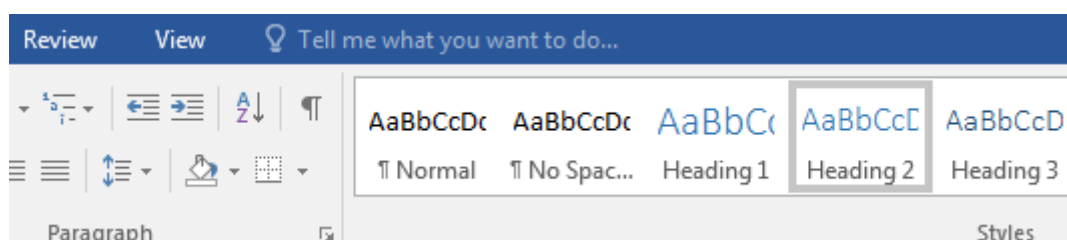


Creating Accessible document with Microsoft Word 2016

Heading Styles

Create a uniform heading structure through use of styles in Word. This allows screen readers to navigate a document and improves accessibility for everyone.

1. Start a new line to create a heading or select text to change to a heading.
2. Open the *Home* tab, and choose the appropriate heading in the *Styles* panel.
3. Headings 1, 2, or 3 can also be assigned using *Ctrl + Alt + 1, 2, or 3*, respectively.

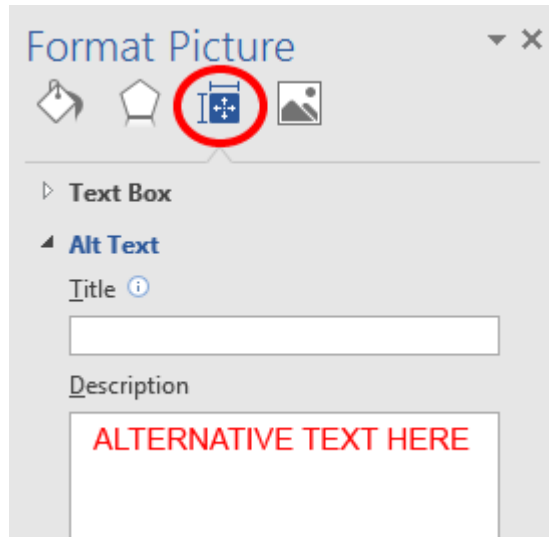


Alternative Text

Images can be given appropriate alternative text in Word. Alt text is read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.

1. Right-click on the image and select *Format Picture*. A dialog will appear.
2. Select the *Layout & Properties* icon and choose *Alt Text*.
3. Enter appropriate alt text only in the *Description* field (not the *Title* field).

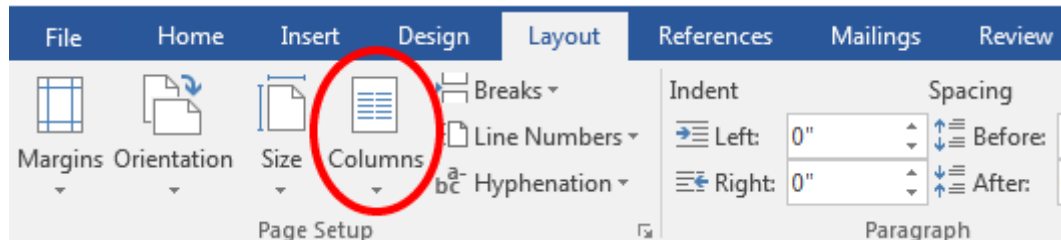
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Columns

Always use true columns. Don't create columns with Tab.

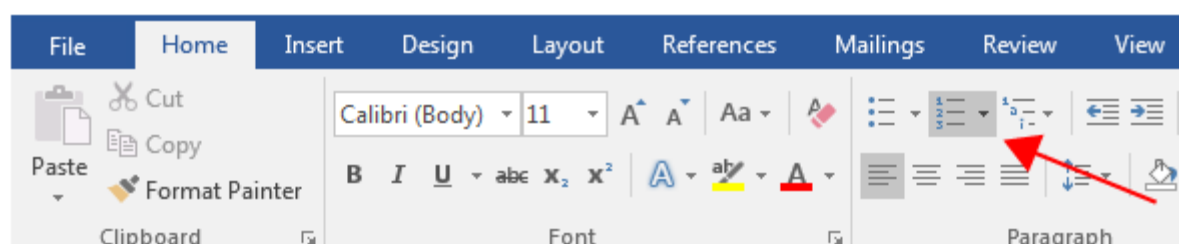
1. Select the Layout tab on the ribbon.
2. Select Columns in the Page Setup group.
3. Choose the number of columns.



