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 Cmd + 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.

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 Cmd + 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.

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

Accessibility Checker
Word includes an accessibility resource that identifies accessibility issues.
1. Select the Review tab on the ribbon, and click 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 font size is sufficient, around 12 points.
• Provide sufficient contrast.
• Don’t use color as the only way to convey meaning.
• Provide a table of contents for long documents.
• Use simple language.