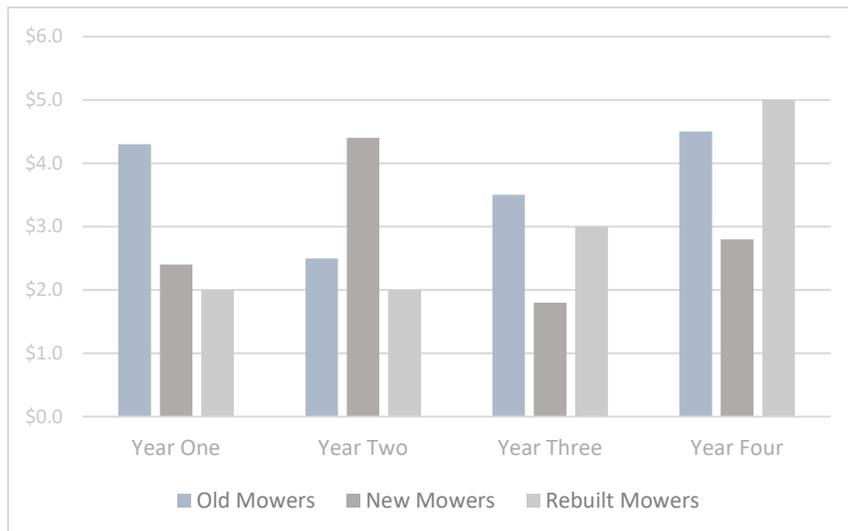


Accessible Charts

1. **Why should I be concerned about chart accessibility?** Visually impaired individuals cannot access the data or labels typically used in charts to inform readers of their informational significance. Charts should therefore be titled, contain a brief alternative-text description, have clearly defined labels, and an image caption or label to explain the chart's findings and its relevance to the rest of the document's content. Note as well that different screen readers have a varying ability to access and read charts. The more complex a chart is, the more likely it will not be read correctly. For this reason, include a text-based summary of the chart's information in the body of your document. Be sure to discuss not only its details and data, but the chart's overall implications in relation to the rest of the content of your article.

Example of a visually inaccessible chart:



The chart above would be inaccessible to visually impaired individuals.

2. The bars used in the chart do not have sufficient color or contrast variation to easily differentiate them from one another. Use more color variances and contrast to improve readability.
3. The fonts are too small and are of not enough contrast to be read by visually impaired individuals. Use larger and bolder sans-serif fonts to improve readability.
4. The labels are not detailed enough to clearly convey the chart's information. Use more descriptive labels as well as larger, bolder fonts.
5. There's no chart title to quickly convey its information to readers. Add a title.
6. The chart has no alternative text embedded it, which prevents screen readers from relaying a short description of the chart to audiences. Right click on the chart and select add alternative text from the option menu, or read the instructions that an accessibility check will provide you

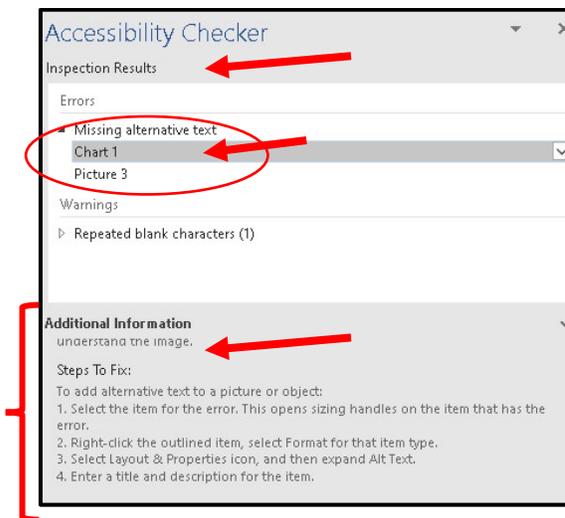
with in relation to this issue. The instructions for this are included in more detailed form at the end of this document.

7. Use a caption to describe the broader significance of the chart overall. Right click on the chart, select Insert Caption from the option menu. Write in a brief description of the chart's findings or implications.
8. Note that different screen readers have a varying ability to access and read charts. As stated above, the more complex a chart is, the more likely it will not be read correctly. For this reason, include a text-based summary of the chart's information in the body of your document.
9. Finally, run an Accessibility Check to learn to improve the readability of a chart for impaired audiences. Follow the instructions below to fix the issues it detects.



Home Ribbon Tab → Review Tab → Check Accessibility

The Check returns an Inspection Result report to the right of your main document pane. Follow the steps it provides to add Alternative Text to the chart.



An Example of a chart which demonstrates improved visual accessibility is shown below:

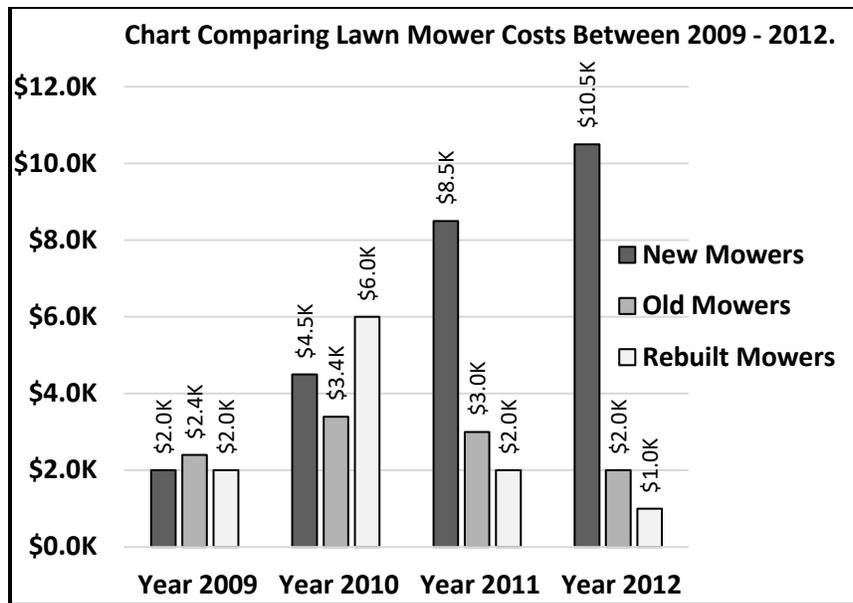


Table 1 The chart compares the average cost of mowers for the years 2009 through 2012. The average cost of new mowers quadrupled by 2012 to 10.5K, while used and rebuilt mower prices grew slowly in 2010 and 2011 and declined sharply in 2012.

Discussion of data results provided in Chart above: The chart compares....