Hello. We're going to talk about accessibility of ClimateXChange reports.

It's very important to use the preset styles from Word, for headings and normal text.

Just using bold is not considered a heading - screen readers don’t recognise them as headings, so it can confuse people.

Please do not use all capitals, nor capitalise the first letter of each word in a heading. It's really important to keep to the styles.

**Tables** are only used to help visualise data, not for layout purposes. **Merged cells** are not accessible, but there's a trick to help you with this. So, here on the left, you see two cells in the X column. It looks like they're merged, but actually that's just because we hid the line and the text from below. A screen reader will still read this table and recognise the two cells, but people won't see it.

**Text boxes are not accessible**. If you’d like to make text stand out, in Word, select a paragraph and go to home and borders and use that function. As you can see, it looks exactly the same as a table but it is accessible. However, we encourage people to not use this and to keep to our template.

**Images** of text are not accessible because screen readers cannot read them. We often see really small text in our reports and that's really hard to read, especially if someone prints out the report. Text over images is really hard to read as well.

To give you an example, the graph on the left is not accessible because the title is part of the graph and there’s no alt text. Here’s a simple tip to create alt text: explain the image as if you were on the phone to someone describing what it communicates. Say what the main message is. So, imagine you were talking on the phone with someone and you say: this graph compares the time each team member has spent at CXC. AM has been there the longest - 12 years. Christy and Ines have been there for less than 2 years.

You can insert this in the **alt text function** by right clicking the image, or directly in the report text.

**Colour** alone should not be used to convey information as not everyone can distinguish all colours from each other. The table on the right shows you two alternative ways to make this accessible.

**Contrast** is very important as well. The best way to go about this is to use our template because our colour scheme is accessible. If, however, you need to create visuals with different colours, please check the contrast on the WebAIM website.

If you need to **highlight any messages** in the text, please do not use italics or underline because these are not accessible. If you really need to highlight something, use bold but please do not overuse it. It is difficult to read a full sentence in bold.

**To describe links in the text**, it is important that they are descriptive to give an indication to readers of how to retrieve the webpage in case they don’t see the hyperlink or it is broken. For instance, instead of saying visit the ClimateXChange website, be specific, say: visit the ClimateXChange Projects page. **Full URLs** are very difficult to read but you can use them in the References section.

The last slide is about the **accessibility checker**. You can access it in the review tab on Word and PowerPoint. But again, if you use our template, you shouldn't have to worry about this.

Thank you so much for listening. I hope you continue writing reports that everyone can read and understand.