



CREATING ACCESSIBLE MICROSOFT WORD 2007/ 2010 DOCUMENTS (WINDOWS)



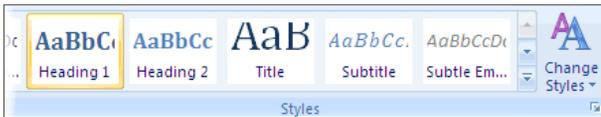
Headings

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.

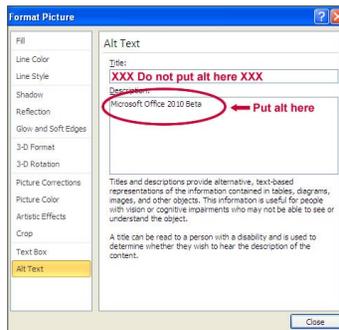
Word 2007

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.

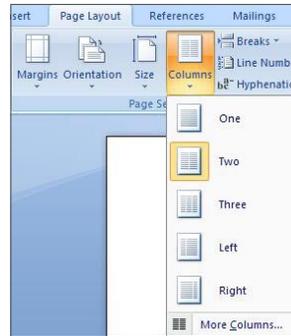


Columns

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

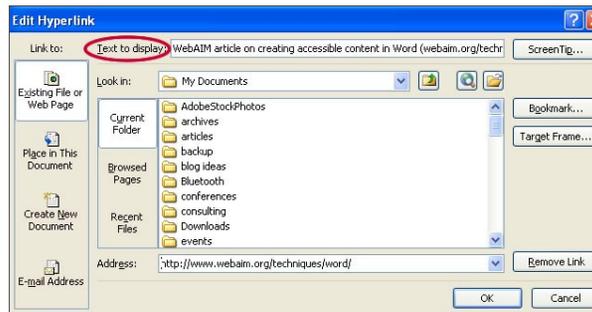
- Use the **Insert Table** command to create tables, not by hand with spaces or the Tab key.
- There is no way to easily create table headers in Word.
- The first row can be identified as table headers in PDF (but not in HTML). To do this, Right click on the first row in the table and select **Table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

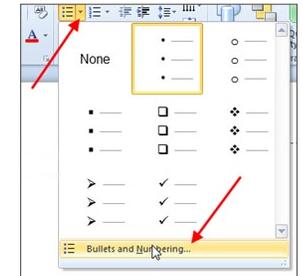


Lists

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

Creating Lists

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



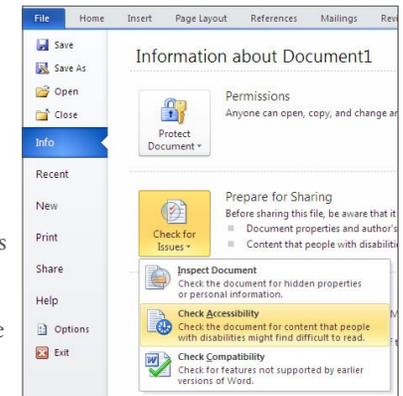
Word 2010 Accessibility Checker

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.