Lists

Use true numbered and bulleted lists to emphasize a point or a sequence of steps.

1. Select the Home tab on the ribbon.
2. Choose the Numbered List or Bulleted List option from the Paragraph group.

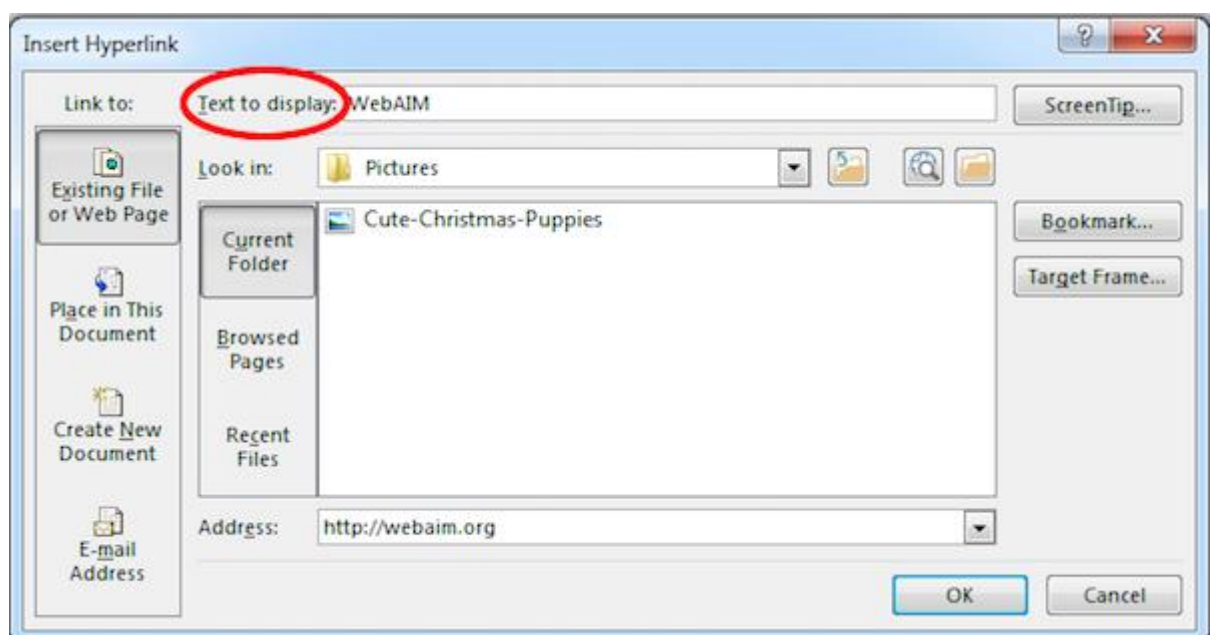


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Hyperlinks

Word automatically creates a hyperlink when a user pastes a full URL onto a page. These may not make sense to screen reader users, so make sure the link text is unique.

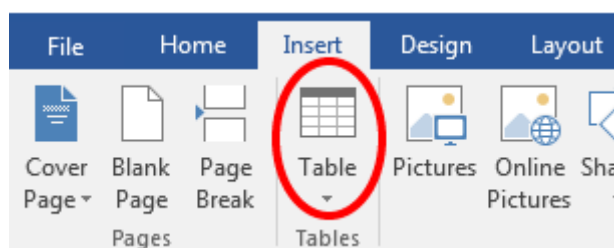
1. Select a hyperlink, right click, and select Hyperlink or hit Ctrl + k.
2. Change the text in the Text to Display field to a more meaningful description.



Data Tables

Accessible tables need a clear table structure and table headers to help guide a screen reader user.

1. Select the Insert tab on the ribbon, then select Table > Insert Table.
2. To add table headers to the first row, select Table Tools > Layout on the ribbon, then choose the Repeat Header Rows option in the Data section.



Creating Accessible document with Microsoft Word 2016

Accessibility Checker

Word includes an accessibility resource that identifies accessibility issues.

1. Select File > Info > Check for Issues > Check Accessibility.
2. The checker presents accessibility errors, warnings, and tips for making repairs.

Select specific issues to see Additional Information at the bottom of the task pane.

