



# SECTION 508 COMPLIANCE - GUIDELINES TO COMPLIANCE WITH MICROSOFT OFFICE EXCEL 2007 DOCUMENTS

## STEP 1 - IMAGES

To comply with 508 guidelines, a structured document must be created. Structured documents are properly formatted documents that have a structure that Assistive Technology (AT) devices can readily access. Also images should be labeled for those with visual disabilities. To add alternative text to images:

- Select the image that you want to add alt-text.
- Navigate to the Picture Tools ribbon, and select the Format tab directly below it (if not already selected).
- Select the Dropdown arrow from the Picture Size button, and then click the **Show Size and Position** dialog box.
- Select the Alt Text Tab.
- **OR**
- Right click on the image and select **Size and Position**.
- Select the Alt Text Tag and enter in the alt text.



## STEP 2 - TABLES

Properly create and label tables, including specified row and column headers.

With Excel 2007. To access the table feature, navigate to the **Insert** tab and then go to Tables group. Click the **Table** button and do the following:

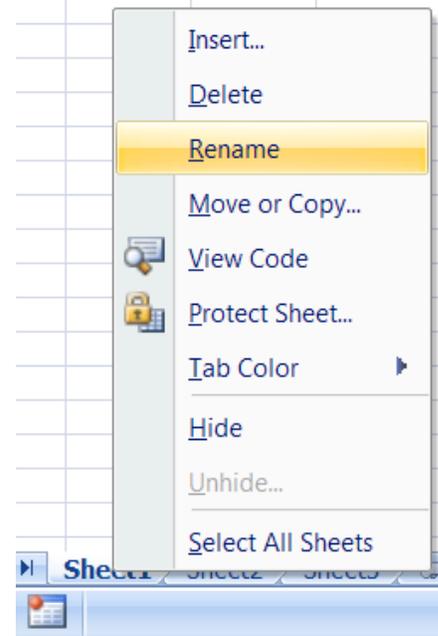
- In the desired worksheet, select the range of cells that will contain your table. Make sure that you click the checkbox **“My table has headers”** to ensure that your table will have column headers if not already defined.
- Data in a table should be free of merged cells (Header/Titles are fine)
- Row and Column headers need to be properly named
- Tables should be organized so that you read from left to right and top to bottom

Creating a table this way makes it easy to analyze and manage related data.

Creating a table this way makes it easy to sort, filter, and format data within a sheet but this does not make a table 508 compliant automatically. To convert a table into a normal range of cells:

- Select the entire range of the table to enable the Design ribbon.
- Navigate to the design ribbon and then to the Tools group.
- Click the **Convert to Range** button.

Now the table is a regular range of cells and all formatting will remain intact.





# SECTION 508 COMPLIANCE - GUIDELINES TO COMPLIANCE WITH MICROSOFT OFFICE EXCEL 2007 DOCUMENTS

## STEP 3 - INDIVIDUAL WORKSHEET TITLES

Each individual worksheet should have an appropriate name.

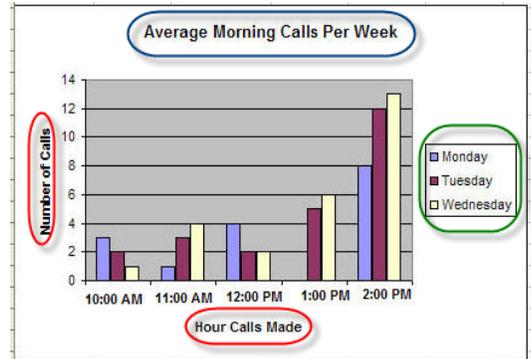
- Right-click the tab at the bottom of the worksheet > Select **Rename**



## STEP 4 - CHARTS/GRAPHS

All charts/graphs must include a **Title**, **Axis Labels**, and **Legend**.

This will give the reader an easier interpretation of the data/information.



## STEP 5 - DOCUMENT PROPERTIES CONTENT

Be sure to fill in the document properties to include information regarding the title, subject, author (use the organization rather than individual), keywords, and language (found on the **Custom** tab). Click the Microsoft Office button, select **Prepare**, and then click Properties. In the Document Information Panel, click the arrow next to the Document Properties and select **Advanced Properties**.

