

MICROSOFT WORD ACCESSIBILITY TIPS

1. When inserting images or charts, be sure to [add ALT tags](#) or a description of the image for screen readers.
2. Ensure that all documents include a **document title** and that it is marked with a **Heading 1** style.
3. For long documents, use the **Heading 1, Heading 2, Heading 3 styles** to break up long text passages into multiple sections. These headers may be preserved and interpreted in screen readers when files are converted to PDF or other formats. The **Home » Styles** area allows users to adjust the appearance of these tags in a Word file.
4. For long documents, insert or [generate a table of contents](#) based on Heading 1, Heading 2, Heading 3 styles.
5. When inserting a data table, make sure the [first row/column is marked as a header](#) and includes a description of the type of data used in each row or column. For very complex tables, a table ALT Tag can be used to add extra information for screen readers.
6. For links, avoid using link text such as "Here" or "Click for more." Instead make sure link destinations are clear outside the context. For example a link saying "Readings for Feb 14" is clearer than "Click here" for the Feb 14 readings.
7. Use the list tool instead of the bullet character plus text. Numbered lists with multiple levels should use different numbering schemes on each level.
8. Accessibility does **NOT** equal plain and boring documents. There are tools in Word that help visually decorate and enhance a document, while still optimizing accessibility. In Word, **Advanced Text Formatting** may be used; some work and some do **NOT**.
 1. [Text Effects](#) will visually enhance a document without sacrificing screen reader compatibility. For visual effects, remember to address accessibility best practices for [Color, Formatting](#), and [Font Layout](#).
 2. [Clear Formatting](#) is one way to undo altered text.
 3. There are [Formatting Tools to Avoid](#) using, both on PC and Mac Word versions.

ADDING IMAGE ALT TAGS

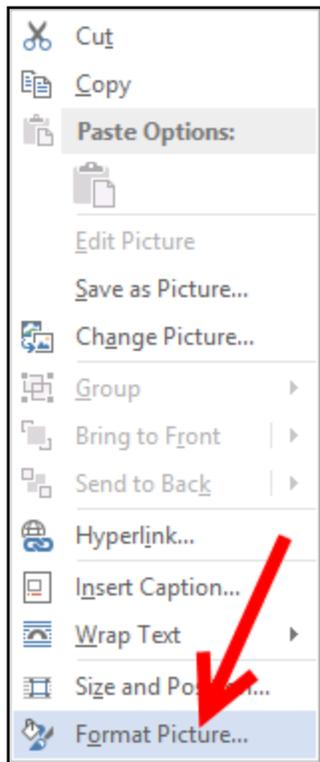
Modern versions of Microsoft Office allow you to add ALT text to inserted images. If these files are converted to HTML or PDF, the alt text is generally preserved.

Listed below are the steps to add ALT text to images for different versions of Microsoft office

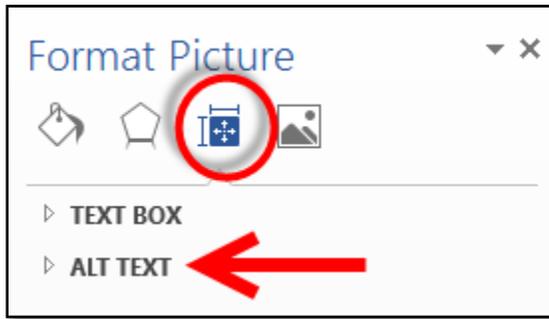
MICROSOFT OFFICE 2013

NOTE: In Microsoft Office 2007, the ALT Text tool is under the **Picture Size** options. In Office 2003, it is under the **Format Picture** options. Microsoft Office 2010 is discussed below.

