



# CREATING ACCESSIBLE MICROSOFT WORD 2013 DOCUMENTS (WINDOWS)

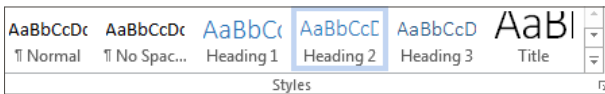


## Heading Styles

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

### Adding and Editing Headings

1. Select the text and choose the appropriate style under **Styles** on the **Home** ribbon. (e.g., "Heading 1")
2. Headings 1, 2, or 3 can also be assigned using **CTRL + ALT + 1, 2, or 3**, respectively.

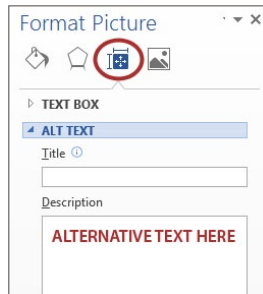


## Alternative Text for Images

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.

### Adding Alt Text

1. Right-click on the image and choose **Format Picture**.
2. Select the **Layout & Properties** icon and choose **Alt Text**.
3. Enter appropriate alt text only in the **Description** field (not the **Title** field).

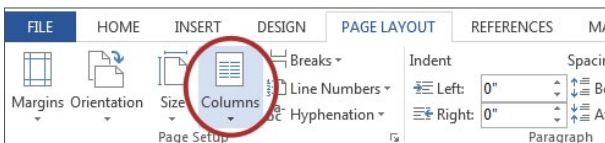


## Columns

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** under **Page Setup** and choose the appropriate number of columns.

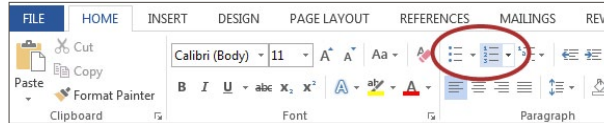


## Lists

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

### Creating Lists

1. Select the **Numbered List** or **Bulleted List** option on the **Home** ribbon, under the **Paragraph** section.

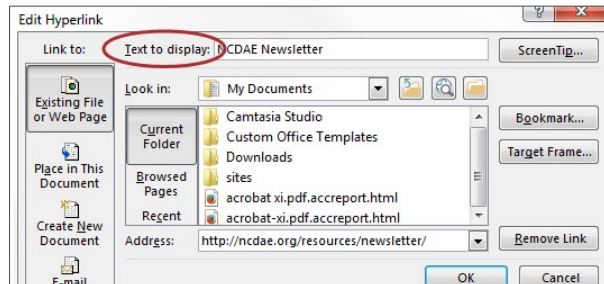


## Links

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.

### Adding Hyperlinks

1. Select the text you want linked, right click, and select **Hyperlink** or **CTRL + k**.
2. Make sure the text in the **Text to Display** field is a meaningful description and type the link URL in the **Address** bar.

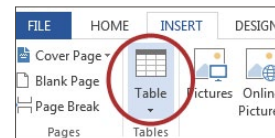


## Data Tables

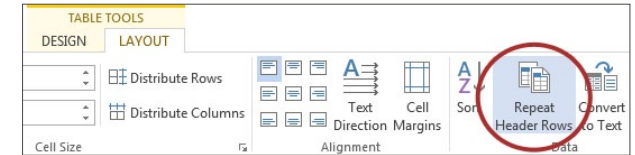
Accessible tables need a clear table structure and table headers to help guide a screen reader user.

### Creating Tables

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.

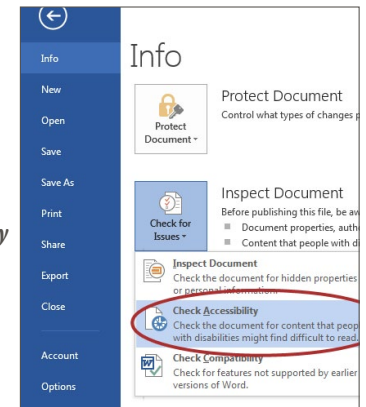


Options in the **Design** tab may be used to change appearance but will not provide the necessary accessibility information.

## Accessibility Checker

Word includes an accessibility resource that identifies accessibility issues.

1. Select **File > Info**.
2. Select the **Check for Issues** button and choose **Check Accessibility**.
3. The Accessibility Checker task pane will show accessibility errors, warnings, and tips on how to repair the errors. 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 content.
- Provide a **table of contents** for long documents.
- Use **simple** language.