

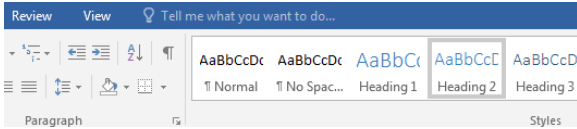


CREATING ACCESSIBLE MICROSOFT WORD 365 DOCUMENTS (WINDOWS)

Heading Styles

Create a uniform heading structure by using styles in Word. This enables screen readers to navigate a document and enhances accessibility for all users.

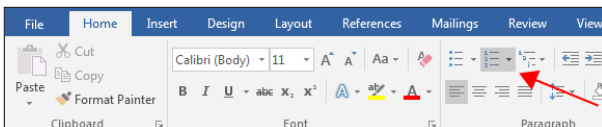
1. Start a new line to create a heading, or select text to change to a heading.
2. Open the **Home** tab, and choose the appropriate heading in the **Styles** panel.
3. Headings 1, 2, or 3 can also be assigned using **Ctrl + Alt + 1, 2, or 3**, respectively.



Lists

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

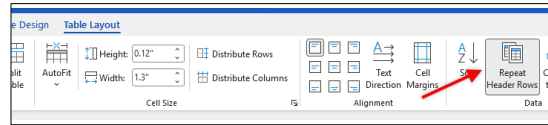
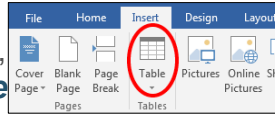
1. Select the **Home** tab on the ribbon.
2. Choose the **Numbered List** or **Bulleted List** option from the **Paragraph** group.



Data Tables

Accessible tables require a **clear table structure** and **table headers** to help guide screen reader users.

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



Options in the **Design** tab may be used to change appearance, but will not provide the necessary accessibility information.

Columns

Always use true columns. Do not create columns with **Tab**.

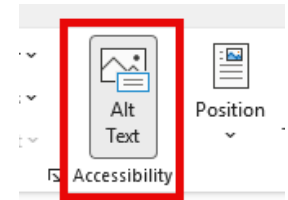
1. Select the **Layout** tab on the ribbon.
2. Select **Columns** in the **Page Setup** group.
3. Choose the number of columns.



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 PDF.

1. Left-click on the image and select the **Picture Format** tab on the ribbon.
2. Select **Alt Text** in the **Accessibility** group.
3. Enter appropriate alt text in the **Description**.



See webaim.org/techniques/alttext for more information.

LSC Resources

<https://vtac.lonestar.edu/help/accessibility-getting-started>



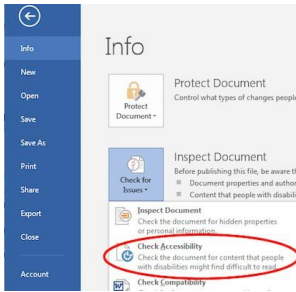


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Accessibility Checker

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.

Other Principles

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

Save Word Document as an Accessible PDF

Use **Save As** (or **Save a Copy**) feature to convert to PDF. **Save as Adobe PDF** plugin does not always provide an accessible PDF. **Never use** Print to PDF or Export features; they do not create accessible PDFs!

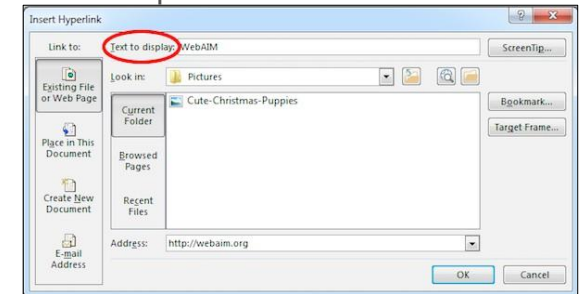
Convert to Accessible PDF

1. Fix all issues found in the Accessibility Checker/Assistant.
2. Go to **File > Save As** (or **Save a Copy**), then Click **More options...** link to choose where to save your PDF.
3. In **Save As** window, change **Save as type** to **PDF**.
4. Click **Options...** button:
 - a. Ensure all “Include non-printing information” checkboxes are checked:
 - i. Create bookmarks using: Headings
 - ii. Document properties
 - iii. Document structure tags for accessibility
 - b. Click **OK** to save options.
5. Click **Save** to convert Word document to a PDF.

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 descriptive.

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



LSC Resources

<https://vtac.lonestar.edu/help/accessibility-getting-started>