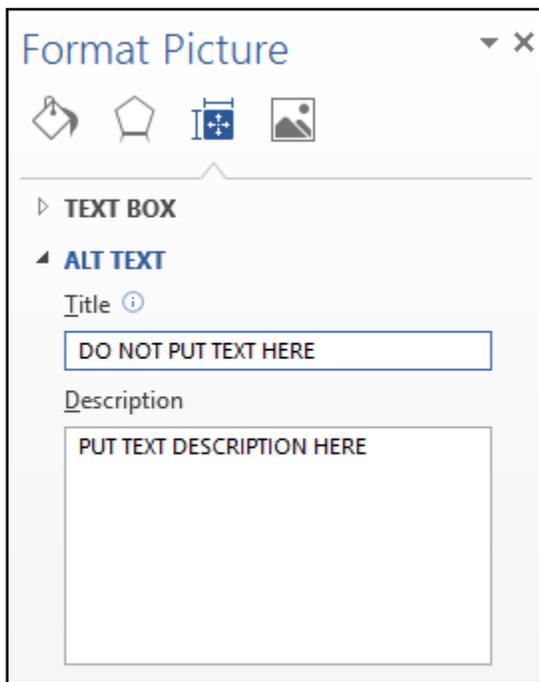
1. Open any **Microsoft Office** software and select an image so that the square anchors are visible.
2. Right-click the mouse on the image and select **Format Picture**.



3. In the **Format Picture** window, select the **Size & Properties** tab on the right and select **ALT TEXT**



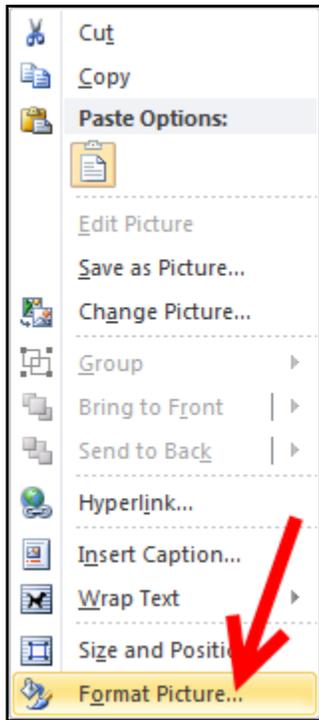
4. Then insert the ALT Text into the **Description** field, NOT the **Title field**. Click the **Close** icon to finalize the ALT text.



