



★ **Tips for Headings**

Create a uniform heading structure by using styles in Word. This allows screen readers to navigate a document, and improves accessibility for everyone.

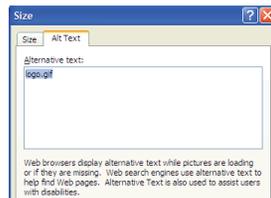
★ **Adding and Editing Headings**



1. Select the text and 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 (Alt-Text) for Images**

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



Word 2010

1. Right-click on the image and select **Format Picture**. A dialog box pops up.
2. Select the **alt-text** tab on the sidebar and insert the appropriate alternative text in the description field.

**Make sure not to write in the title field.*

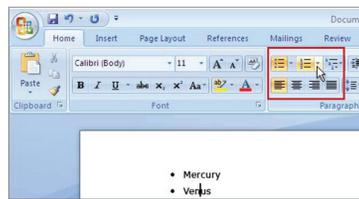
★ **Tips for Alt-Text**

The **alt-text** attribute provides a description phrase for an image and is a simple way to provide text equivalents to non-text elements on a page:

- ✓ Keep the wording simple
- ✓ Sometimes it's easier to describe the function of the graphic rather than what it is or looks like
- ✓ Imagine you're describing the image or its function to a friend over the telephone

★ **Tips for Accessible Lists**

Use numbered and bulleted lists to highlight a point or steps for sequential order. Lists are easy to create with the following steps:

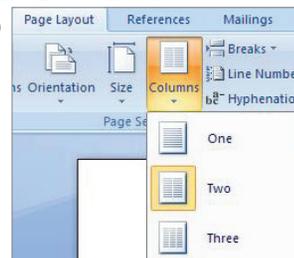


1. Select Home from top header
2. Select paragraph section
3. Select bullet or numbering
4. Make lists or points to your choosing

★ **Accessible Columns and Data Tables**

Use true columns and do not create columns by hand with tab key.

1. Select page layout
2. Select columns



★ **Tips for Columns and Data Tables**

- ✓ Use the Insert Table command to create tables, not by hand with spaces or the tab key
- ✓ Sometimes it's easier to describe the function of the graphic rather than what it is or looks like
- ✓ First row headers can be identified as table headers by right clicking first row in the table and select **Table Properties > Row > Repeat as header row** at the top of each page
- ✓ These steps don't work for HTML

★ **Links**

Word automatically creates a hyperlink for users that paste 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 URL in the Text to Display Field to a more meaningful description.

★ **Word 2010 Accessibility Checker**

Word 2010 includes an accessibility resource that identifies and repairs accessibility issues.

1. Select **File > Info > Check for Issues > Check Accessibility**.
2. The checker presents accessibility errors, warnings, and tips on how to repair the errors.
3. The "docx" format supports Word 2007 and newer. For a more widely supported file format, consider saving files as Word 97-2003, or "doc" format.



- Use the Quick Styles gallery to format document text
- Use headings to mark-up text and add structure
- Use the Normal style option for the body of the text
- Formatting may need clearing on documents whose formatting is in question