

CREATING ACCESSIBLE MICROSOFT WORD 2007/2010 DOCUMENTS (WINDOWS)

Headings

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

Adding and Editing Headings

Headings can be created using the Styles toolbar.

- 1. Select the text and *click on the appropriate style*. (E.g. "Heading 1")
- 2. Headings 1, 2, or 3 can also be assigned using CTRL + ALT + 1, 2, or 3, respectively.



Alternative text for Images

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

Word 2007

- 1. Right-click on the image and select *Size*. A dialog box will appear.
- 2. Select the *Alt Text* tab, and replace the filename with appropriate alternative text.

Word 2010

- 1. Right-click on the image and select Format Picture. A dialog box will appear.
- 2. Select the Alt Text tab on the sidebar. Enter appropriate alt text to the **Description** field, not the Title field.



XXX Do not put alt here XXX

images, and other objects. This information is useful with vision or cognitive impairments who may not be understand the object.

A title can be read to a person with a disability and is used t

🖛 Put alt here

Close

Icrosoft Office 2010 Beta

Columns

When creating columns, always use true columns, not columns created by hand with the *Tab* key.

Creating Columns

- 1. Select Page Layout on the Ribbon.
- 2. Select *Columns* in the Page Setup group.

Data Tables

- Use the *Insert Table* command to create tables, not by hand with spaces or the Tab key.
- There is no way to easily create table headers in Word.
- The first row can be identified as table headers in PDF (but not in HTML). To do this, Right click on the first row in the table and select *Table Properties > Row>* Repeat as header row at the top of each page.

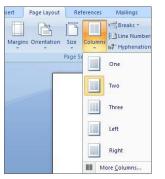
Links

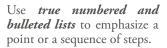
Word *automatically creates a hyperlink* when a user pastes a full URL onto a page. These may not make sense to screen reader users, so more information is needed.

Editing Hyperlinks

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

Link to:	Lext to displa	WebAIM article on creating accessible conter	it in Word (weba	aim.org/techr	ScreenTig
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Creating Lists

Lists

- 1. Select Page Layout on the Ribbon.
- 2. Select Bullets and Numbering.

Word 2010 Accessibility Checker

Word 2010 includes an accessibility resource that *identifies* and repairs accessibility issues.

Running the Accessibility Checker

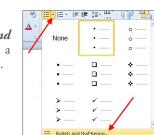
1. Select File> Info> Check for Issues> Check Accessibility.

The checker presents accessibility errors, warnings, and tips on how to repair the errors.



Other **Principles**

- Ensure that font size is sufficient, around 12 points.
- Provide *sufficient* contrast.
- Don't use color *as the only way* to convey content.
- Provide a *table of contents*, especially for long documents.
- Use *simple* language.



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Alt Text

Line Color

Line Style

Shadow

Reflection

Glow and Sof

3-D Format

3-D Rotatio

Picture Correctio Picture Color

Artistic Effects

Text Box