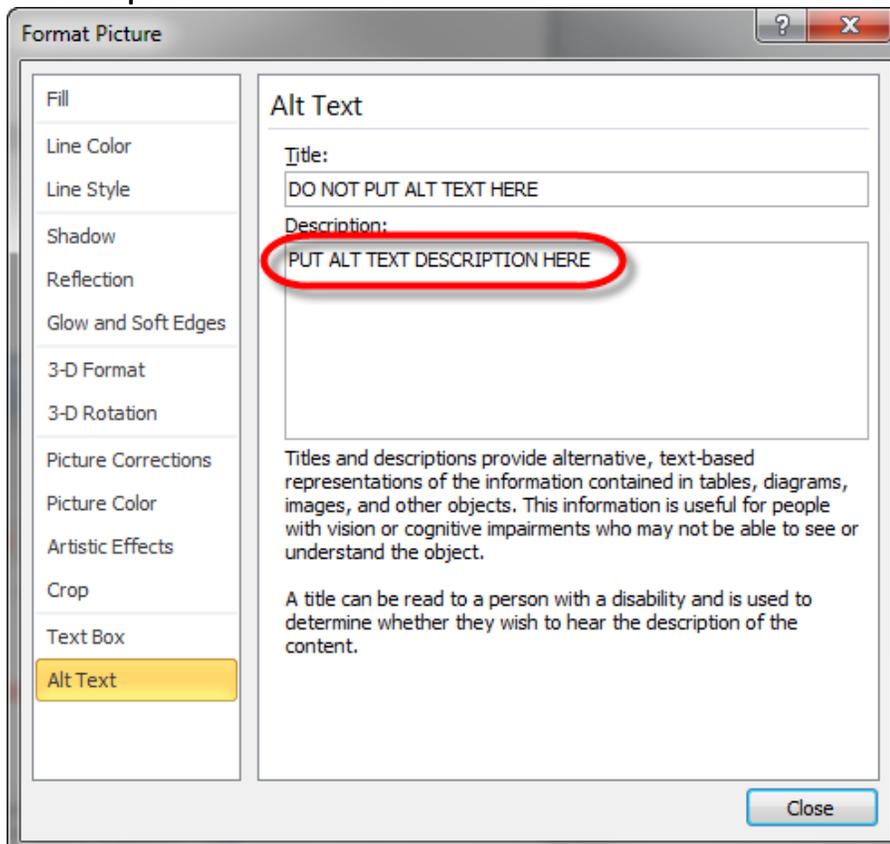
MICROSOFT OFFICE 2010

1. Open any Microsoft Office software and select an image so that the square anchors are visible.

2. Right-click the mouse on an image and select **Format Picture**.



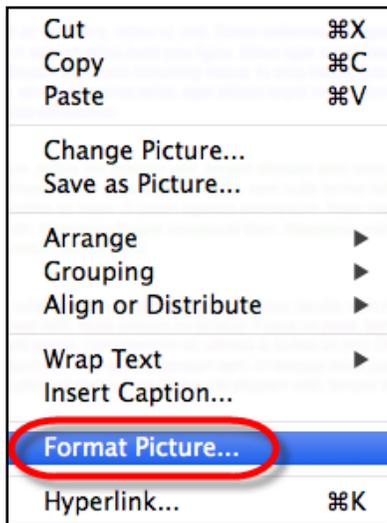
3. In the **Format Picture** window, select the **ALT Text** tab on the left, then insert the alt text into the **Description** field. Click the **Close** button to finalize the alt text.



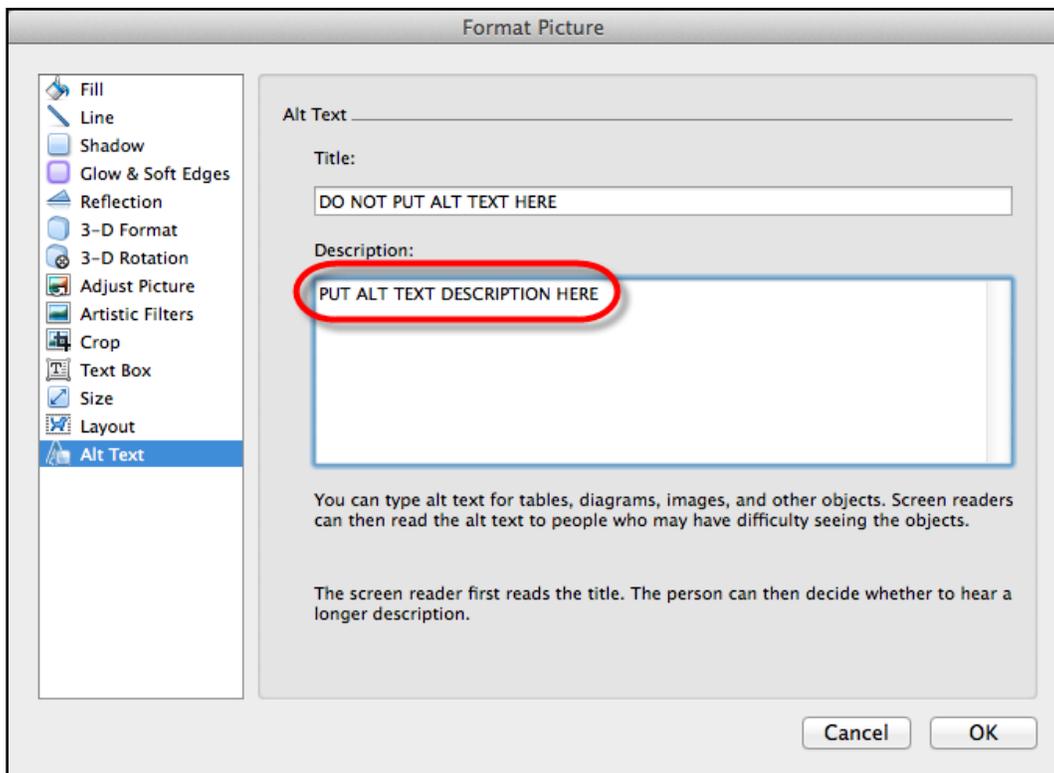
MICROSOFT OFFICE 2011 (MAC)

NOTE: This tool is not available in Office 2004 or Office 2008 for Mac.

