessible documents, please go to **[Microsoft Office 365 Accessibility Video Training](#)**

**For further guidance or advice please contact [openaccess@uclan.ac.uk](mailto:openaccess@uclan.ac.uk)**