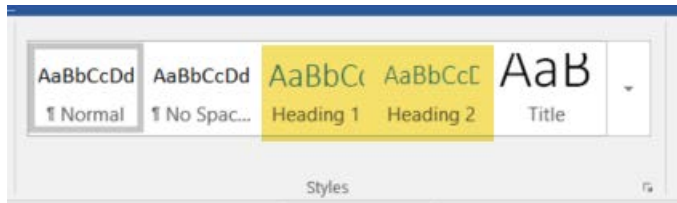


How to make a Word Document Accessible

Headings

- 1) Use Properly Formatted Headings – Screen readers use Headings for Structure
- 2) These are found in the Styles are of the Ribbon (Below) – Found on the Home tab



- 3) Use The TITLE style for document titles
- 4) Note: You may need to change the color of the Styles to accommodate contrast requirements (See TEXT section).

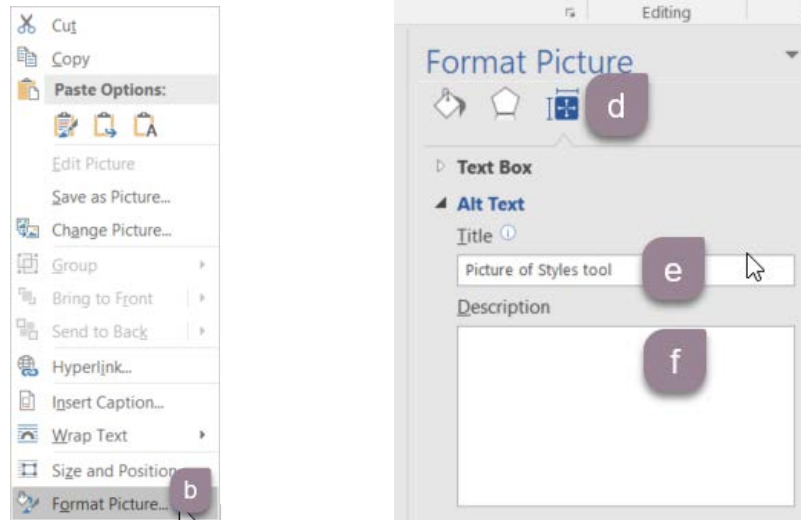
Text

- 1) Use a text font that is easy to read – San Serif fonts (no letter tails like Arial or Calibri) magnify best for those who have low vision
- 2) If an image has text that is meaningful, include that text in the Alt-Text for the Image
- 3) Do not use Text Color alone to convey information – use multiple visual clues.
Example: Hyperlinks are often Blue, but also Underlined: [Rappahannock Web Site](#)
- 4) Color contrast is more than Light / Dark. Color blindness features as well. Red on Green (or Green on Red) are famous for their unfriendliness to most color blind individuals, but there are other combinations as well.
- 5) You may need to modify the default style template in Word

Images

- 1) Use Alt-Text Descriptions
 - a. Insert your Image in your document
 - b. Right Click on the picture and select **Format Picture**
 - c. The Format Picture task pane will open to your right
 - d. Click the **Layout & Properties** icon
 - e. Put a meaningful short description in the **Title** box (see image)

- f. If more detail is required, use the **Description** box



- 2) Put Pictures in-line with text – as shown in this document. This aids screen readers and makes the narration more understandable to the user.

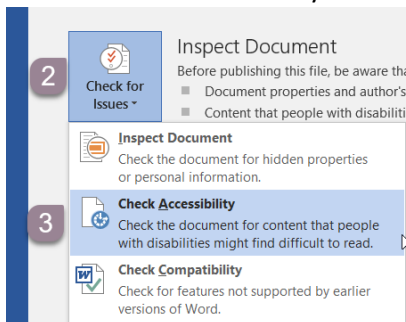
Tables

- 1) If you use Tables in a word document, be sure to use Column Headers – Word only allows the top row to be a header row.
 - a. Put your cursor in the top row of your table
 - b. The **Table Tools** tab appears in the Ribbon
 - c. Click the **Design** sub-tab
 - d. In **Table Style Options**, Verify Header row is checked at the far left
 - e. Click the **Layout** sub-tab
 - f. Click **Repeat Header Rows** at the far Right
- 2) Reading Order – Screen Readers go from Right to Left, Top to Bottom, make your data flow the same way. Test the order by using your tab key to move from cell to cell.

Accessibility Checker - 1

A great way to check your DOCX file before making it a PDF.

- 1) Click on the **File** tab
- 2) Click on **Check for Issues** under Inspect Document
- 3) Click on Check Accessibility



Accessibility Checker - 2

To add the Accessibility Checker to your Ribbon:

1. Click *File* tab
2. Click **Options**
3. Click **Customize Ribbon**
4. In *Choose Commands From* – Select *Commands Not on the Ribbon* from the drop down
5. *Accessibility Checker* is in Alphabetical order
6. Click the **ADD** button to put it on the ribbon. You can move it around to put it where you want to find it

