

A11y Quick Ref

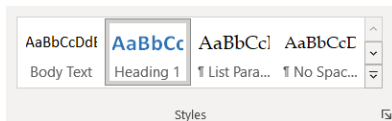


CREATING ACCESSIBLE MICROSOFT WORD 365 DOCUMENTS (WINDOWS)

Heading Styles

Create a uniform heading structure through use of *styles*. This allows screen reader navigation.

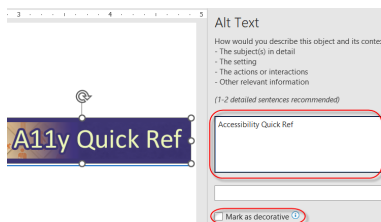
1. Highlight text to change to a heading.
2. Select the **Home** tab, and choose the appropriate heading in the **Styles** panel.
3. Headings 1, 2, or 3 can also be assigned using **Ctrl + Alt + 1, 2, or 3**, respectively.



Images and Image Alternative Text

Apply appropriate alternative text to images in Word.

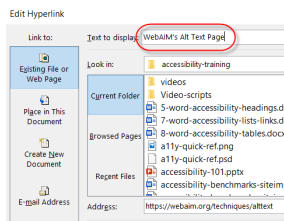
1. Right-click the image and select **View Alt Text**.
2. Enter appropriate alt text.
3. If the image doesn't convey meaningful information, indicate with "mark as decorative"
4. See [WebAIM's Alt Text Page](#) for more information.
5. For non-decorative images, make sure images are in line with text.



Hyperlinks

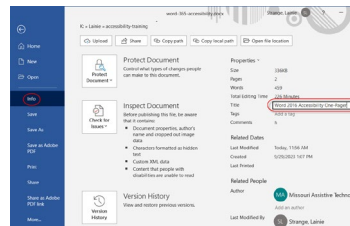
Word automatically creates a hyperlink when a user pastes in a full URL. Link text should convey clear and accurate information about the destination.

1. Select a hyperlink, right click, and select **Hyperlink** or **Ctrl + k**.
2. Change the text in the **Text to Display** field to a more meaningful description.



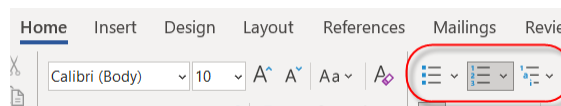
Document Properties

1. **File > Info**
2. Add descriptive title for document
3. Review Author to see if it needs to be deleted or updated.



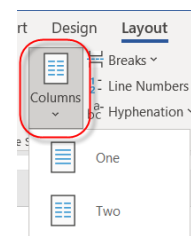
Lists

1. Use true numbered, bulleted or multi-level lists to simplify a paragraph or sequence of steps. Do not manually enter symbols to create a list.
2. Highlight the set of information, select the **Home** tab.
3. Choose the Numbered, Bulleted or Multi-Level List option from the **Paragraph group**.



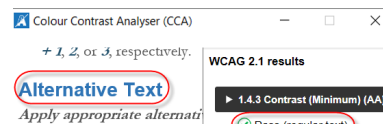
Columns

1. Always use true columns. Don't create columns with the **Tab** key.
2. Select **Layout > Columns**, choose number of columns.



Color Contrast/Use of Color

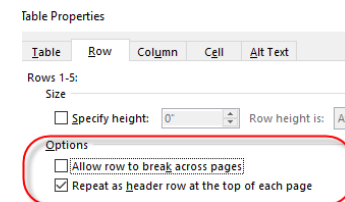
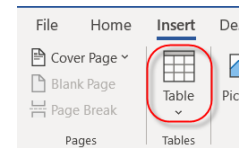
1. Use sufficient **color contrast** for text and background.
2. Don't use color as the only way to convey meaning (ie, *incorrect*: required fields indicated with red text only, *correct*: required fields indicated with asterisks)



Data Tables

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

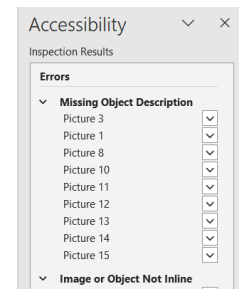
1. Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.
2. To add table headers to the first row, select **Table Tools > Layout** on the ribbon, then choose the **Repeat Header Rows** option in the **Data** section.
3. Options in the **Design** tab may be used to change appearance but will not provide necessary accessibility information.



Accessibility Checker

Word includes an accessibility resource that identifies accessibility issues.

1. Select **Review > Check Accessibility**.
2. The checker presents accessibility errors, warnings, and tips for making repairs.
3. Select specific issues to view **Additional Information**.



Other Principles

- Choose clean, readable fonts.
- Use a sufficiently readable font size (10 pt or more).
- Provide a table of contents for long documents.

Export to PDF

- Use **Save As > Adobe PDF** or **Acrobat > Create PDF**
- Do not use **File > Print > PDF**. This creates an untagged/unstructured document.