1. Open any Microsoft Office software and select an image so that square anchors are visible.
2. Right click the mouse on an image and select **Format Picture**.



3. In the **Format Picture** window, select the **ALT Text** tab on the left, and then insert the alt text into the **Description** field. Click **OK** to close.



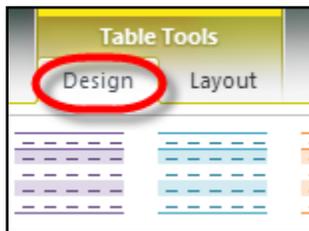
MARKING TABLE HEADERS

Microsoft Office allows you to mark the first row of a table as table headers.

WORD 2013 FOR WINDOWS HEADERS TOOL

1. Click anywhere in the table.
2. Go to the **Design** tab at the top of the page.

NOTE: Office 2013 has 2 **design** tabs, click on the one under **TABLE TOOLS**. The other one is generic for the entire document.



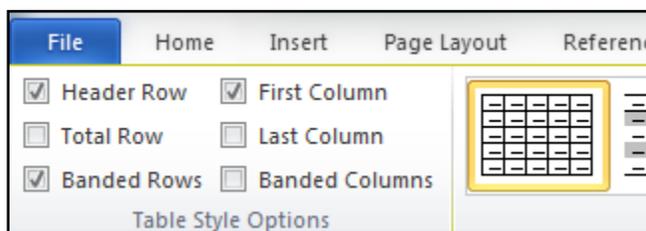
3. Check the **Header Row** check box for the **First Column** and/or **First Row**.



4. Type (or retype) your column headings.

WORD 2010 FOR WINDOWS HEADERS TOOL

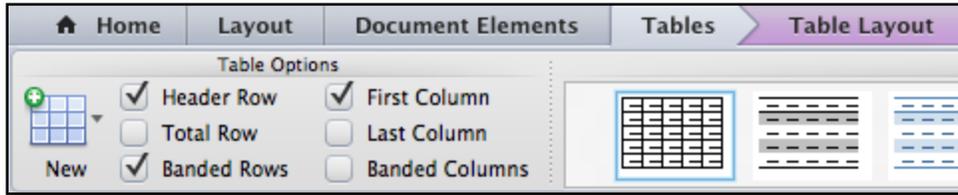
1. Click anywhere in the table.
2. Go to the **Design** tab at the top of the page.
3. Check the **Header Row** check box for the **First Column** and/or **First Row**.



4. Type (or retype) your column headings.

WORD 2011 FOR MAC HEADERS TOOL

1. Click anywhere in the table.
2. Go to the **Tables** tab at the top of the page.
3. Check the **Header Row** check box for the **First Column** and/or **First Row**.



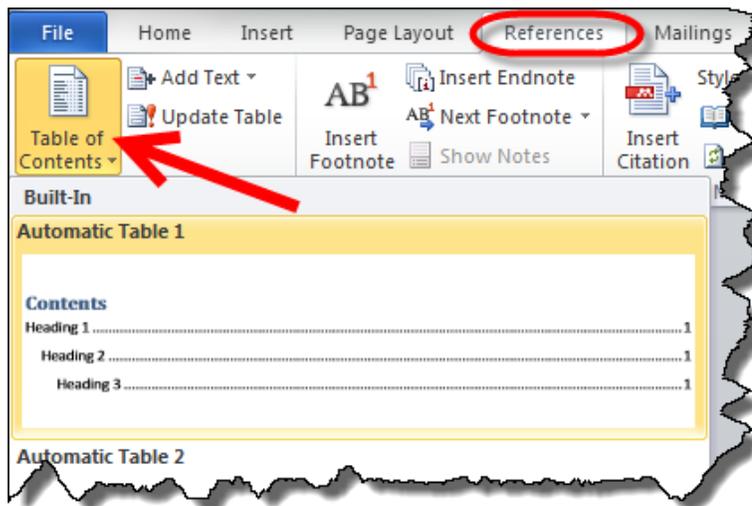
4. Type (or retype) your column headings.

