Creating Accessible Word Documents Tutorial

1. Use uniform heading structure/style guides to reinforce structure

To keep trail of the structure, you can open the Navigation Pane.

**Edit built-in heading styles (Two ways)**

1. Right click a heading, select “Modify…”

2. Change a title to the style you want manually, then select the title with right click the Quick Styles and select Update Heading to Match Selection.

*Tips: All the text under that heading would change automatically.*

**Apply built-in heading styles**

1. Select the heading text.

2. On the Home tab, in the Styles group, select a heading style, for example, **Heading 1** or **Heading 2**.
Use bulleted lists

1. Position the cursor anywhere in your document and select the Home tab.

2. In the Paragraph group, select the Bullets button.

3. Type each bullet item in the bulleted list.

2. Make text and hyperlink accessible

Use accessible text color

1. Ensure that text displays well by using the Automatic setting for font colors.

2. Any important information denoted through color needs to be available through text as well.

Add hyperlink text and ScreenTips

1. Select the text to which you want to add a hyperlink, and then right-click.

2. Select Hyperlink (or Link)

   The text you selected displays in the Text to display box. This is the hyperlink text.

3. If necessary, change the hyperlink text.

4. In the Address box, enter the destination address for the hyperlink.

5. Select the ScreenTip button and, in the ScreenTip text box, type a
3. Add alternative text for all visuals.

Visual content includes pictures, SmartArt graphics, shapes, groups, charts, embedded objects, ink, and videos. All visuals should be described by adding alternative text.

Add alt text to images.

1. Right-click an image.

2. Select Format Picture > Layout & Properties, then select Alt Text.
3. Type a description and a title. Title should be as concise as possible.

4. There is no word limit of Description. But, for complex images (which takes more than three or four paragraphs to describe), provide the long description in the surrounding text.

Add alt text to SmartArt graphics.

2. Keep in mind to select the whole set of SmartArt Graph rather than just a shape or text inside of it.

**Add alt text to shapes.**

1. Select **Format Shape > Layout & Properties > Alt Text.**

2. Type a description and a title.

3. Better to keep the shape in line with surrounding text, or it would be confusing to the screen reader. **Right Click > Wrap Text > In Line with Text.**

**Add alt text to charts.**
1. Select **Format Chart Area > Chart Options > Layout & Properties**.

2. Select Alt Text.

4. **Make Table Accessible**
   - *Specify the headers.*
   - *Avoid having empty header cells.*
   - *Tables with merged cells and other complex layouts are more likely to confuse users.*

**Specify table headers**

1. Position the cursor anywhere in a table.

2. On the **Table Tools Design** tab, in the **Table Style Options** group, select the **Header Row** check box.
3. On the **Table Tools Layout** tab, in the **Data** group, select the **Repeat Header Rows**. In this way, the headers would be repeated at the top of each page.

Avoid having empty header cells

1. Check if the header of the table has empty row. If it does, delete it.

2. Try to avoid merged cells
3. Input white text message into blank cells

**Add alt text to Tables.**

1. Right-click a table.
2. Select Table Properties.
3. Select the Alt Text tab.

If there’s more than one row of headers, we should describe it with the alt text.

5. Use the Accessibility Checker to check what’s missing

For Word 2016 or above

Another easy way to open the **Accessibility Checker** is to use the Tell me box.

Press Alt+Q, and then, in the Tell me box, type accessibility checker.
For other versions

If you do not see the Check Accessibility button on the Review tab:

1. Click File > Info.

2. Select the Check for Issues button.

3. In the Check for Issues drop-down menu, select Check Accessibility.

The Accessibility Checker task pane appears next to your content and shows the inspection results. To see information on why and how to fix an issue, under Inspection Results, select an issue. Results appear under Additional Information, and you’re directed to the inaccessible content in your file.
4. Understanding the inspection results

<table>
<thead>
<tr>
<th>Errors</th>
<th>Issues that are reported as errors include content that is very <strong>difficult</strong> or <strong>impossible</strong> for people with disabilities to understand.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warnings</td>
<td>Warnings, in many cases, mean that the content is <strong>challenging</strong> for people with disabilities to understand.</td>
</tr>
<tr>
<td>Tips</td>
<td>Tips let you know that, even though people with disabilities can understand the content, <strong>it could be better organized</strong> or presented to improve their experience.</td>
</tr>
</tbody>
</table>