



CREATING ACCESSIBLE MICROSOFT WORD 2011 DOCUMENTS (MAC)



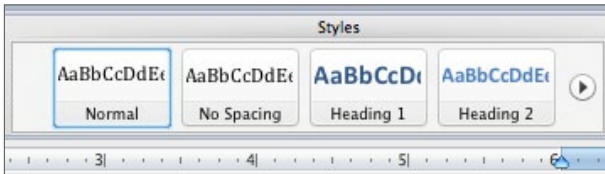
Headings

Create a uniform heading structure through use of styles in Word. This allows screen readers to navigate a document, and improves accessibility for everyone.

Adding and Editing Headings

Headings can be created using the Styles toolbar.

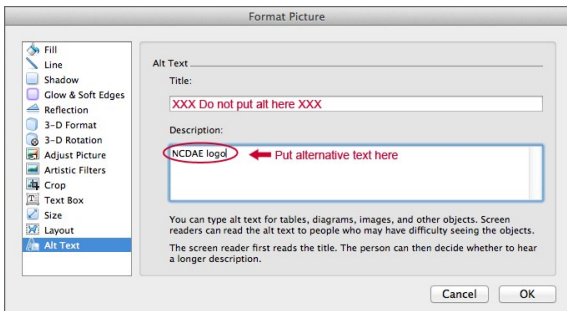
1. Select the text and **click on the appropriate style.** (E.g. “Heading 1”)
2. Headings 1, 2, or 3 can also be assigned using **command + option + 1, 2, or 3**, respectively.



Alternative text for Images

Images can be given appropriate alternative text in Word. This text is read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.

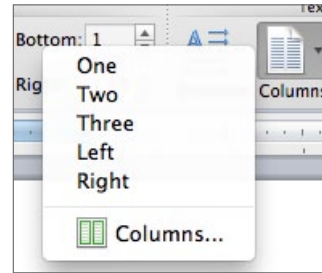
1. Right-click (or control + click) on the image and select **Format Picture**. A dialog box will appear.
2. Select the **Alt Text** option in the sidebar. Enter appropriate alternative text to the **Description field**, not the Title field.



If you do not see the Alt Text option, make sure you have the **most up to date version** of Word. Alternative text is available in Office 14.1 or newer.

Columns

When creating columns, **always use true columns**, not columns created by hand with the **Tab** key.

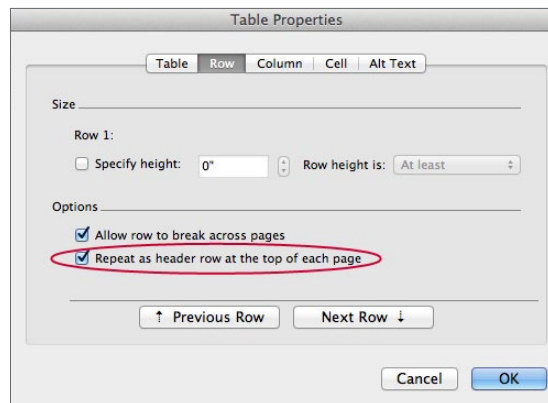


Creating Columns

1. Select **Layout** on the main ribbon.
2. Select **Columns** in the Page Setup group.

Data Tables

- Use the **Tables** ribbon to create tables, not by hand with spaces or the Tab key.
- There is no way to easily create table headers in Word.
- The first row can be identified as table headers in PDF (but not in HTML). To do this, Right click on the first row in the table and select **Table Properties > Row > Repeat as header row at the top of each page.**



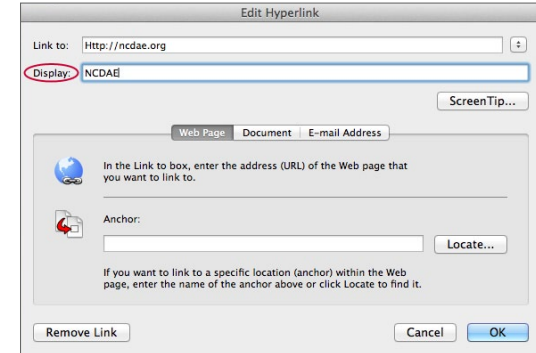
Links

Word **automatically creates a hyperlink** when a user pastes a full URL onto a page. These may not make sense to screen reader users, so **more information is needed.**

Editing Hyperlinks

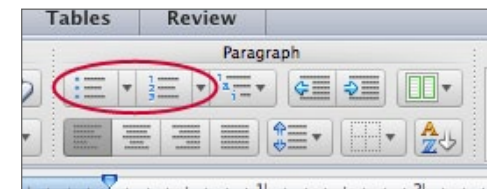
1. Select a hyperlink, right click, and select **Edit Hyperlink** or **command + k**.

2. Change the URL in the **Display** field to a more meaningful description.



Lists

Use **true numbered** and **bulleted lists** to emphasize a point or a sequence of steps. To create a list, select the **Numbered List** or **Bulleted List** option in the main ribbon.



Other Principles

- Ensure that font size is sufficient, around **12 points**.
- Provide **sufficient** contrast.
- Don't use color **as the only way** to convey content.
- Provide a **table of contents**, especially for long documents.
- Use **simple** language.
- For a more **widely supported file format**, consider saving files as “Word 97-2004 Document (.doc)” format instead of the default “.docx” format.