GENERATE TABLE OF CONTENTS

Have Microsoft Word automatically create a Table of Contents based on your content.

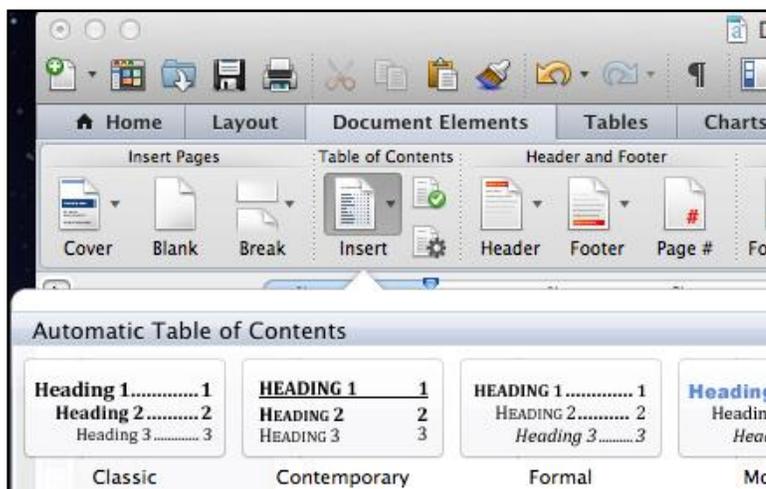
WORD 2010/2013 FOR WINDOWS TABLE OF CONTENTS TOOL

1. Go to the **References** tab
2. Select the **Table of Contents** button.
3. You can select one of the automatically generated formats or choose to enter the titles of the sections manually.



WORD 2011 FOR MAC TABLE OF CONTENTS TOOL

1. Go to the **Document Elements** tab
2. Select the **Insert** button
3. You can select one of the automatically generated formats or choose to enter the titles of the sections manually.

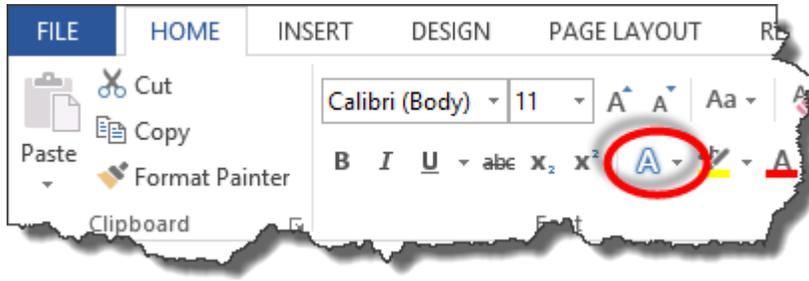


TEXT EFFECTS

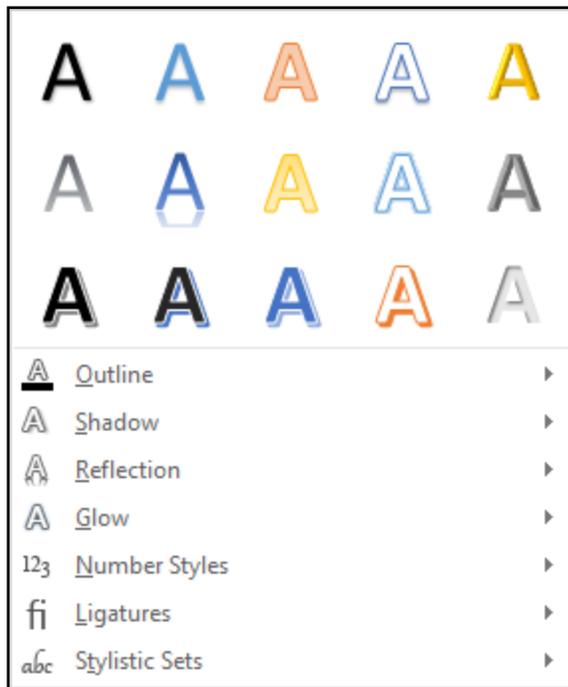
Text effects allow you to make a more visually appealing document without sacrificing accessibility.

