



CREATING ACCESSIBLE MICROSOFT WORD 2011 DOCUMENTS (MAC)



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.

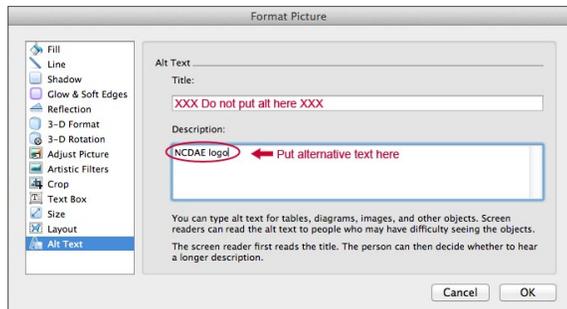
1. Select the text and *click on the appropriate style*. (E.g. "Heading 1")
2. Headings 1, 2, or 3 can also be assigned using *command + option + 1, 2, or 3*, respectively.



Alternative text for Images

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

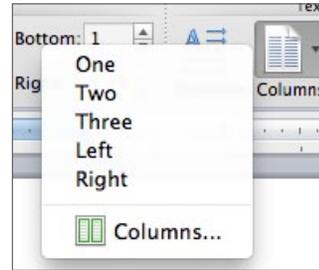
1. Right-click (or control + click) on the image and select *Format Picture*. A dialog box will appear.
2. Select the *Alt Text* option in the sidebar. Enter appropriate alternative text to the *Description* field, not the Title field.



If you do not see the Alt Text option, make sure you have the *most up to date version* of Word. Alternative text is available in Office 14.1 or newer.

Columns

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

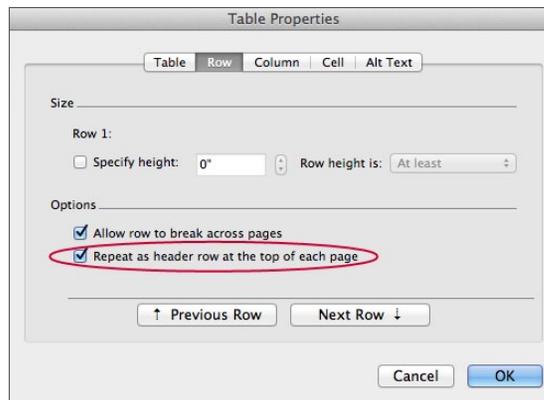


Creating Columns

1. Select *Layout* on the main ribbon.
2. Select *Columns* in the Page Setup group.

Data Tables

- Use the *Tables* ribbon 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*.



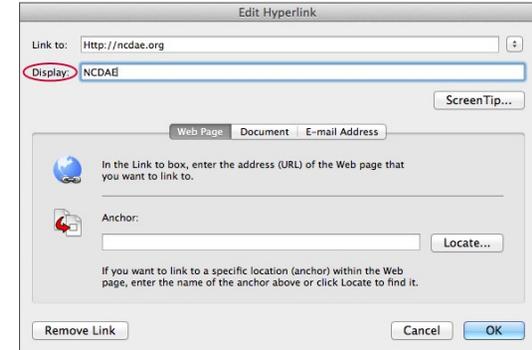
Links

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

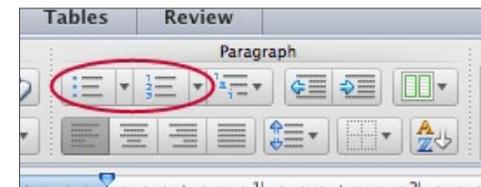
1. Select a hyperlink, right click, and select *Edit Hyperlink* or *command + k*.

2. Change the text in the *Display* field to a more meaningful description.



Lists

Use *true numbered* and *bulleted lists* to emphasize a point or a sequence of steps. To create a list, select the *Numbered List* or *Bulleted List* option in the main ribbon.



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.