



★ **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.

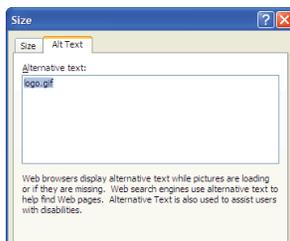
★ **Adding and Editing Headings**



1. Select the text and click on the appropriate style (e.g. "Heading 1").
2. Headings 1, 2, or 3 can also be assigned by selecting the text, and using **CTRL + ALT + 1, 2, or 3**, respectively.

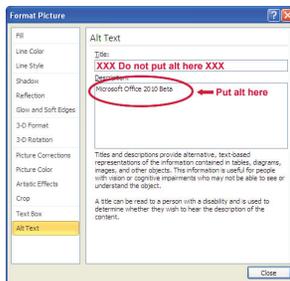
★ **Alternative Text (Alt-Text) for Images**

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 2007**

1. Right-click on the image and select **Size**. A dialog box pops up.
2. Choose **alt-text tab** and insert the appropriate alternative text, replacing the file name.



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

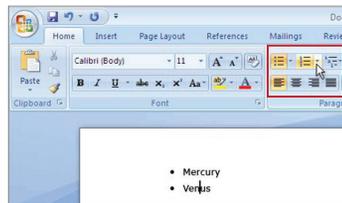
★ **TIPS for Alt-Text**

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:

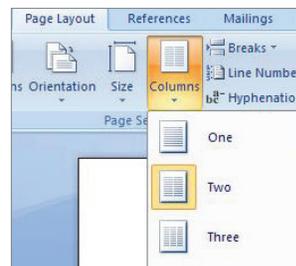


1. Select Home from top header
2. Select paragraph section
3. Select bullet or numbering
4. Make lists or points to your choosing

★ **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.

Ten common attributes for compliant MS Word 2007 documents are listed below. Many are covered in the tips outlined in this document.

- Quick Tips**

  1. Styles and Format
  2. Headers & Footers
  3. Structure & Layout
  4. Alt Text (Image & Graphics)
  5. Table Set-Up and Diagrams
  6. Hyperlink-BP (Make hyperlinks descriptive don't use click here or more)
  7. Columns & Headers
  8. Correct Order of headings
  9. Page Number
  10. Blank cells & Watermarks