WORD 2013 FOR WINDOWS TEXT EFFECTS

1. Highlight the content you wish to convert.
2. Go to **Home** tab and select the **Text Effects** button.



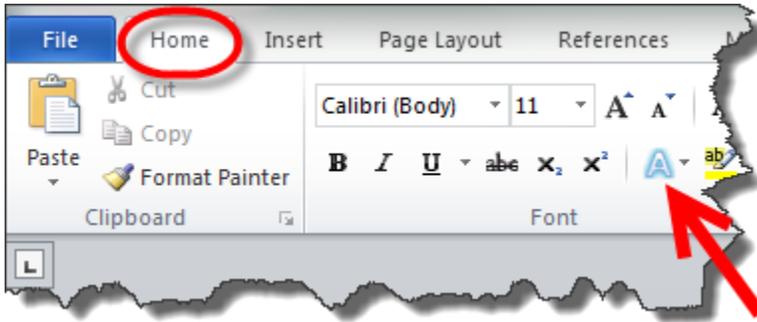
3. This will bring you a drop down menu of preselected colored letters and additional options: **Shadow, Reflection, Glow** and **Outline**.



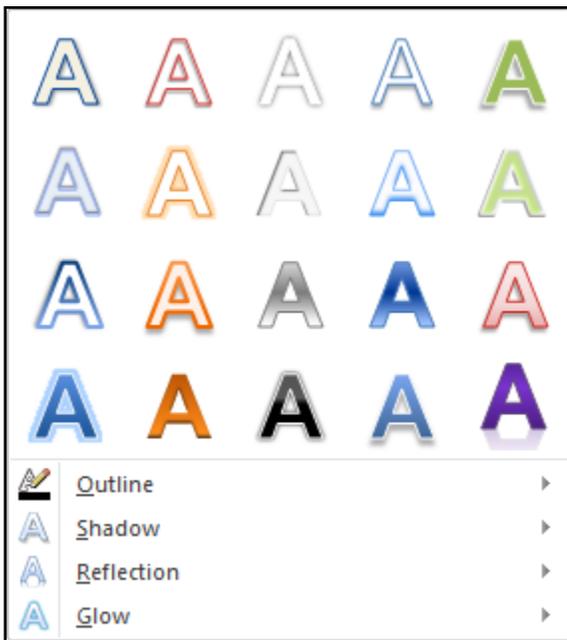
WORD 2010 FOR WINDOWS TEXT EFFECTS

1. Highlight the content you wish to convert.

2. Go to **Home** tab and select the **Text Effects** button.



3. This will bring you a drop down menu of preselected colored letters and additional options: **Shadow**, **Reflection**, **Glow** and **Outline**.

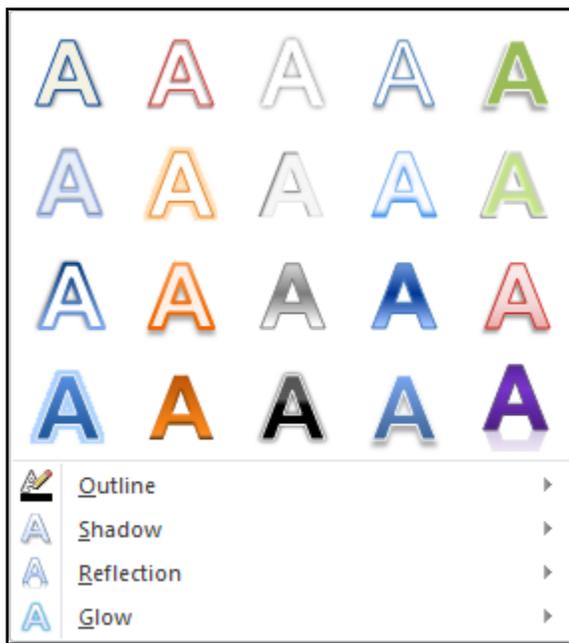


WORD 2011 FOR MAC TEXT EFFECTS

1. Highlight the content you wish to convert.
2. Go to **Home** tab and select the **Text Effects** button.



3. This will bring you a drop down menu of preselected colored letters and additional options: **Shadow, Reflection, Glow** and **Outline**.

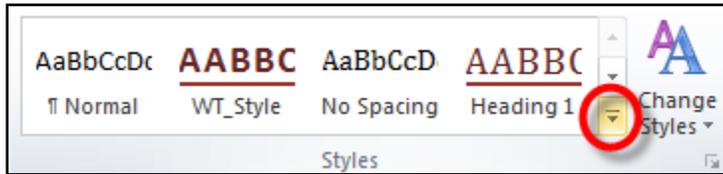


CLEAR FORMATTING

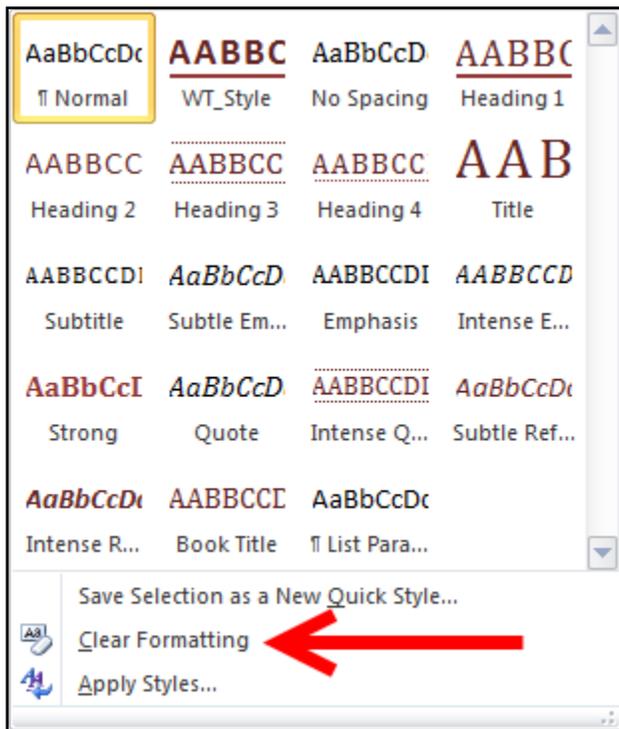
Text formatting can be cleared so that you can control the formatting of the text.

WORD 2010/2013 FOR WINDOWS CLEARING FORMATTING

1. Highlight the content you wish to clear the formatting.
2. On the **Home** tab, in the **Styles** area, click the **More** button to access all of the Styles

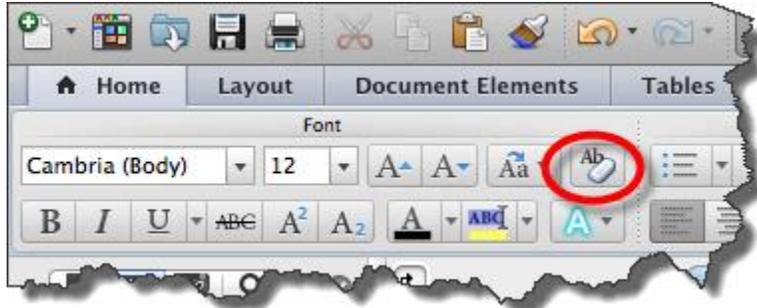


3. Click **Clear Formatting**.



WORD 2011 FOR MAC CLEARING FORMATTING

1. Highlight the content you wish to clear the formatting.
2. On the **Home** tab, click **Clear Formatting**.



FORMATTING TOOLS TO AVOID

Text Box, Quick Parts, WordArt and **Drop Caps** are **NOT** accessible formatting tools in Mac or PC. Do **NOT** use a formatting tool that places a letter into a **Text Box**. A screen reader will not recognize this as part of a word to be read.

